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## **Setting up Groups**

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## **Setting up Groups**

When you set up a Group, only that group, with those numbers specified, can transfer calls between each other.

For example, the Support team might not be able to forward calls to the Sales team.

- 1. Go to the Switchboard.
- 2. Select the numbers you want to be in the same Group.
- 3. Go to Profile > Number Settings.
- 4. Specify the Group name for those numbers, eg Support.
- 5. Click Save to update settings.

