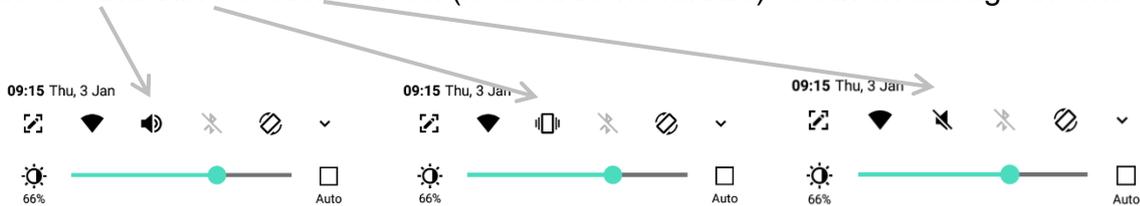


How to set your phone to Silent/Vibrate

Vibrate and Silent are two modes the phone can enter. This silences the ring tone and other sounds.

These can be accessed by **swiping down** from the top of the screen and tapping on the Sound/Vibrate/Silent button (located in the middle) to switch through the modes.

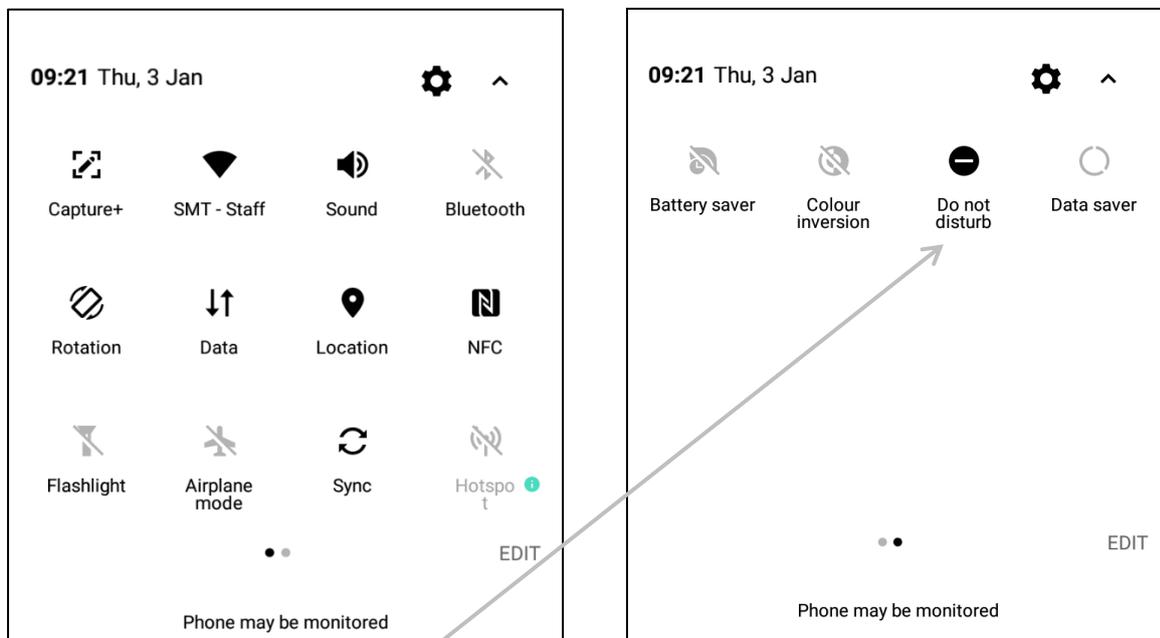


Alternatively holding volume down on the left hand side of the device until Volume 0 will put it to Vibrate. One extra press of volume down after this will put it to silent. Pressing Volume up can undo this back to normal.

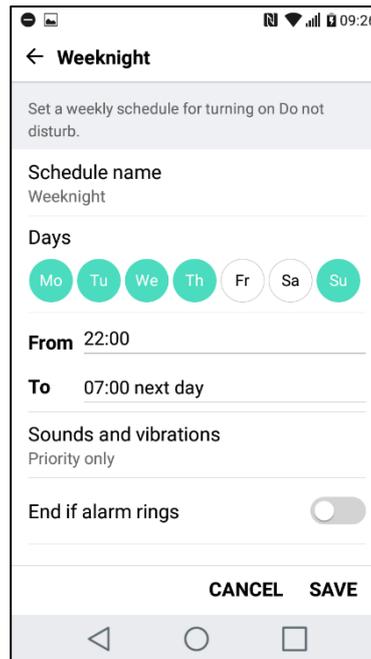
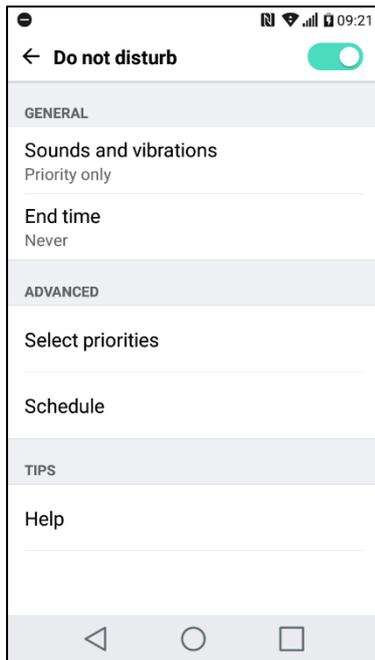
How to put your phone into Do not Disturb

Do Not Disturb is a feature on most phones which allows the phone to block incoming calls, messages and notifications. This can be set to specific schedules or just while you elect to enable it.

At any time, **swipe down** from the top of the screen. Then swipe again to bring down the full list of buttons. From here swipe left to the second page to view a few more, one of these is Do Not Disturb mode.



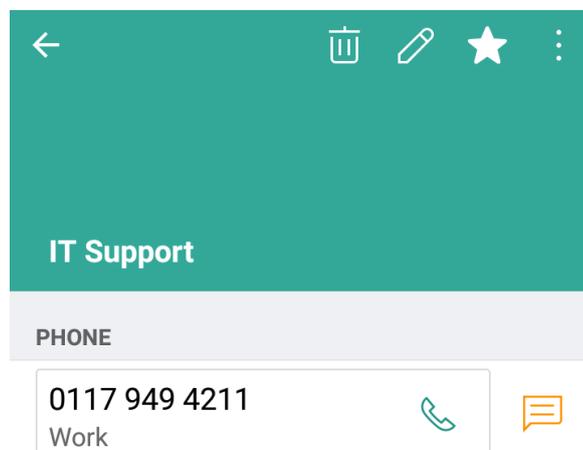
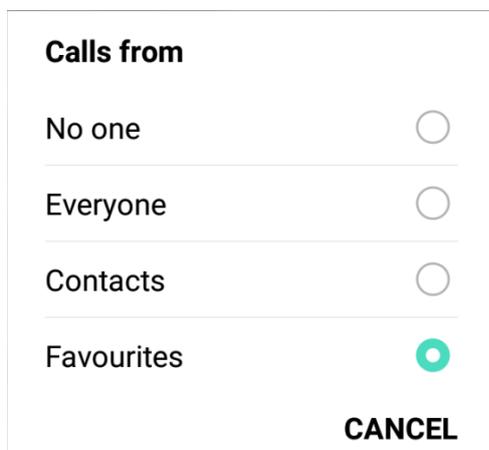
Press to turn on Do Not Disturb with current settings. **Hold down** on Do Not Disturb to open the full menu.



By Default, Sounds and Vibrations are on for Priority Only. Below you can manage what counts as priority. You can choose specific apps to receive notifications from and you can choose whether only **specific contacts** can ring you. As well as who can send you texts.

From this full menu, you can set a schedule of when you want Do Not Disturb Enabled. This works similar to the alarm setting. You can also set it to end when an alarm goes off. By default, there are options for the weekend and weeknights.

To select which contacts are allowed to contact you with either calls and/or messages you must pick the **favourites** option. You must then also assign those contacts to be favourites.

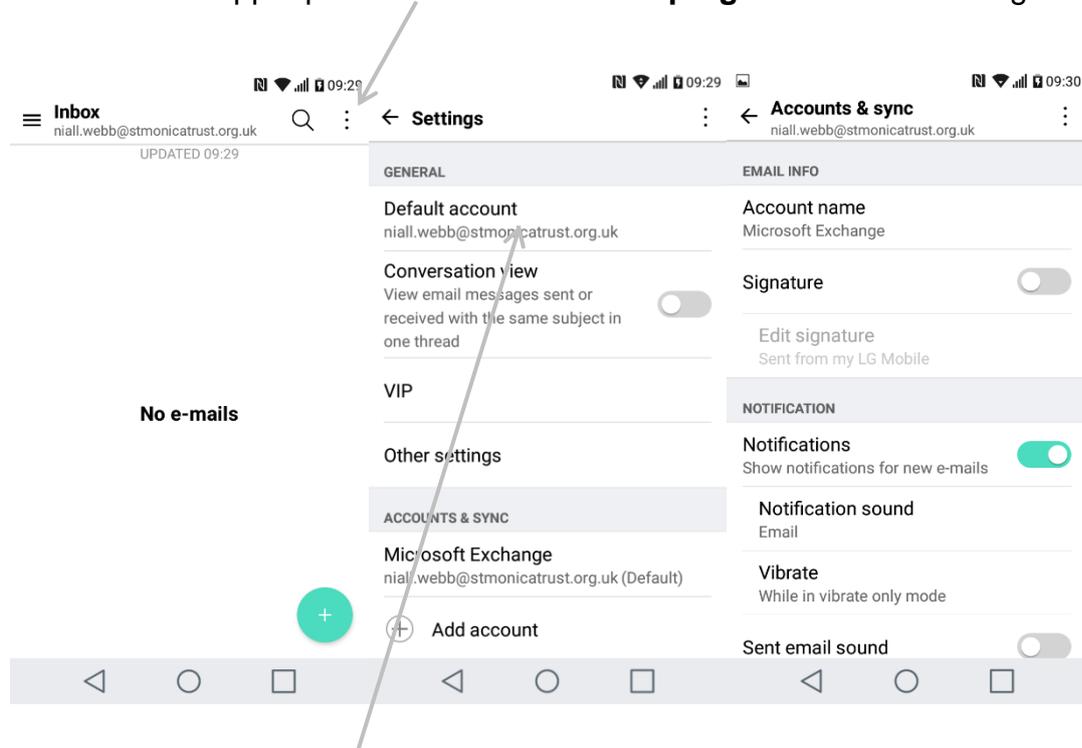


To do this open your contacts app on the phone, find the contact(s) you want marked as a favourite, open up the contact and press the **star** in the top right.

How to set Out of Office from your phone

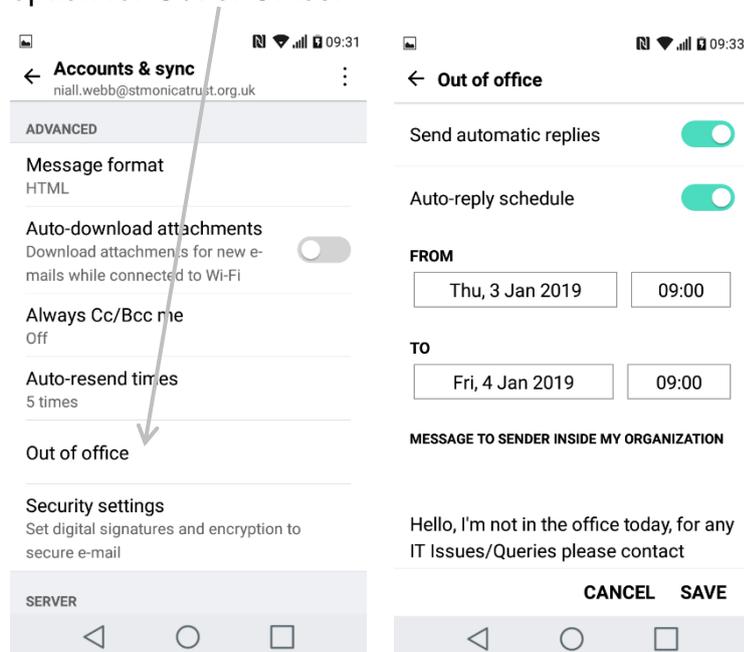
You can set your out of office email message on your mobile phone.

From the mail app tap the **three dots** in the **top right** and select settings.



Then select **your email address** to access account settings.

Scroll down until you see the section labelled 'Advanced', here there will be an option for Out of Office.



Select this and you can set and edit your Out of Office message and settings like you would on your computer.