How do I use in-call features in Webex Teams?

How to Place a Call on Hold, Transfer a Call, and Add a Person to a Call

To access these features, you will first need to set up phone services to link your campus phone to Webex Teams.
Place a Call on Hold

1. Once in the call, click **MORE (…)** and select "Hold" from the options.
Transfer a Call

1. Once in the call, click MORE (...) and select “Transfer” from the options.
2. Type in the number to transfer to:
   a. Campus Extension – dial 5XXXX
   b. Off-Campus Number – dial 9, then the 10-digit phone number

Add a Person to a Call

1. Once in the call, click MORE (...) and select “Add a Person” from the options.
2. Type in the number to add into the call:
   a. Campus Extension – dial 5XXXX
   b. Off-Campus Number – dial 9, then the 10-digit phone number