

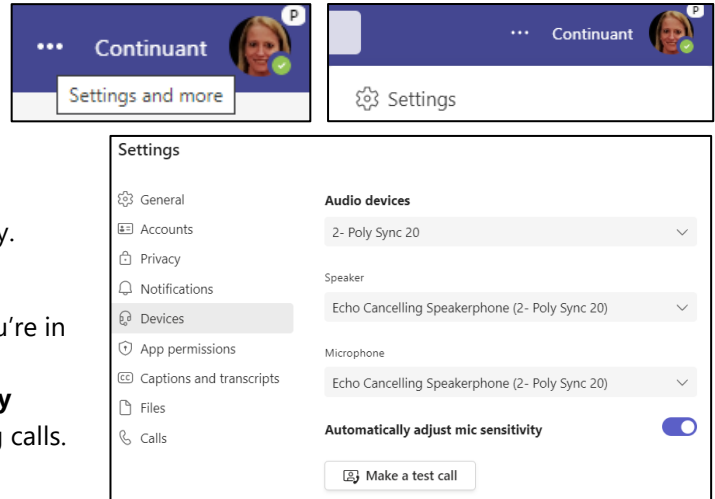
Microsoft Teams for Calling - Settings

You can setup Microsoft Teams for Calling to work for you by navigating through all the options within **Settings**.

Devices

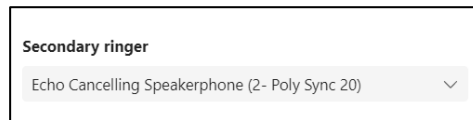
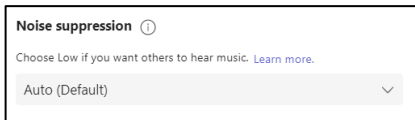
SETUP YOUR DEVICES

1. Click **Settings and more** *** next to your profile picture.
2. Click **Settings**.
3. Select **Devices** from the left side panel.
 - Change your Speaker and Microphone if needed.
4. Ensure **Automatically adjust mic sensitivity** is on.
5. **Make a test call** to ensure your devices are setup properly.



Tips:

- Use the drop-down menu under **Noise suppression** if you're in a loud environment.
- If you are using a headset you may want to use **Secondary ringer** to set your computer speakers to ring for incoming calls. If you aren't wearing your headset, you'll still hear it.

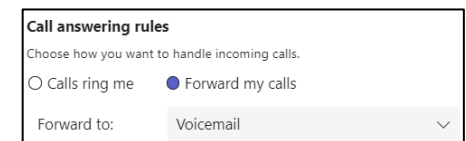
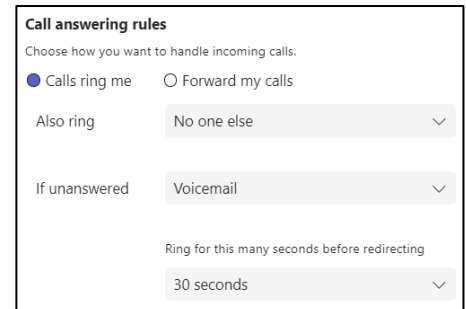


Call Settings

Select **Calls** from the left side panel to manage the following settings.

CALL ANSWERING RULES – Choose how you want to handle incoming calls

- Select **Calls ring me**
 - Choose from the following:
 - **Also ring:** No one else | New number or contact | Call group
 - **If unanswered:** Voicemail | New number or contact | Do nothing | Call group
 - **Ring for this many seconds before redirecting:** Choose from 10 – 60 seconds
- Select **Forward my calls**
 - Choose from the following:
 - **Forward to:** Voicemail | New number or contact | Call group



VOICEMAIL

1. Click **Configure voicemail**.
2. Click **Record a greeting**.
 - A call window will appear, follow the prompts to record your standard greeting and your out of office greeting.
3. Under **Call answer rules**, choose how you'd like your calls to be handled when they go to voicemail.
4. Under **Text-to-speech customized greeting option**, if desired – instead of recording your message (see above) enter your custom greeting in the field provided. Tip: Ensure you call your voicemail to ensure pronunciation is correct.
5. Under **Out of office greeting**, choose when you want your custom out of office greeting to play.

RINGTONES

Choose a ringtone for incoming calls

- **Call for you | Forwarded calls | Delegated calls**
 - Click on the **Preview ringtone** icon ▶ to play and then choose your ringtone for each.

Boss/Admin - Delegates

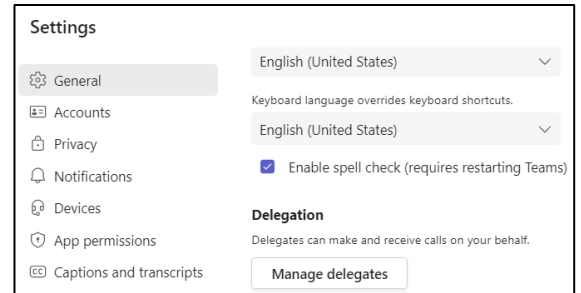
You can pick someone in Teams to be your *delegate*—to make and receive calls on your behalf.

ADD A DELEGATE

1. Click **Settings and more** *** next to your profile picture.
2. Click **Settings**.
3. Select **General** from the left side panel.
4. Under Delegation, click **Manage delegates**.
5. Click **Your delegates** and type the person's name in the Add a delegate field.
6. Select the permissions you want to give them including **Make calls | Receive calls** and **Change call and delegate settings** then click **Add**.

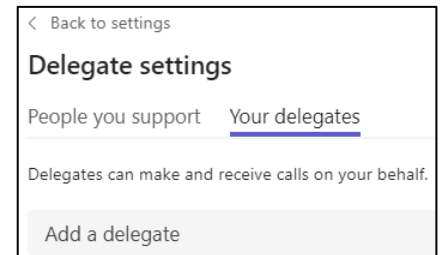
Tips:

- Your delegate will receive a notification about their new status.
- Delegate will now appear as an option for your Calls ring me and Forward [Call answering rules](#) settings.



MAKE OR RECEIVE A CALL ON SOMEONES BEHALF

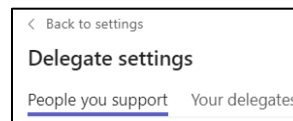
1. Click **Calls** from the left side panel.
2. Under the dial pad, click on the **drop-down arrow** next to Call.
3. Choose who you want to call on behalf of.



CHANGE YOUR BOSS'S CALL AND DELEGATE SETTING

As a delegate, you can view or edit call and delegate settings on behalf of someone else.

1. Follow steps 1-4 [above](#).
2. Click **People you support**.
3. Hover over any name in the list and click **More options** ***.



- Choose to
 - **View permissions:** Edit any of your boss's delegates
 - **Change delegates:** Add or remove delegates for your boss
 - **Change call settings:** Adjust call settings for your boss

