

Adding Someone to a Microsoft Teams Call on a Mobile Device

To add someone to a Microsoft Teams call on a mobile device, when in a Microsoft Teams call on your mobile device tap the ellipses at the bottom of the screen. Tap “people”. Tap “Add People” at the top of the screen. Search for the user you would like to add by name if they are part of the University or enter a phone number. As you search for a user, a list of users will appear matching your search. Tap the user you want to add to the call. Add as many users as you need, then tap “Done”. The user or users you added will be called immediately when you tap “Done”. If they accept and join the call, you will see their name 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.