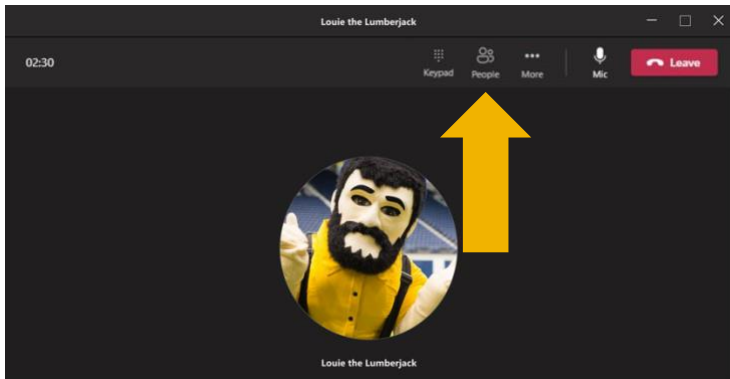
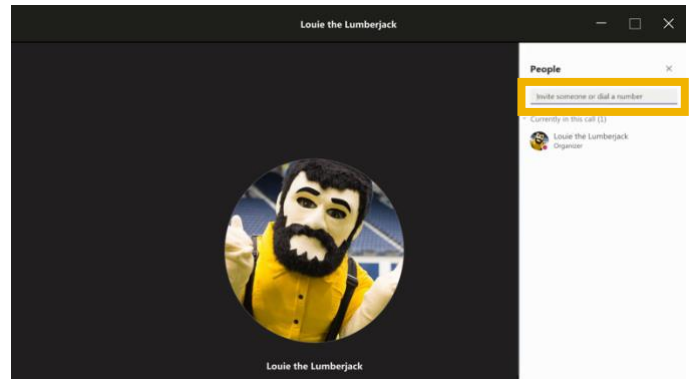


ADDING SOMEONE TO A MICROSOFT TEAMS CALL

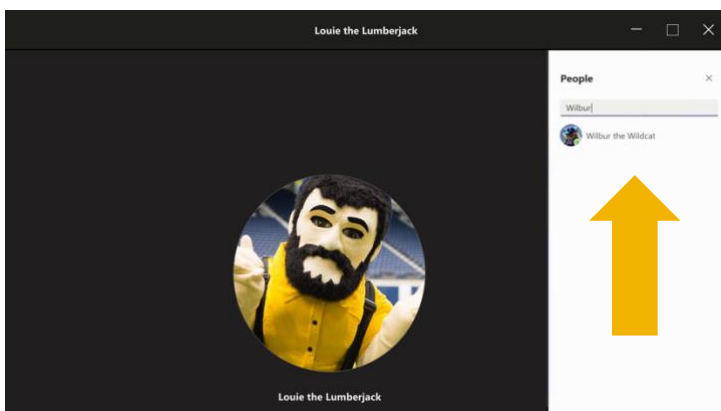
On Desktop App



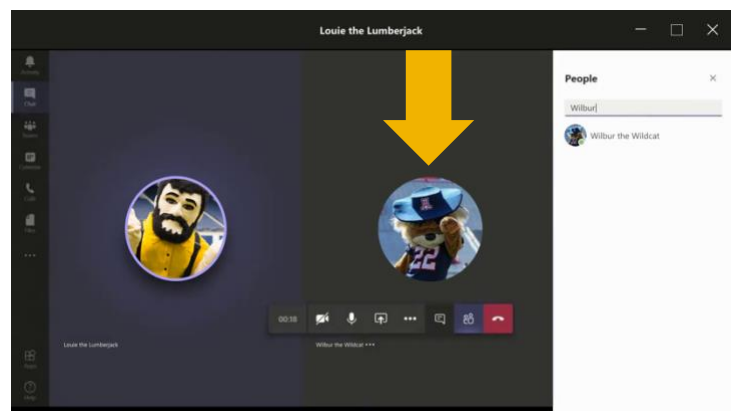
To add someone to a Microsoft Teams call on the desktop app, while in a call click, "People" in the top right-hand corner of the call.



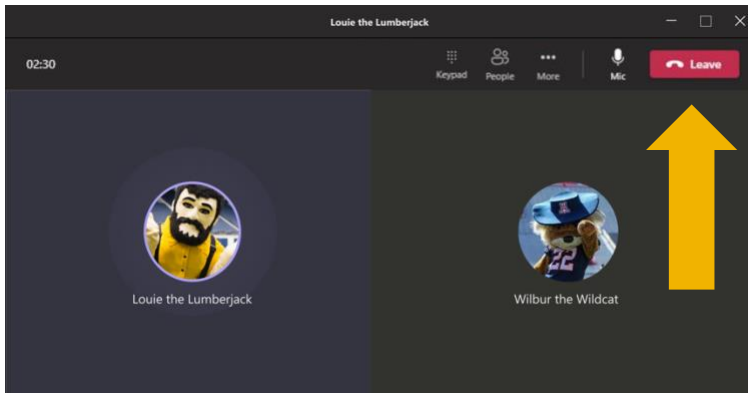
A pop up will appear on the right-hand side, in the area that says, 'Invite someone or dial a number' type in the users name you want to add to the call if they are part of the University or enter a phone number.



As you type in the user's 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 center of the screen if they accept.



To end the call, click the read "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.

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