

Microsoft Teams Phone for Executive Assistants

Executive Assistants protect, manage, and help prioritize their executives' busy schedules. Being able to manage an array of tasks and projects for one or more stakeholders simultaneously is key to their day-to-day.

With Microsoft Teams Phone communication and collaboration is simplified all under one app.



Our goal is to continue to improve the user experience so employees can work almost entirely within Teams without having to bounce back and forth between different applications.

Ted Fagerness,

Manager, Voice and Video for IT Infrastructure Engineering, REI



Seamless teamwork with **delegated access**. Easily manage up to 25 stakeholders with **Shared Line** with visible live call state.



With **Rich Call History**, view how calls arrive, how they are routed and managed once received for better context.



Easily transfer calls from your desktop to your mobile and inversely with **end point transfer**.



Manage incoming calls and check with your stakeholders before transferring a call with **Consultative transfers**.



Record and transcribe 1:1 calls to easily track discussion topics, actions and follow ups.



Work how you want to work with a **range of devices to choose from to suit your needs and working style** without compromising on your experience.



Collaborate on documents whether on chat, meeting or call. **Add comments, review, track changes** and more, all within Teams.



Chat



Meet



Call



Collaborate

Learn more

[Teams Phone Overview](#)

[Get Started with Teams Phone](#)

[Set up a delegate with Teams Phone](#)