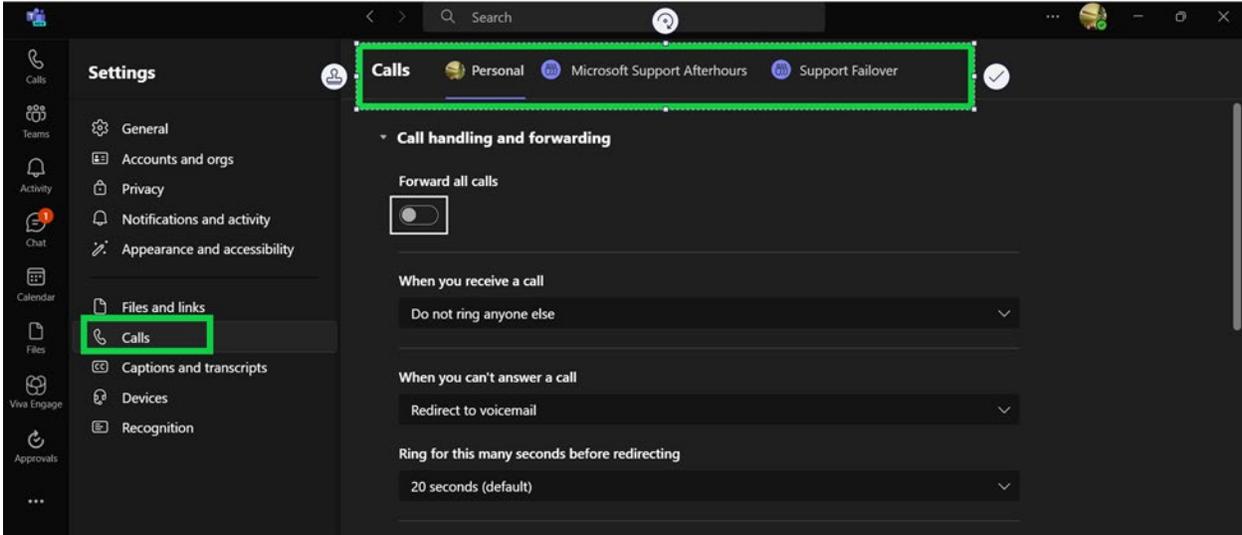


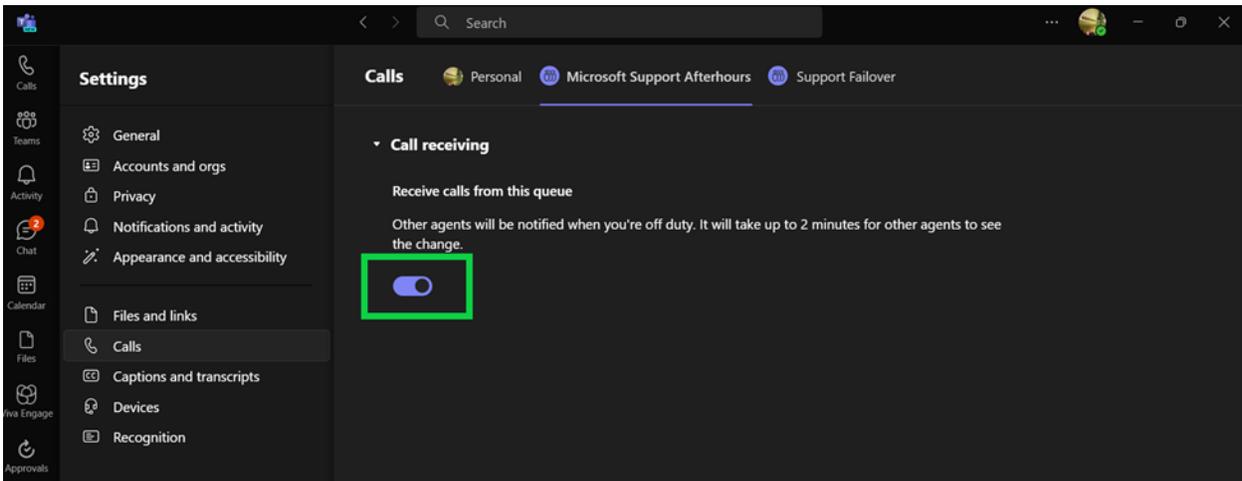
From your Microsoft Teams desktop applications, click on the three dots next to your picture from the upper right-hand side and select "Settings."



Navigate to "Calls" Your call queues will be found at the top of the screen.



Select the call queue you wish to edit. You can opt-in and out of Call Queues by toggling the button at the bottom of "Call receiving"



Note: If this button is greyed out you are unable to opt out of the Call Queue. Please speak with your Teams Administrator if you believe this to be an error.