

## **Adding Someone to a Microsoft Teams Call on the Desktop App Transcript**

To add someone to a Microsoft Teams call on the desktop app, while in a call click “People” at the top of the call window. A panel will appear on the right-hand side, in the area that says “Invite someone or dial a number” type in the users name you want to add to the call if they are part of the University or enter a phone number. As you type in the users name, a list will populate that matches your search. Click the user you want to add to the call. Once you click the users name it will immediately call the person you are adding to the call. You will see them added to the call in the in the center of the screen if they accept.

To end the call, click the red “Leave” button in the upper-right hand corner. This will end the call just for you, but will not end the call for everyone in the call.

If you need further assistance, please view our other Microsoft Teams training videos or contact the Service Desk at 928-523-3335.