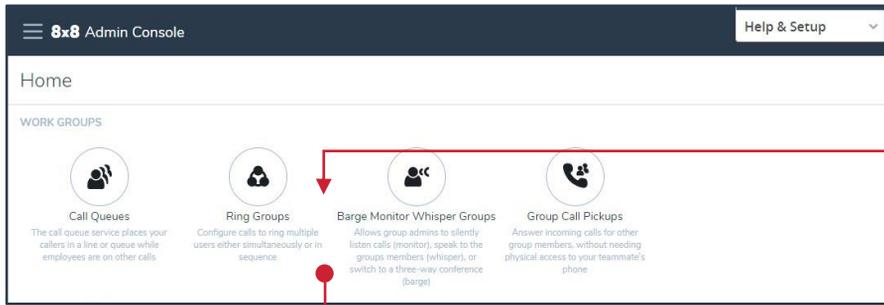


Workgroups



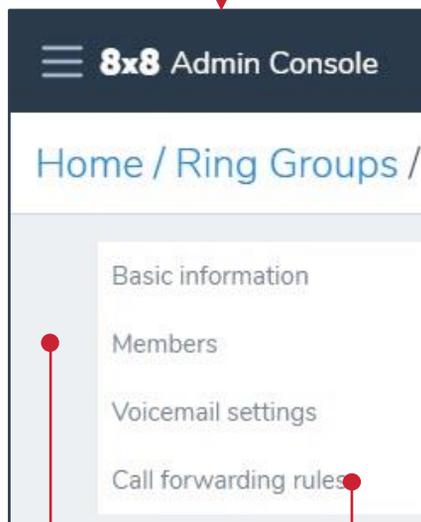
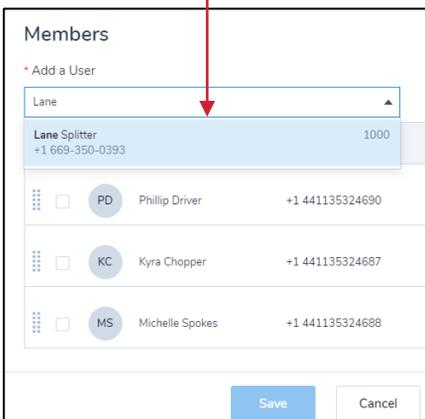
Create a Ring Group, Call Queue, BMW Group, or Group Call Pickup

1. Select a Work Group icon on the 8x8 Admin Console Home Page
2. Select **+Create Ring Group** (or as appropriate) near the top right corner of the Work Group page



Add a User to a Workgroup

1. On the Work Group page, select the **pencil icon** on the right side of the Work Group row entry
2. Select **Members** from the menu on the left
3. Type the name or email address of the User you wish to add in the **Add a User** field, and select the User from the drop-down list
4. Select **Save**



Set up a Workgroup Call Forward

1. On the Work Group page, select the **pencil icon** on the right side of the Work Group row entry
2. Select **Call forwarding rules** from the menu on the left
3. Select **checkboxes** to enable or disable Call forwarding rules
4. Select the **pencil icon** on the right to change the forward target of a rule

