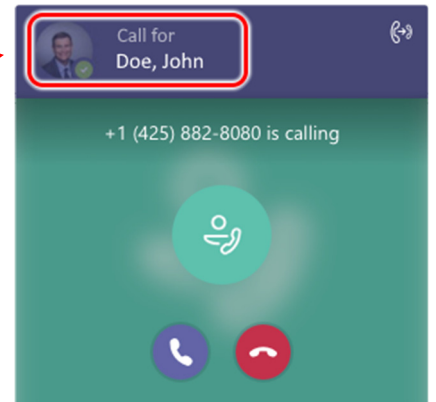


Answering/Making Delegated Phone Calls in Microsoft Teams

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

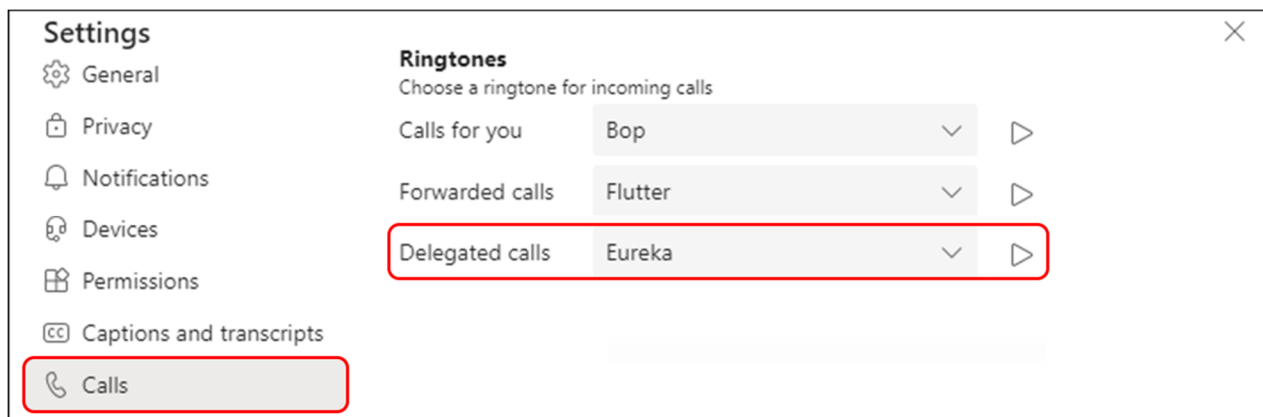
Answering calls on behalf of someone else:

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.

