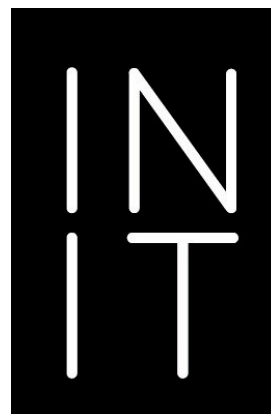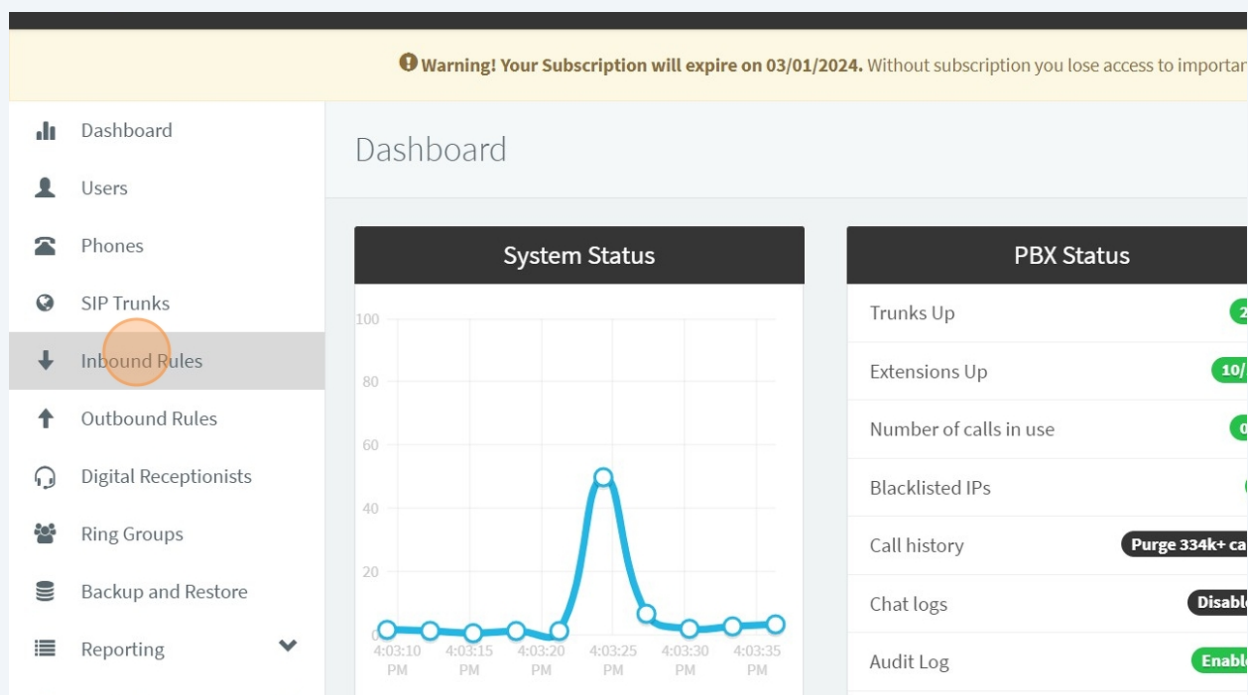# Setup forwarding for an extension in 3Cx

1   Navigate to the 3CX Admin Console

2   Click "Inbound Rules"

3 Click the rule you want to modify

Inbound Rules

➕ Add DID Rule ➕ Add CID Rule ✏️ Edit ✖️ Delete ⬆️ Move Up ⬇️ Move Down ⬇️ Import ⬆️ Export

Search ...

	Type	Name	Trunk	DID/DDI Number	In Offic
☐	DID	Barclay	Woodington Properties	18123312666	107 Bar
☐	DID	Barclay Temp	Woodington Properties	18122333067	198 Bar Office
☐	DID	Woodland - Temp	Woodington Properties	18124610011	399 Woo All
☐	DID	Woodington - Temp	Woodington Properties	18124610014	299 Woo All
☐	DID	Crossing - Temp	Woodington Properties	18124610063	499 Cro

4 Select the new destination for calls during office hours and/or outside office hours

≡ Reporting ⌄
🛡 Security ⌄
⚙ Advanced ⌄
🔧 Settings
3CX Portal

Destination for calls during office hours

Extension

107 Barclay Office

Destination for calls outside office hours

Extension

299 Woodington - Ring All

☑️ Set up Specific Office Hours for this rule

Office Hours

Monday	Tuesday	Wednesday	Thursday	
08:00 - 12:00	08:00 - 12:00	08:00 - 12:00	08:00 - 12:00	08:
Configure	Configure	Configure	Configure	C

☐ Apply these office hours even if it's a global holiday

5 Click "OK"

3CX

- ▌ Dashboard
- 👤 Users
- ☎ Phones
- 🌐 SIP Trunks
- ⬇ Inbound Rules
- ⬆ Outbound Rules
- 🎧 Digital Receptionists
- 👥 Ring Groups
- 🗄 Backup and Restore

Barclay   [OK]   [Cancel]

General

Name

| Barclay |

DID/DDI

| 18123312666 |

Route calls to