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

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

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& Calls	Settings	Calls 🧐 Personal 🐻 Microsoft Support Afterhours 🐻 Support Failover 🧭			
Teams Activity Chat	 6 General Accounts and orgs Privacy Notifications and activity Appearance and accessibility 	Call handling and forwarding Forward all calls			
Calendar Files	C Files and links	When you receive a call Do not ring anyone else			
Viva Engage E Approvats	 Captions and transcripts € Devices E Recognition 	When you can't answer a call Redirect to voicemail Ring for this many seconds before redirecting 20 seconds (default)			

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.