

Teams – Call Feature

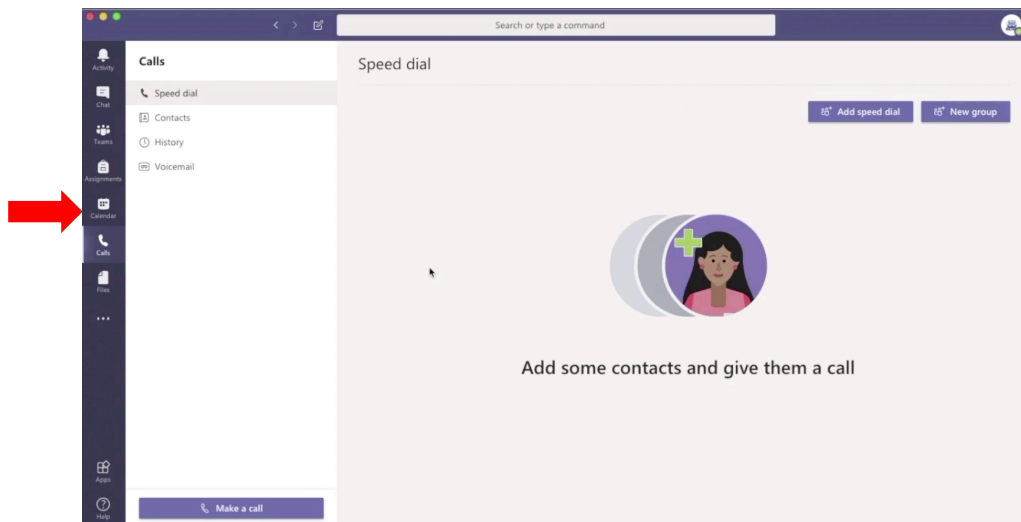
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Introduction

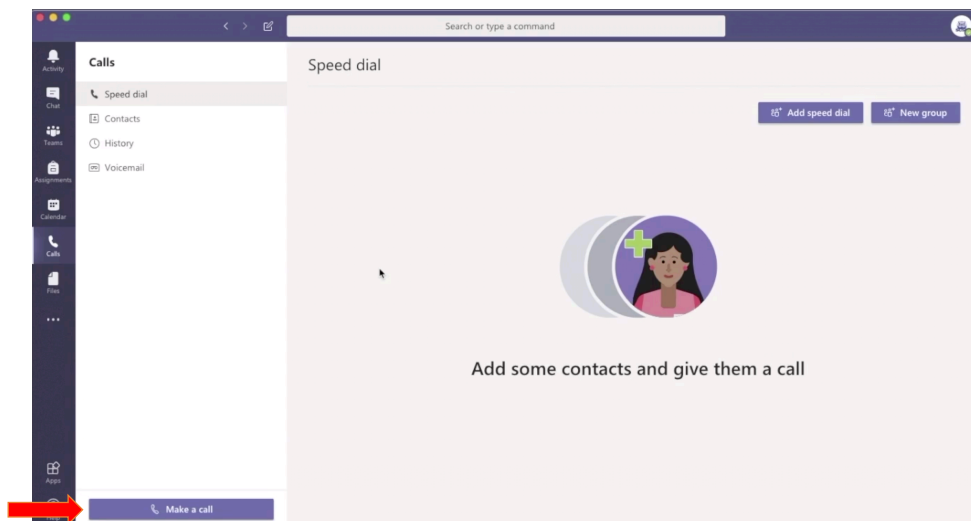
The following steps will walk you through how to make a call to another user, using Microsoft Teams.

Making a Call

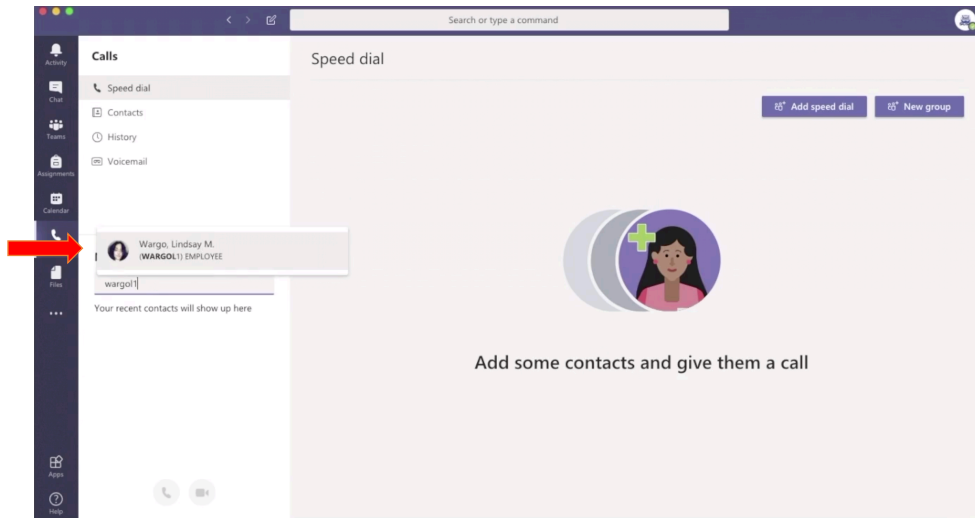
1. Open Teams. Select the “Calls” tab on the left menu.



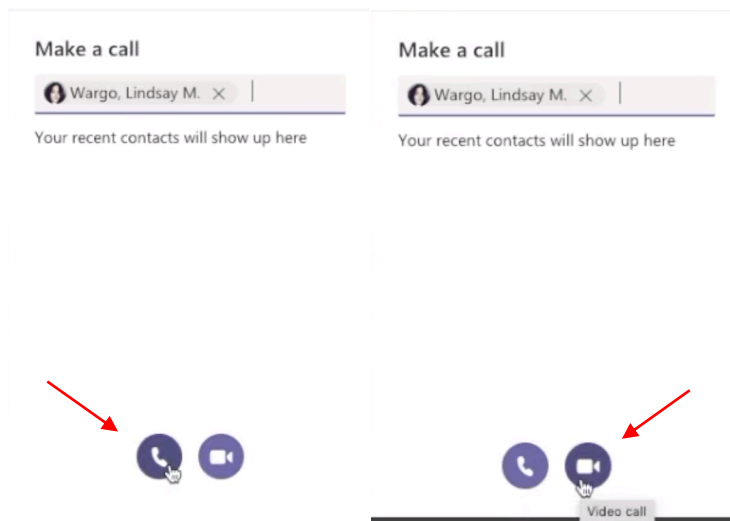
2. Select “Make a call” on the bottom, left corner of the page.



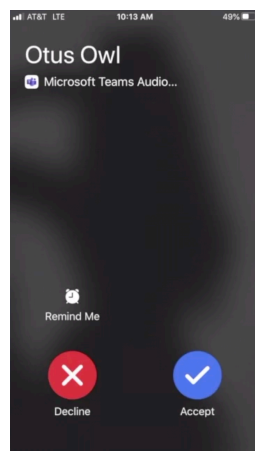
3. Enter the name of the user you would like to call and select their contact.



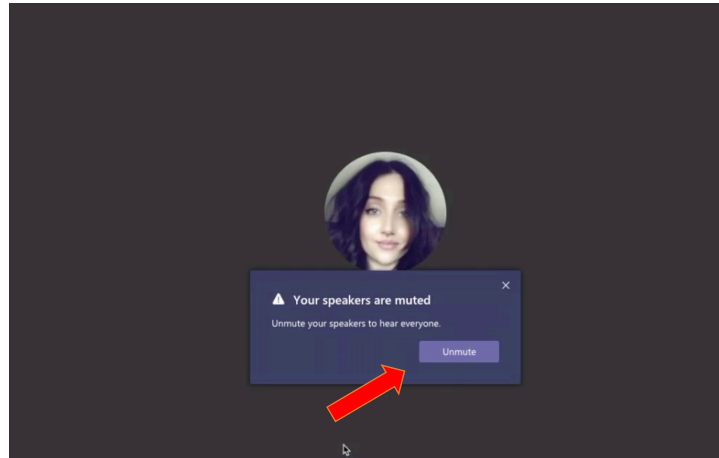
4. Select the telephone icon “☎” for an audio call or the camera icon “📹” for a video call.



5. Depending on the device the recipient is using, they will see a similar notification for the call on their device.



6. Make sure to unmute any speakers or microphones:



7. A pop-up toolbar will appear at the bottom of the call screen once the call is accepted. See this menu for additional settings or options for the call such as microphone and speaker settings, opening a chat, adding other users to the call, etc. Once finished, end the call with the red phone icon:

