

Microsoft Teams Contacts

First, open the Microsoft Teams desktop app.

Click on the Calls icon located in the left navigation pane.

Click on the contacts tab located above the number pad.

To add a contact to your contact list, click the purple “Add Contact” button at the top right of the window.

Search by name or by entering a phone number then click add.

Lets add a contact to your speed dial list.

Click on the phone tab at the top left of your window.

Hover over the Speed Dial group, then click on the ellipses.

Click “Add a contact to this group”

Search for your desired contact, select them, then click add.

To make a new contact group, click the plus button to the right of the “Contact Groups” title.

Enter the name for your contact group, for this example I will create a group for my immediate team within ITS. Once you have entered the contact group name, click “Create”

To add contacts to your new contact group, hover over the name of the contact group, then click the ellipsis. Click “Add a contact to this group” then search for your desired contact, select their profile, and click “Add”

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