



In Teams you can create a Call group to allow up to 25 members to answer your work calls when you are not available.

Create a Call group:

Click **Settings and more** **...** > **Settings** > **Calls**

You can choose to create a Call group under **Call answering rules** within:

Calls ring me

- Also ring
- If unanswered

Forward my calls

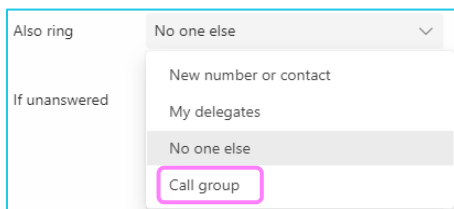
- Forward to.

Create a Call group

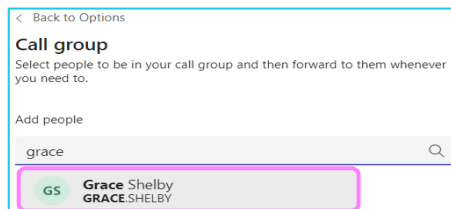
From the menu under **Also ring**, **If unanswered** or **Forward to** choose **Call group**.

Note: the group will be applied to the Call answering rule chosen.

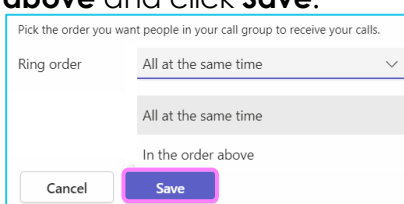
1. Click on the drop-down menu on select **Call group**.



2. Add people to your Call group:
 - search for a user and click on the contact to add them.



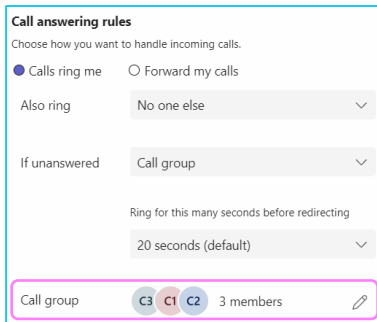
3. Set your ring order to either **All at the same time** or **In the order above** and click **Save**.



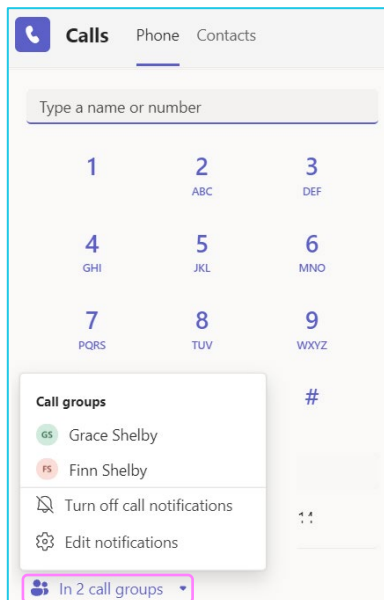
Note: Some steps, screenshots and options may differ slightly depending on the application, browser, operating system and software version you are using.

Set up complete

Your call group is now setup and can be applied to a Call answering rule.



To check if you are a member of a call group, click on the menu option below your keypad.



Learn more

- [Making a call >](#)
- [During a call >](#)

Discover more at the [BT Support Centre >](#)

