

Making a Microsoft Teams Voice Call on the Microsoft Teams Desktop App

First, open your Microsoft Teams desktop app.

Click on the “Calls” button located in the left navigation pane.

To call someone within the university, type their name in the text field above the number pad.

Click on the correct profile, then click the purple call button.

To call someone by phone number, you can use the on-screen dialpad or your keyboard to enter the desired number. If you are making a call within the university, you can dial 3 and the last four digits of the campus number you are calling.

Then click the purple call button.

To end the call, click the red “Leave” button in the upper right-hand corner.

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