

## How to Make a Phone Call with Microsoft Teams

Please see instructions for Loading the Teams programs if you haven't already done so.

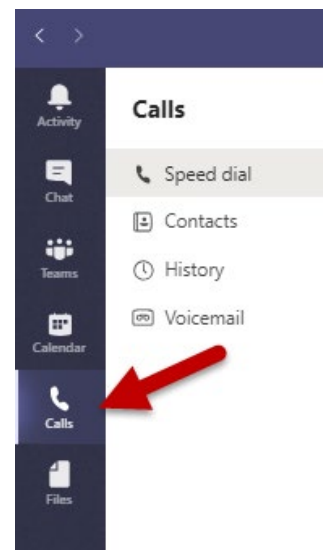
**Note:** In order to utilize this function, you must have a microphone on your computer.

### Option 1

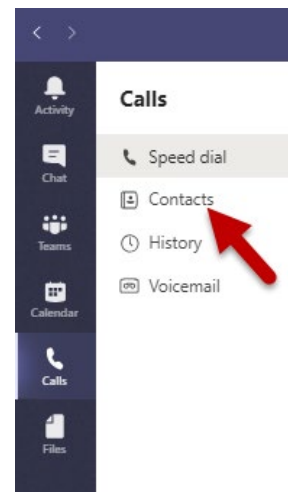
**Step 1:** Click on your Teams icon or search for Teams on your Start menu.



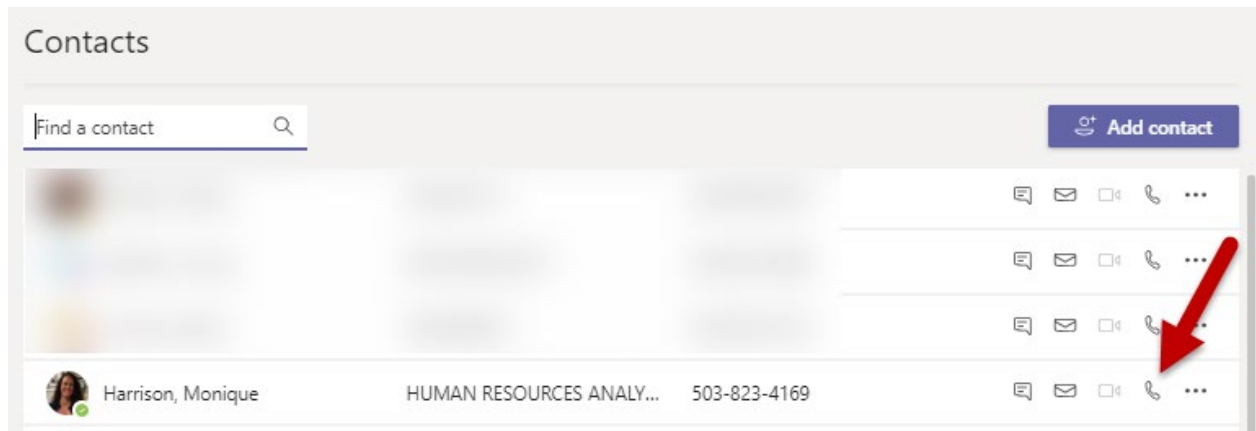
**Step 2:** In the Teams program, click on the 'Calls' icon on the left side of the screen to display various options for placing a call. Options include Speed Dial, placing a call by selecting a Contact, searching for an Outlook Contact, or selecting from your call History.



**Step 3:** To place a call to an internal contact, simply navigate to your contact,

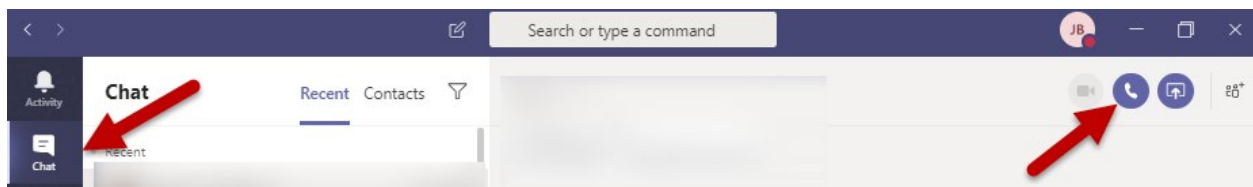


and then select the phone icon next to the contact you would like to call. Your call will immediately be placed upon clicking the phone icon.



## Option 2

**Step 1:** You can place a call (or conference call) through the 'Chat' clicking on the Chat button and then the phone icon.



**Step 2:** To add additional participants, select the people icon with the "+" sign at the top right.



**Note:** It's best to add people prior to making the phone call.