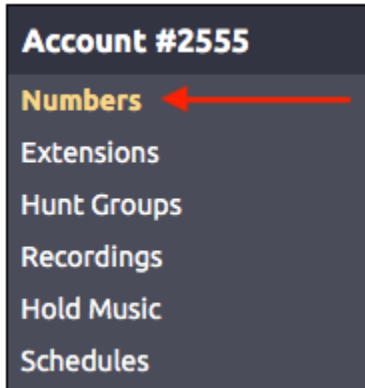


# Routing Numbers

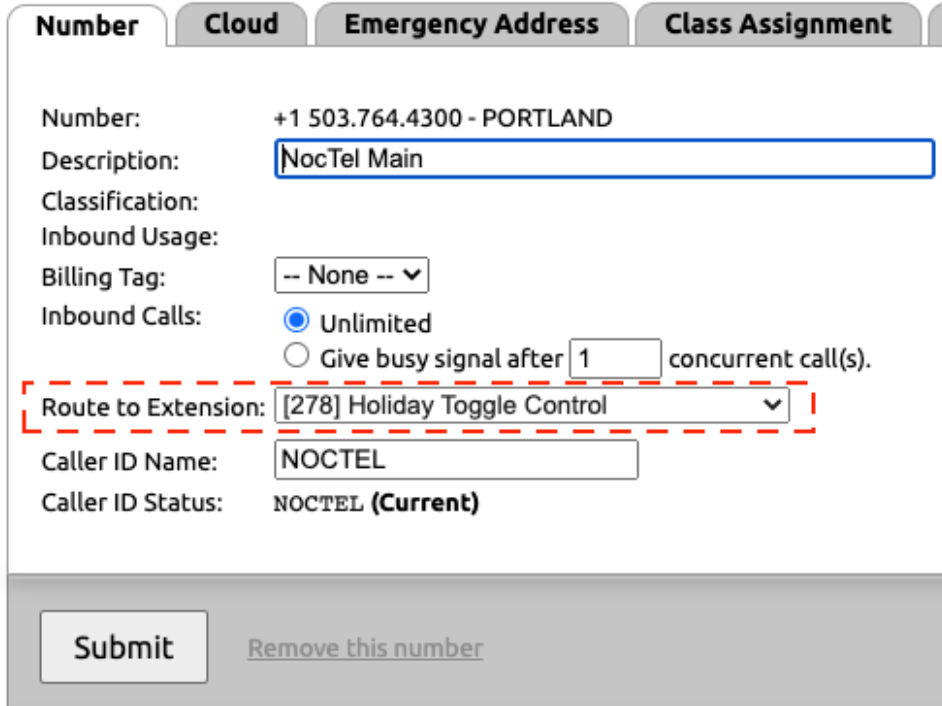
In order for an inbound call to an account phone number to be answerable, the number must be routed to and extensions in the account.

To route a number to an extension:

1. In the NocTel Portal, click **Numbers**.



2. From the list of numbers find the number that needs to be routed and click on it.
3. On the **Number** tab, locate the "Route to Extensions" dropdown box and use it to select an extension.

A screenshot of the NocTel Portal configuration page for a number. The page has several tabs: Number, Cloud, Emergency Address, and Class Assignment. The 'Number' tab is active. The configuration fields are: Number: +1 503.764.4300 - PORTLAND; Description: NocTel Main; Classification: (empty); Inbound Usage: (empty); Billing Tag: -- None --; Inbound Calls: Unlimited (selected) and Give busy signal after 1 concurrent call(s); Route to Extension: [278] Holiday Toggle Control (highlighted with a red dashed box); Caller ID Name: NOCTEL; Caller ID Status: NOCTEL (Current). At the bottom, there is a Submit button and a Remove this number link.

4. Click **Submit** to save the settings.

## Related articles

- [Exporting a Extension List](#)
- [Routing Numbers](#)
- [Time of Day Routing and Schedules](#)
- [Editing an Extension's Name and Number](#)
- [Bulk Operations Extensions](#)