

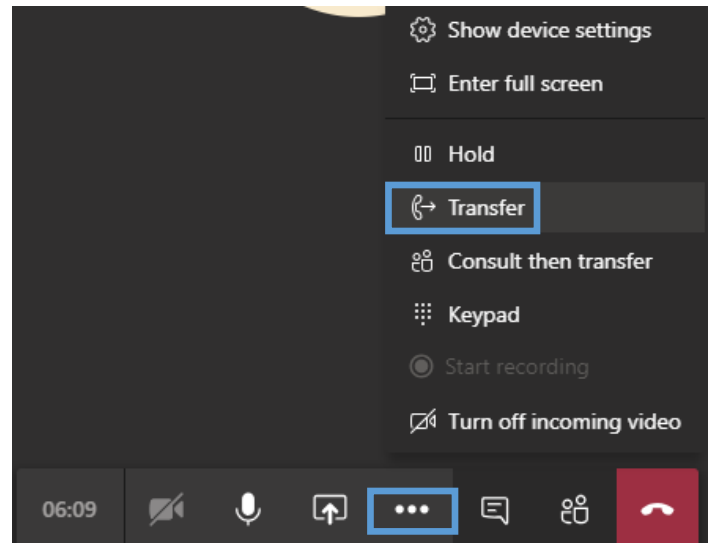
Transfer a Teams Call

Microsoft Teams now provides the ability to transfer a **one-on-one** Teams call to another recipient.

1



To transfer a call, move your cursor on the screen to bring up the Meeting options bar. Click on **More options** "...>". Select **Transfer**. Then, type the name of the person you want to transfer the call to and select them. To finish, Select **Transfer**.



2



Click the drop-down arrow in the **Transfer** button to see more transfer options. Choose **Work** to transfer the call to their Teams number, or **Work voicemail** to send it to their voicemail.

