

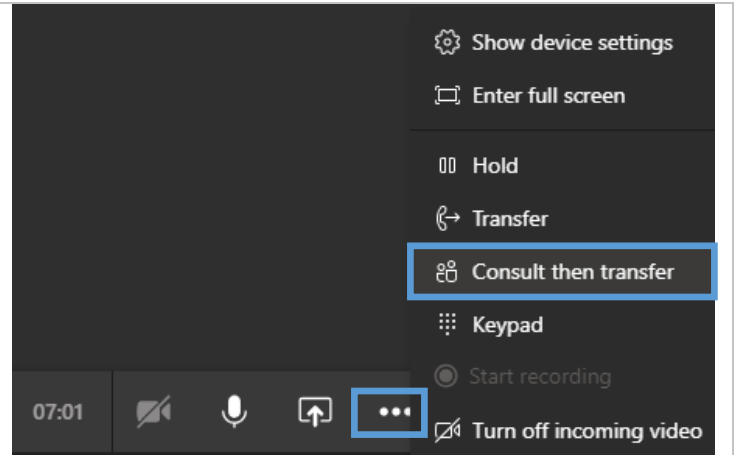
Consult then Transfer a Teams Call

When transferring calls, one may wish to consult with the receiving person before agreeing to receive the transferred call. Microsoft Teams enables this today by providing you with the ability to place an incoming call on hold, initiate a new call or chat with someone to check on their availability, and either transfer the call or take a message.

1



Move your cursor to bring up the Meeting options bar, Select **More options** ...--> **Consult then transfer**



2



You can Search or Select the person you would like to **Consult** with, and type a new chat, or **Transfer** to their Work phone or Work voicemail.

