

MS Teams - Manage Your Call Settings

Goal

Provide instruction on how to manage call settings

Call Settings

To change call settings, next to your profile picture, click the **three dots** and then **Settings**.

- Go to the **Calls** section, and you can change your call handling and forwarding. This section will also allow you to manage voicemail, out-of-office voicemail, manager call group, delegates, and, if applicable, emergency calling.

Note: You'll only see the **Calls** section if your Office 365 subscription includes an Enterprise Voice license.

For more information, click on the link below

[Manage your call settings](#)