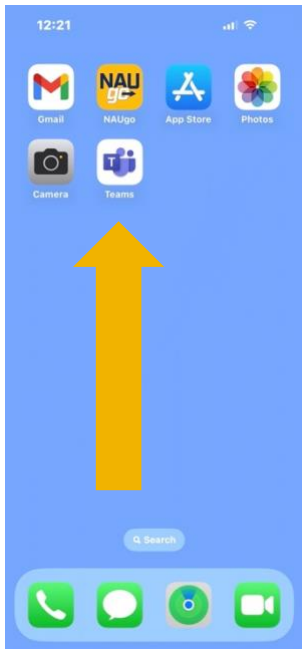
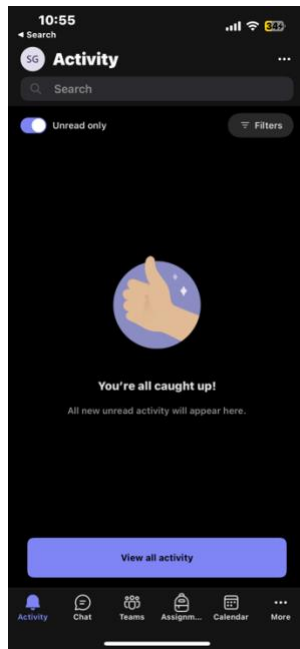


MAKING A MICROSOFT TEAMS VOICE CALL

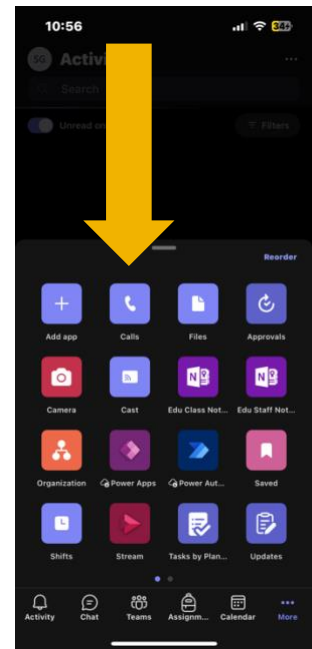
On your mobile device



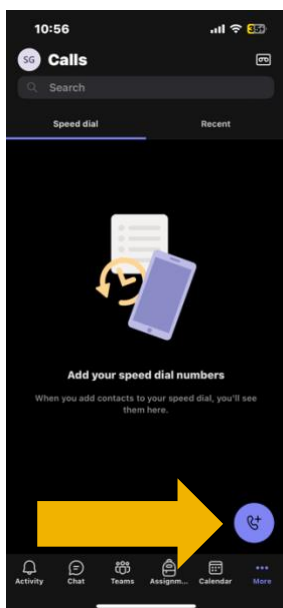
First, open the Microsoft Teams app.



Tap "More" in the lower right-hand corner.

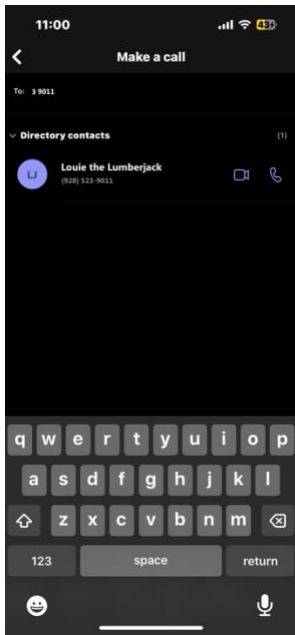


Tap "Calls"



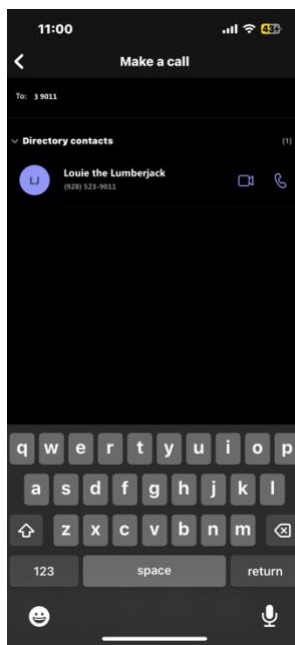
Your speed dial will appear. If you do not have contacts saved this area will be blank.

Tap the purple phone icon in the lower-right hand corner.

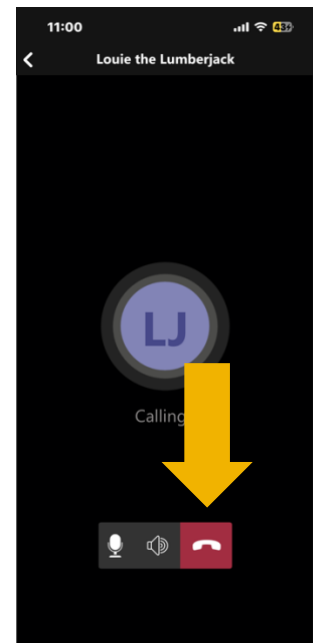


A dial pad will appear.

Enter the number you wish to call, including the area code. 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.



Once the number is entered, tap the purple phone icon.



To end the call, tap the red phone icon in the lower right hand.

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

Have questions? Call the Service Desk
928.523.3335 or open a Service Now ticket