# Hosted PBX by Golden West

## Setting Call Forwarding

1. On the menu bar, click **Users**.

2. Click the name of the user you want to forward.

3. Click the **Answering Rules** tab.

4. Hover over a time frame, and then click the  icon.

5. In the pop-up window, select the appropriate call forwarding check box and enter the extension, number, or phone.

6. Click **Save**.

Note: Your main number usually is associated with a user called the **Inbound Route**.
For more information about Call Forwarding, see **Adding Answering Rules**.