MS Teams - Create a Team Call Group

Use the instructions below to create a Teams Call Group

You can set up a Call Group for the following settings:

- "If unanswered"

- "Also ring"

- "Forward my calls"

1. On the upper right-hand corner, select your picture then "settings"
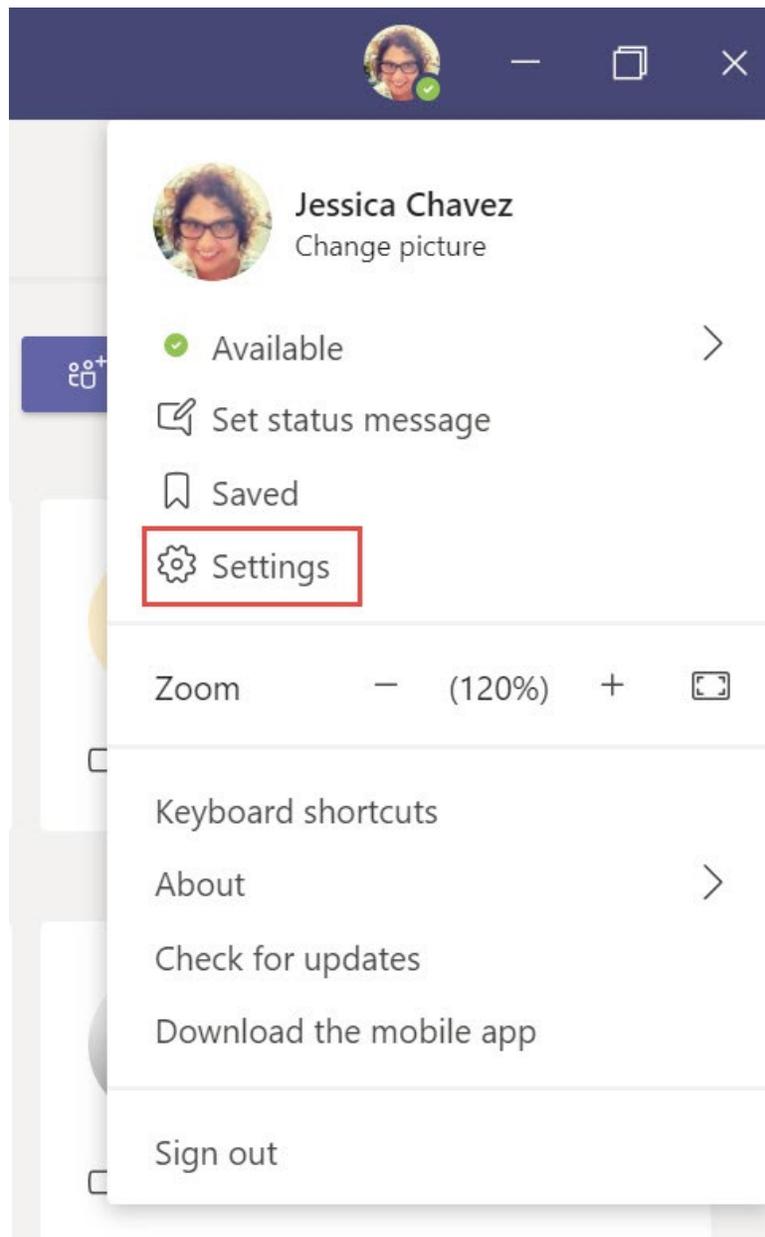
2. In this example, we are going to set up "call Group" for my "Also ring" call rule. From the drop down, select "Call Group"

Settings   ✕

⚙ General	**Call answering rules**
🔒 Privacy	Choose how you want to handle incoming calls.
🔔 Notifications	● Calls ring me ○ Forward my calls
🎧 Devices	Also ring No one else ⌄
🔲 Permissions	
📞 Calls	If unanswered

New number or contact

No one else

Call group

40 seconds ⌄

Voicemail

Voicemails will show in the calling app with audio playback and transcript.

Configure voicemail

Ringtones

Choose a ringtone for incoming calls

Calls for you   High Score ⌄ ▷

Forwarded calls   Bop ⌄ ▷

3. Add the names of the people you want to add to this call group

- You can have a MAX of 25 users in your call group

- You can have a MAX of 32,768 call groups

< Back to Options

Call group

Select people to be in your call group and then forward to them whenever you need to.

Add people

da

Davis Sturgeon
DSTURGEON

Damian Christensen
DCHRISTENSEN

Darlin Artiles
DARTILES

Dave Allem
DALLEM

David Wilcox
(DWILCOX) Microsoft Engineer

Dave Sampley
(DSAMPLEY) Systems Administrator

David Heighton

4. At the bottom of the screen, pick the order you want people in your call group to receive your calls.

Pick the order you want people in your call group to receive your calls.

Ring order   All at the same time   ∨

Cancel   All at the same time

                  In the order above

5. Select Save.

Delete a user from a teams call group:

1. Select the user and click on the "X" on the right of their name