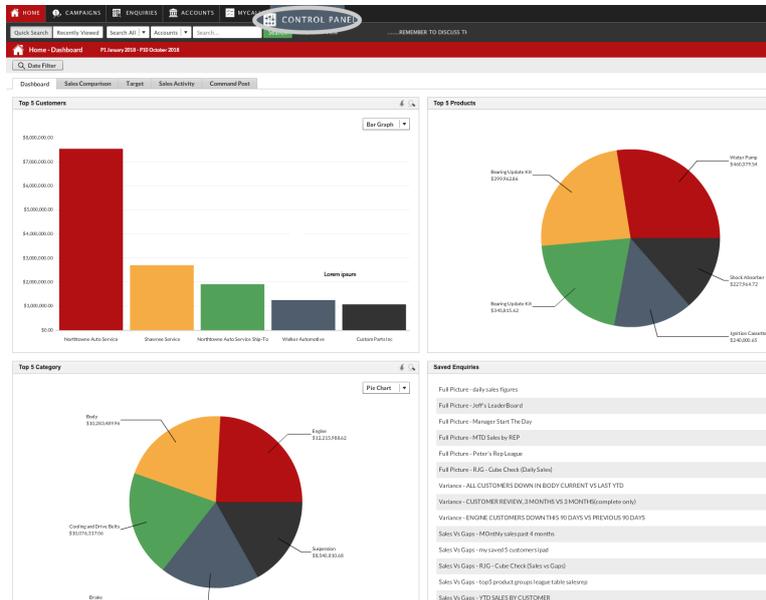


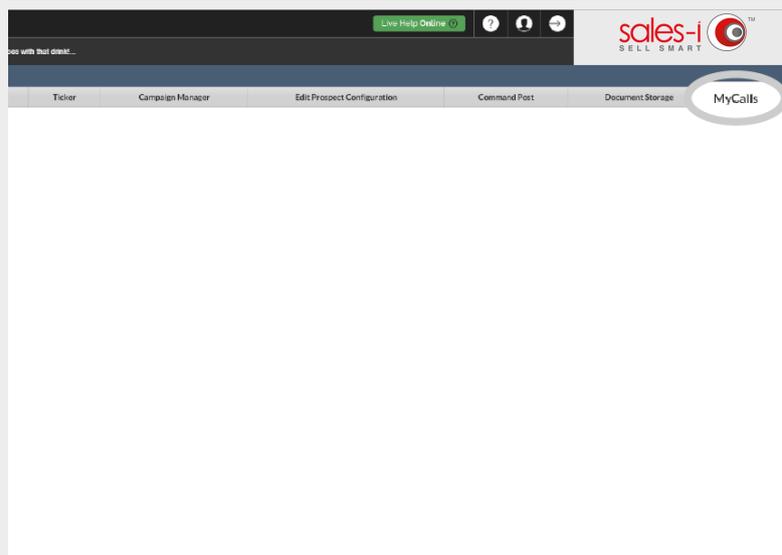
HOW TO CHANGE THE COLOR OF YOUR CALL TYPES

This guide will show you how to change the colour of your call types in Mycalls.
You may wish to do this to highlight particular call types or distinguish between certain types more easily.
Please Note: This guide is for Power Users only.

01 From the black navigation bar at the top of the screen, click **CONTROL PANEL**.



02 Click on the **MyCalls** tab, on the far right.



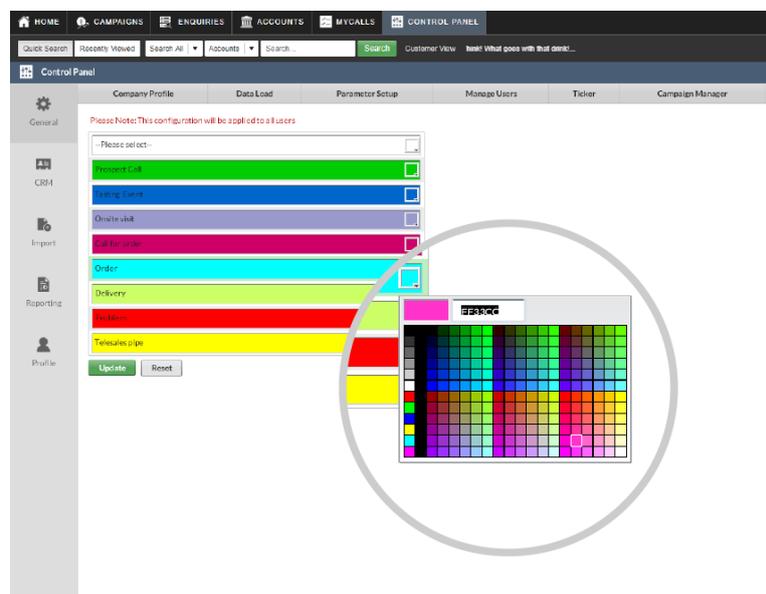
03 You will now see a list of call types.

Click on the square on the right hand side of the call type which colour you want to change to open up a color palette.

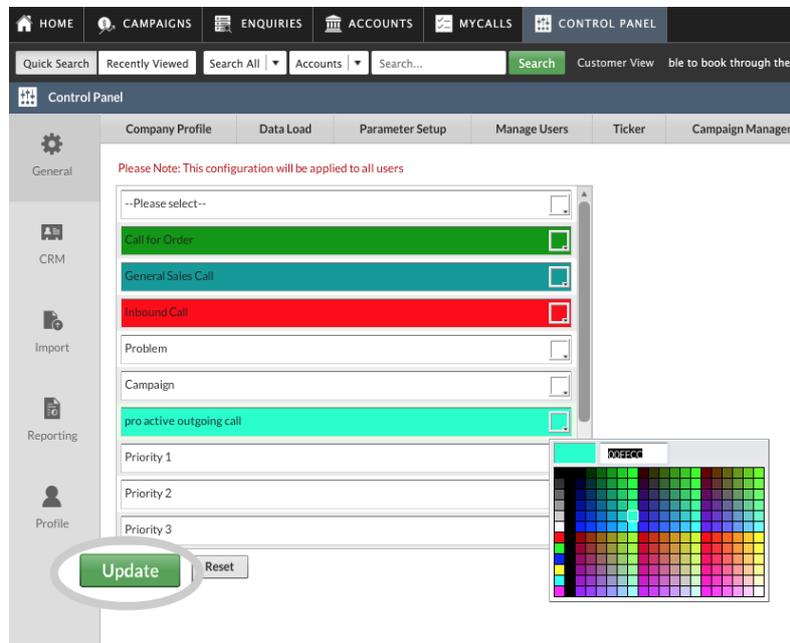
Next, select the new color to update too.

Please note: If you can't see the call type you want to edit, you may need to add or edit it, to discover how to do this visit:

<https://support.sales-i.com/how-to-add-or-edit-a-call-type>

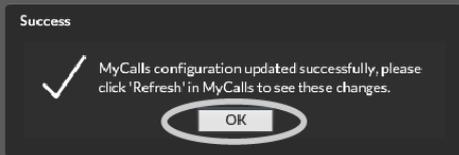


04 Once you have picked a color, click the green **Update** button.



05 You will now see a message telling you that your MyCalls configuration updated successfully and that you will need to click Refresh in MyCalls to see these changes.

Click **OK**.



06 When you next refresh or reopen the MyCalls page on desktop or on mobile, you will have noticed your call type colors will have updated as requested.

