Instant Message and Presence Status

Let Others Know That You're Busy

When you're busy with work and don't want to receive any calls, set your status to Do Not Disturb. Your phone doesn't ring when other people try to dial your number.

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Note   You can set Do Not Disturb status only on your company-provided phones.

Procedure

Step 1   From **Unified Communications Self Care Portal**, choose **IM & Availability** > **Do Not Disturb**.

Step 2   Check the **Turn on** check box and click **Save**.

Share Your Work Status

You can turn on your instant message and presence status, so that your coworkers are aware of your work status. For example, if you're away, online, offline, or in a meeting, the status appears accordingly.

Procedure

Step 1   From **Unified Communications Self Care Portal**, choose **IM & Availability** > **Status Policy**.

Step 2   Check the **Automatically update status when there is a meeting on my calendar** check box, click **Status Policy**, and click **Save**.