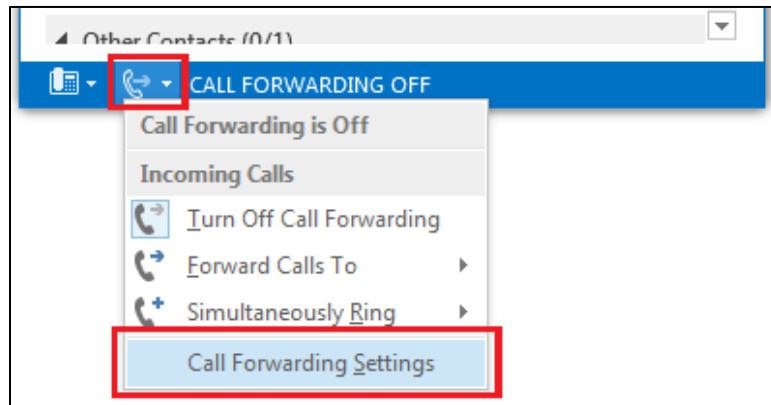


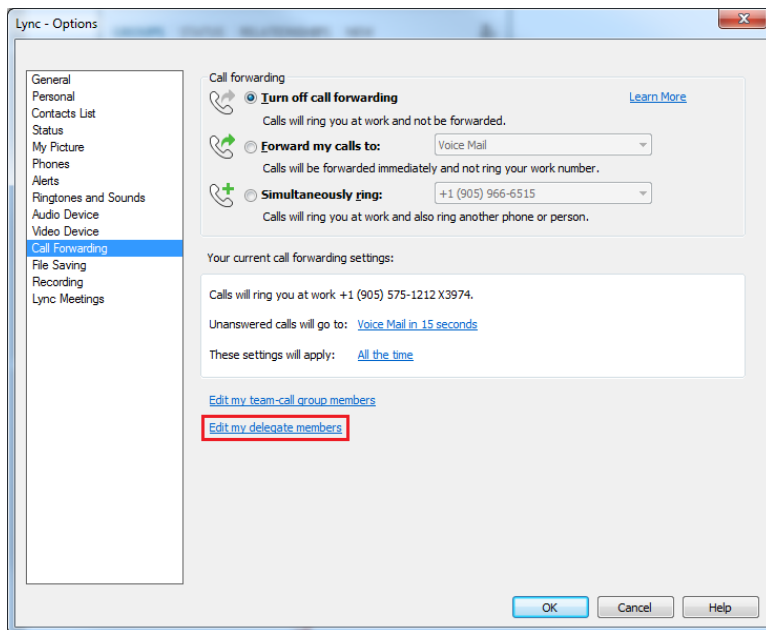
Delegating Calls in Skype for Business

Delegates can make and receive calls on your behalf. You can have your delegates' phone ring at the same time as your own, or have the call forwarded to them after 5 or 10 seconds. If the delegate does not answer, the call is sent to the owner's voice mail.

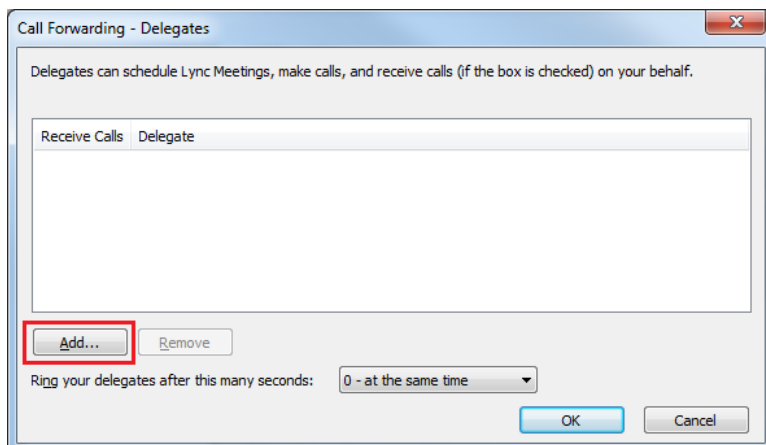
Delegate calls using Skype for Business



1. At the bottom of the Skype for Business window, click **Call Forwarding > Call Forwarding Settings**

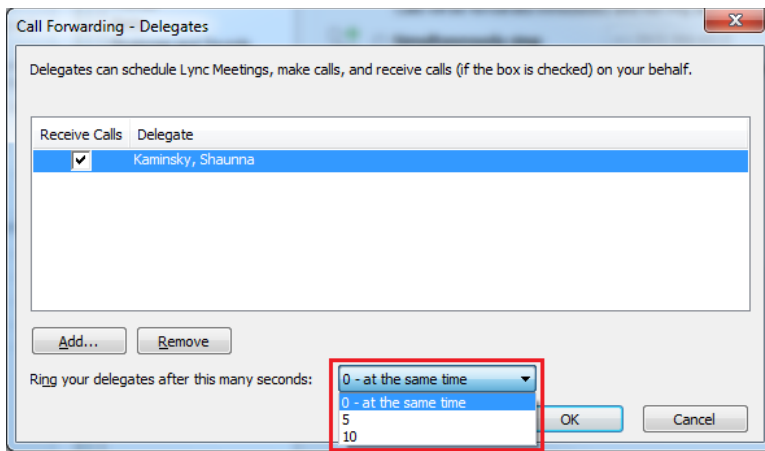


2. First, you must create your list of delegates. Click **Edit my delegate members**.



3. Click the **Add...** button.

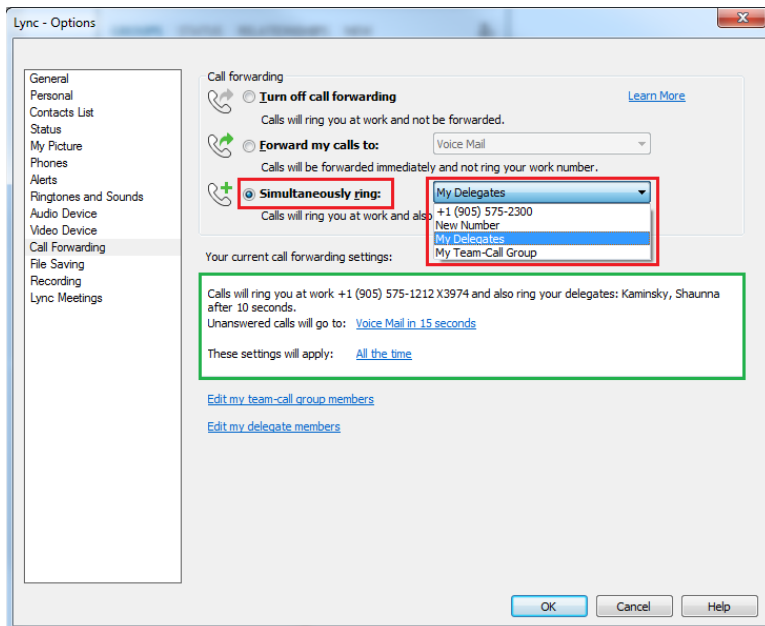
4. In the Search box, enter the name of the person you wish to delegate to. When you have found the right user, click their name to select it, and then click **OK**.



5. Ensure that the **Receive Calls** box is **checked** next to your delegate's name.

6. Set how long you would like the call to ring (5 or 10 seconds) before it is forwarded to your delegate. If it is set to zero, your extension and your delegate's phone will ring at the same time. When finished, click **OK**.

Don't forget! You have to turn on **Simultaneous Ring** to finish the process!



7. Select **Simultaneously Ring**.

8. In the pull-down list, select **My Delegates**.

9. Read the box highlighted in green to confirm that the settings are correct. When finished, click **OK**.

Your delegate will see your name appear at the top of their contact list in the **"People I Manage Calls For"** group.

Notifications for calls will appear with the extension owner's name at the top and the caller's ID information at the bottom, making it easy to see when a call is coming to you by delegation.