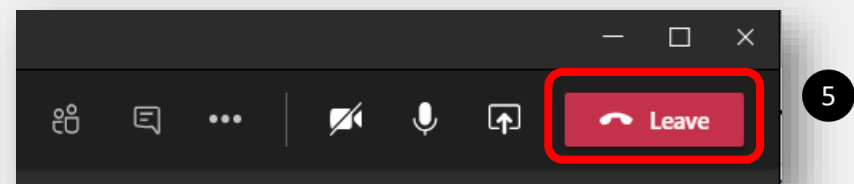
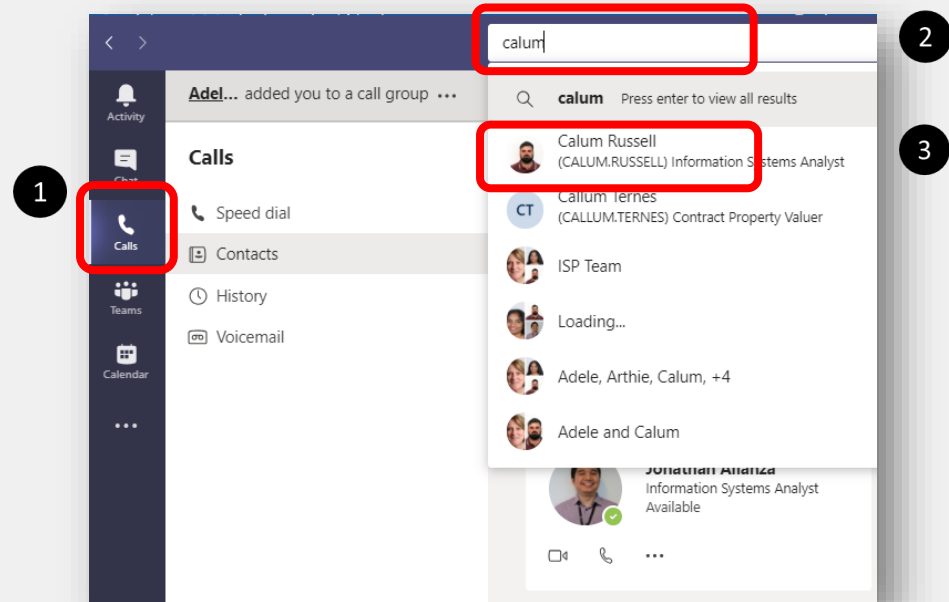


Making Audio and Video Calls in Microsoft Teams

Making an Internal Call

To dial a number from Teams:

1. Go to **Calls** .
2. Type the name of the person you want to call into **Search** and select the person.
3. Click on the person you wish to call.
4. Use the **Audio Call**  button to make an audio call or the **Video Call**  button to make a video call to that person.
5. Use the **Leave** button to end the call.

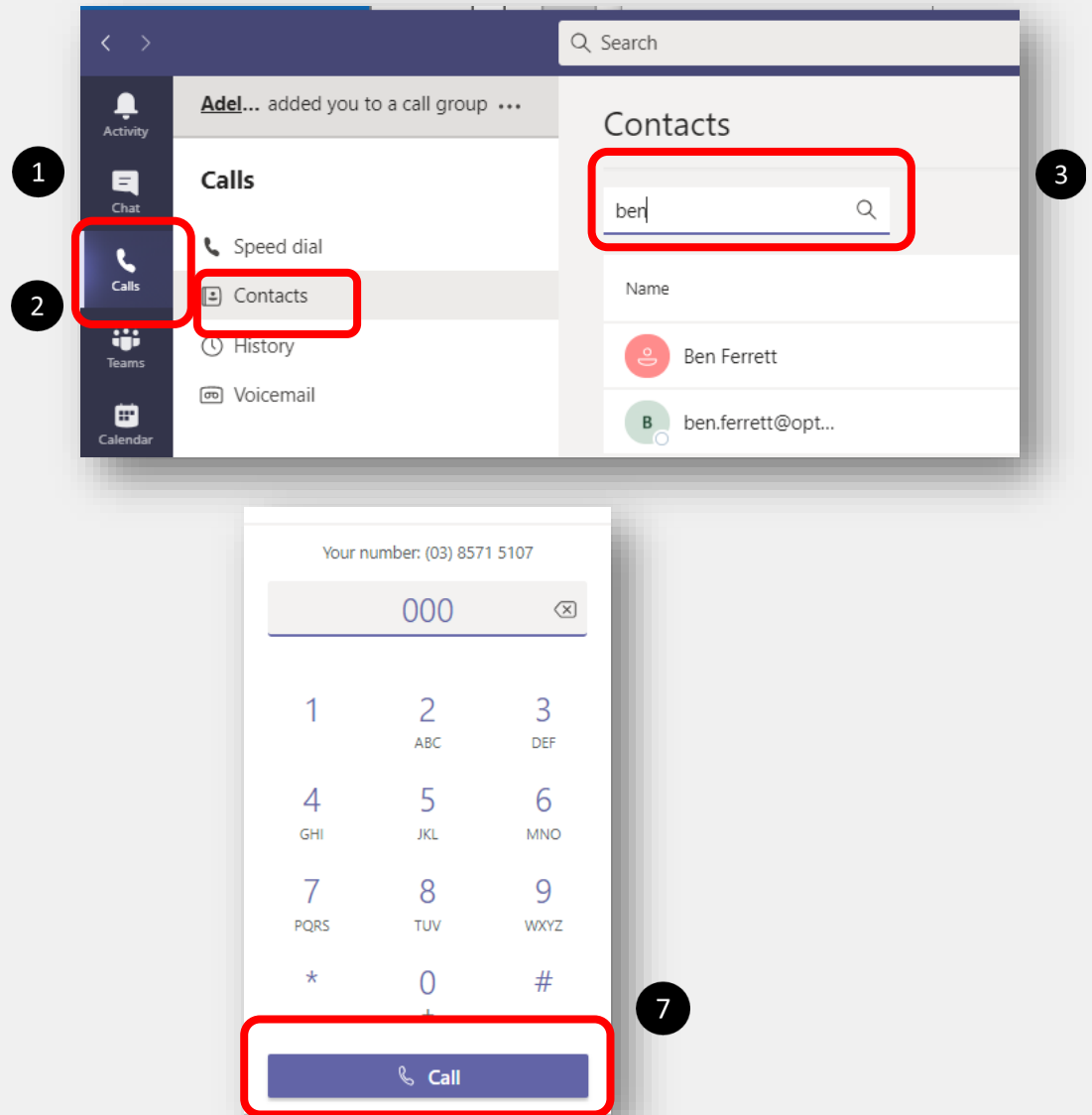


Making Audio and Video Calls in Microsoft Teams

Calling an External Contact

To call a person in your contacts list:

1. Go to **Calls** .
2. Select **Contacts**.
3. Click into **Find a contact** and enter their name.
4. Once the contact is found, hover over their name and press the **Call**  button to make the call.
5. Alternatively, you can use the dial pad by clicking on the **Dial a number**  button.
6. When the dial pad appears enter the number of the person you want to call.
7. Press the **Call** button to make the call.

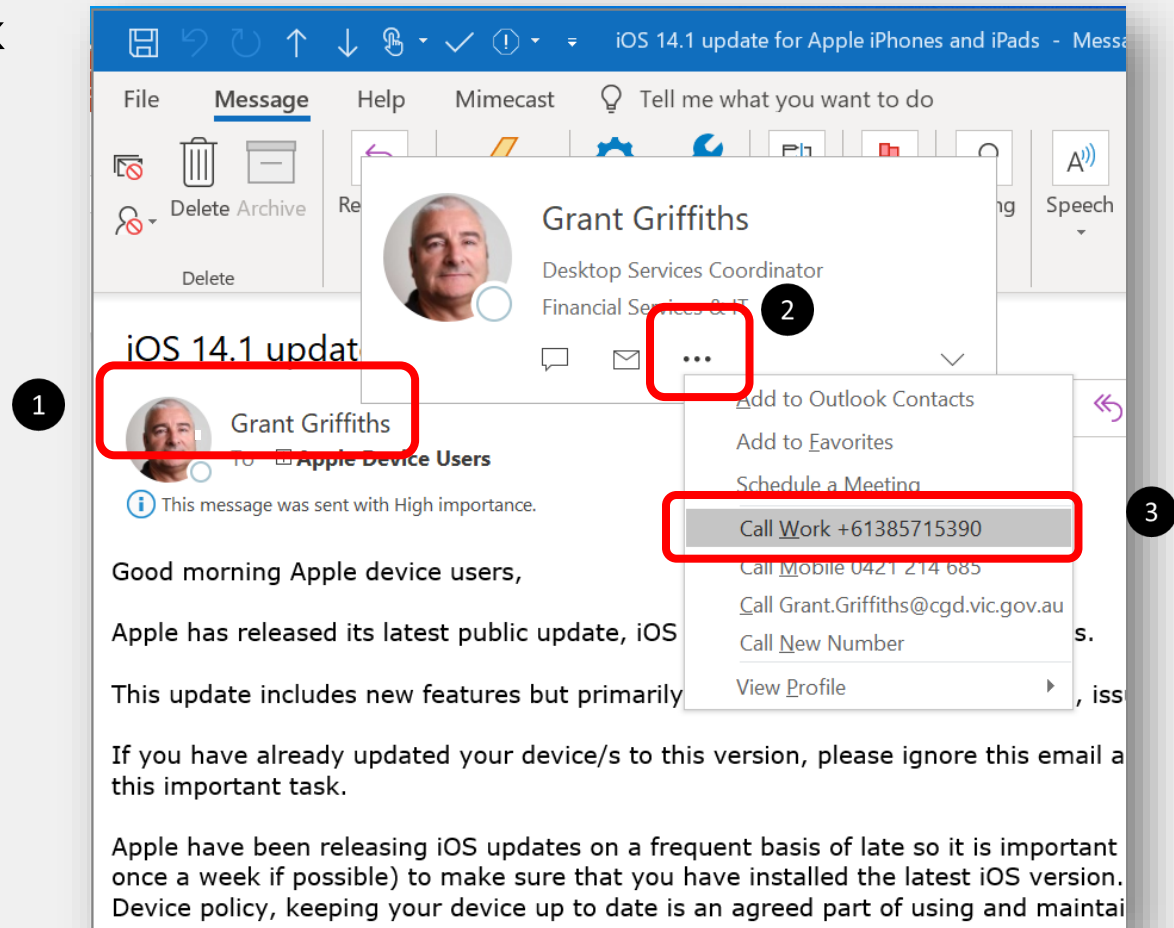


Making Audio and Video Calls in Microsoft Teams

Calling from an Email in Outlook

To call a person included in an email:

1. Open the email in Outlook.
2. Hover over the name of the sender or a person copied into the email and select the **More**  button.
3. Select the **Call Work..** or **Call Mobile..** options to call the person from Teams.



Making Audio and Video Calls in Microsoft Teams

Making an Internal Call from Chat

1. Type the name of the person into **Search** and select the person.
2. Hover the cursor over the person's name to see their status and availability.
3. Use the **Audio Call**  button to make an audio call or the **Video Call**  button to make a video call to that person.
4. Use the **Leave** button to end the call.

Note: Use the **Calls**  button to access your call history, favorite contacts, voicemail (if applicable) and to dial a number.

For more details regarding call features and how to setup a meeting in Microsoft Teams, please refer to the [Microsoft Teams Meetings and Chat](#) reference in the Webstar Corporate Training page.

