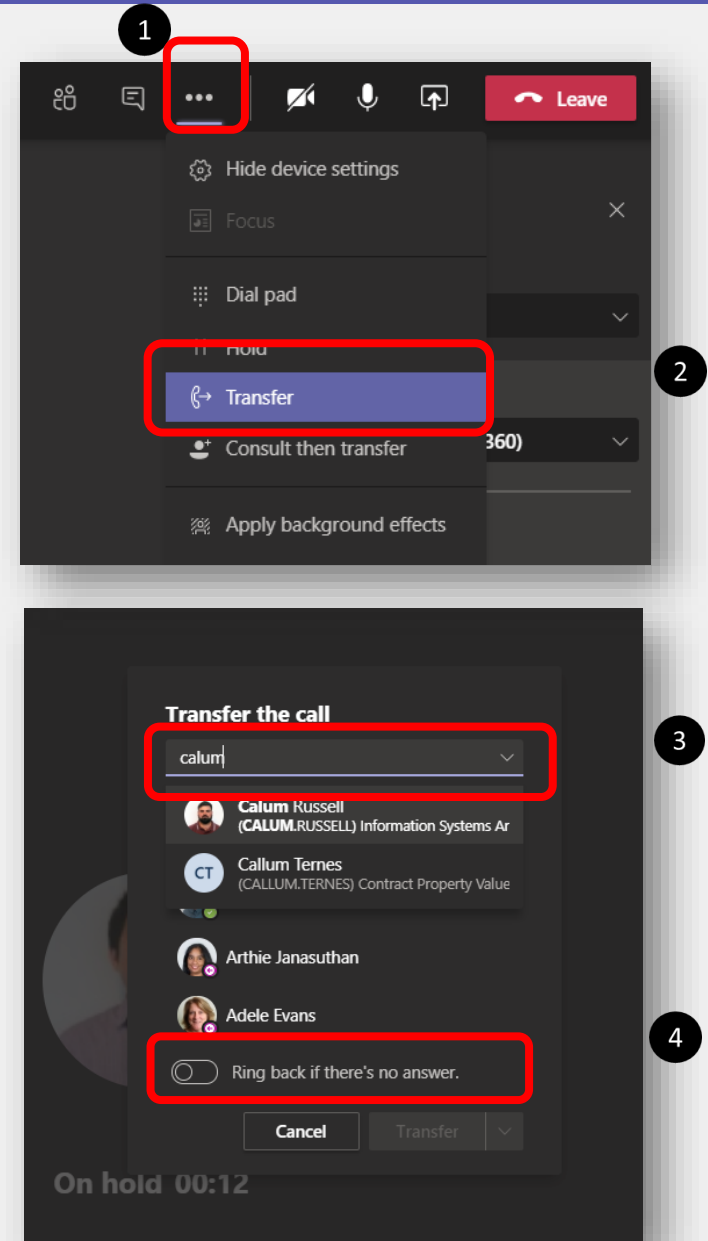
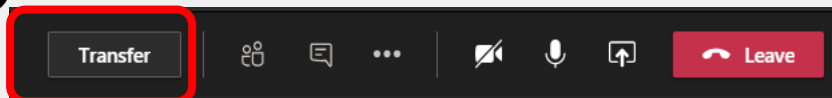


Transferring a Call in Microsoft Teams

Transfer a call

To transfer a call:

1. When you are in the call, press the **More Options**  button.
2. Select the **Transfer** option.
3. Type the name of the person you want to transfer the call to and select them when they appear.
4. You can turn on **Ring back if there's no answer** to send the call back to you if the recipient doesn't answer. (NOTE: This only works if the person you are transferring the call to is in your organization).
5. Return to the Teams window that was initiated with the original caller and press the **Transfer** button to transfer the call.



Transferring a Call in Microsoft Teams

Consult then Transfer

To consult with someone before transferring the call to them:

1. When you are in the call, press the **More Options**  button.
2. Select **Consult then transfer**.
3. Type the name of the person you want to transfer the call to and select them when they appear.
4. Select the drop-down arrow next to the Chat button and then select **Teams Audio Call**.
5. Return to the Teams window that was initiated with the original caller and press the **Transfer** button to transfer the call.

