

Edit or Delete a Busy State

Last Modified on 10/01/2019 3:04 pm EDT

To edit or delete a busy state:

1. Click **Settings** >  **Busy States**.
2. Click a busy state in the pane to the left to select it.
3. To edit the busy state, make your changes to any of the fields as needed.
4. To delete the busy state, click the  icon to delete the busy state, then click **Yes** to confirm.