

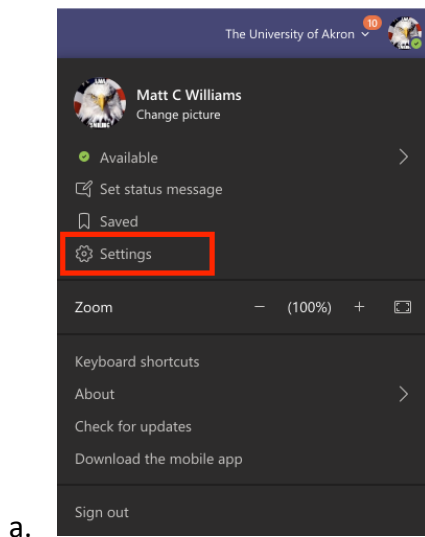
## Call Forwarding Options

**NOTE: You can change your Call Answering Rules to forward calls to voicemail or to other parties if you wish.**

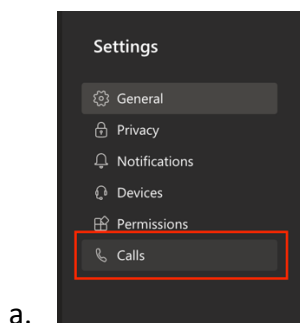
1. Log in to the Microsoft Teams app.
2. Click on your profile picture/Initials in the top right of the Teams app.



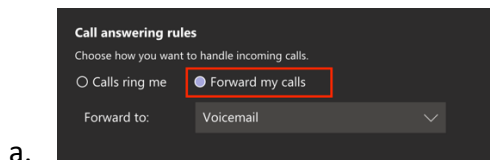
3. Click on Settings.



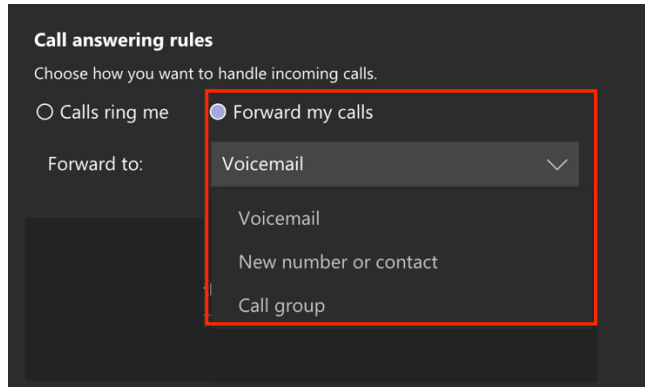
4. Click on the "Calls" menu.



5. Click on the Radio Button next to "Forward my calls" in the Call answering rules area.



6. Click on the “Forward to:” drop down and select how/where you want your calls forwarded.



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