Answering/Making Delegated Phone Calls in Microsoft Teams

If someone has delegate phone call access to you, you can answer and/or make calls on their behalf.

**Answering calls on behalf of someone else:**
When a call comes in, the pop-up window will indicate who the call is for:

**Set a distinctive ringtone:**
In the settings area, you can set up a different ringtone which will be used for incoming delegated calls:

**Making calls on behalf of someone else:**
On the dial pad, enter the number you wish to call.

At the bottom of the dial pad, click the pop-up menu to the right of the Call button and select the appropriate Call as... option.

If you have any questions, please contact TechServices at help@uml.edu or 978-934-4357.