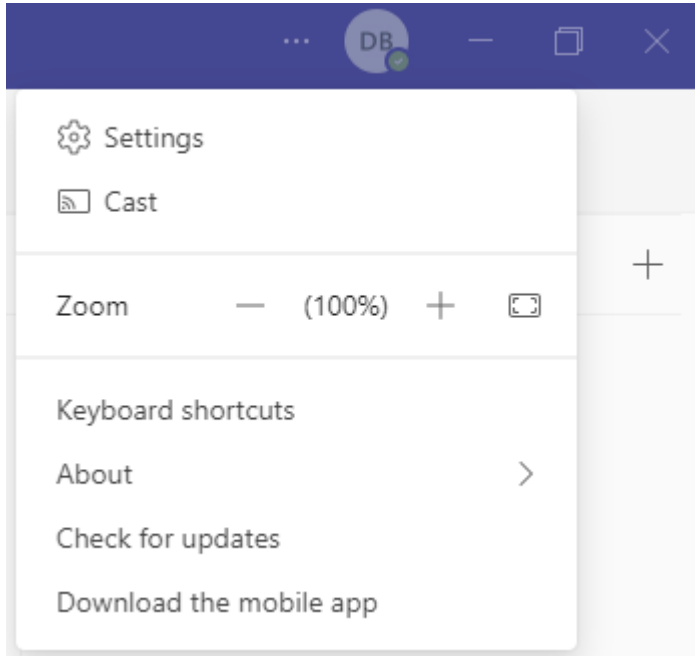
Forwarding a call within teams

Here is a guide to forwarding calls within teams.

1. Open up Microsoft Teams

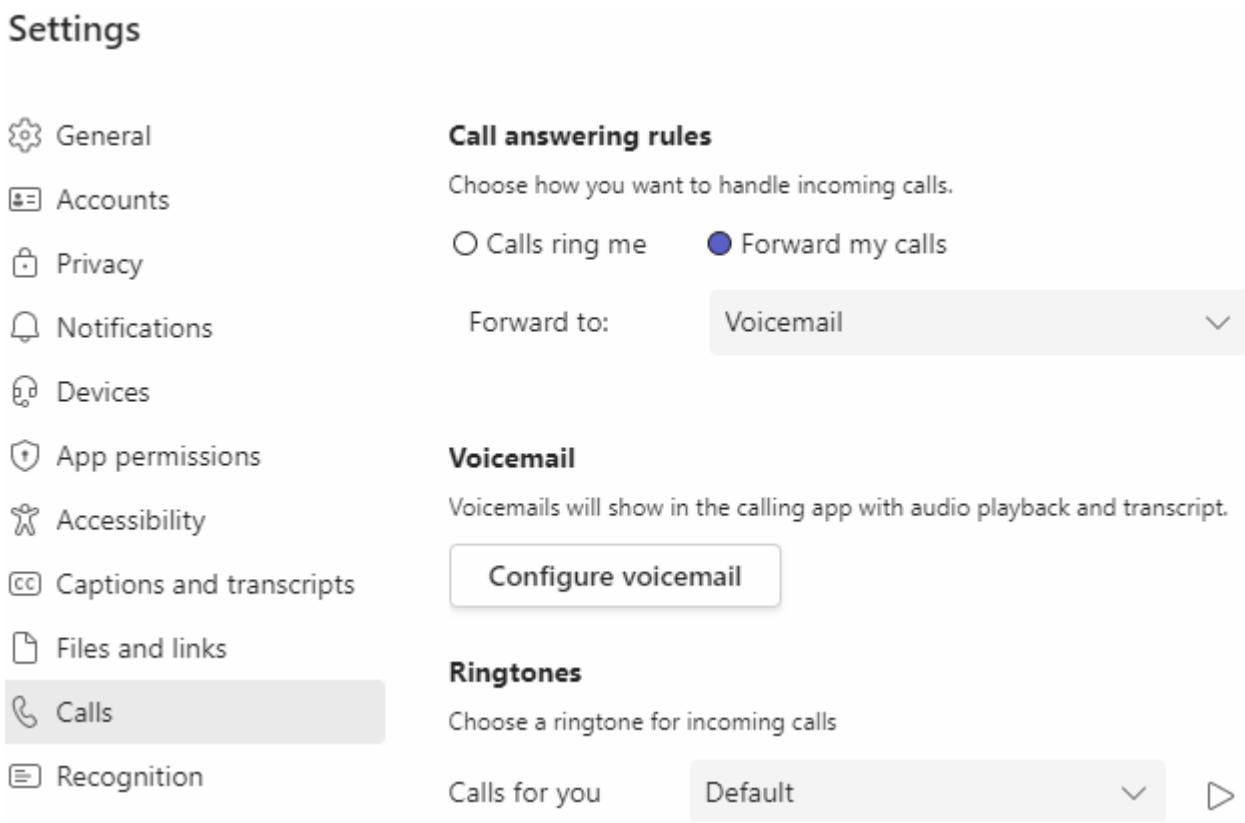
Setting up Teams to forward calls

Navigating to settings



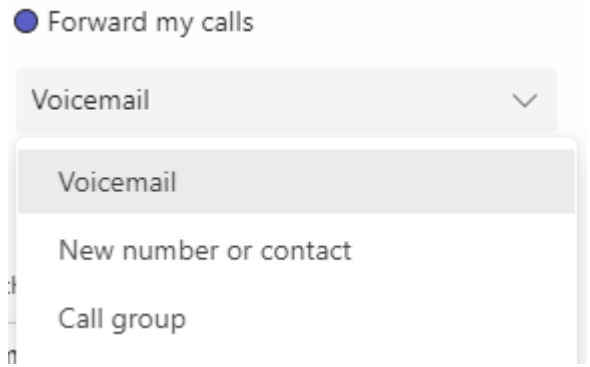
Click on the 3 horizontal dots to the left of your teams icon, then select settings.

Navigating the Calls section



On the settings column select Calls, then under Call Answering Rules select “Forward my calls” button.

Choosing where to forward your calls



Click on the drop down menu under “Forward my calls” then select “New number or contact” and add the number/person.

You can select multiple people by choosing the “Call Group” option and adding them.

Contact Page

If you would like help with the process, or have any other LBCC Technology questions, feel free to contact the ITS Faculty & Staff Help Desk!

- **Phone:** (562) 938-4357
- **Email:** helpdesk@lbcc.edu