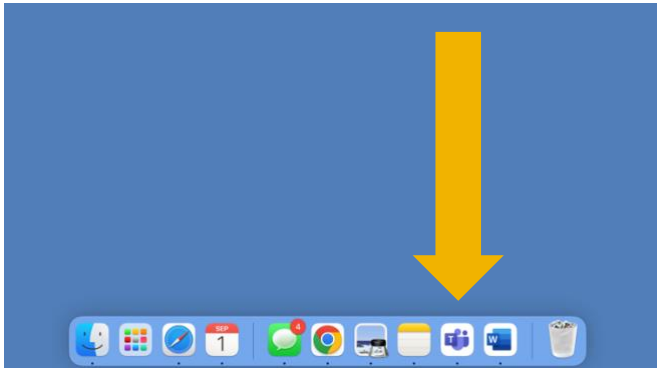
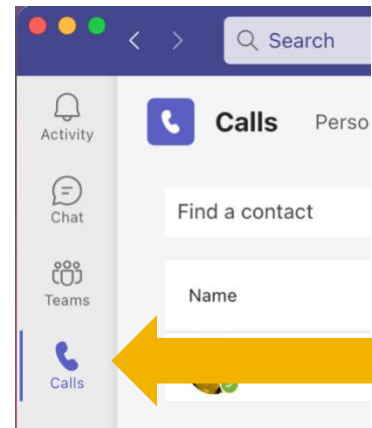


MICROSOFT TEAMS CONTACTS

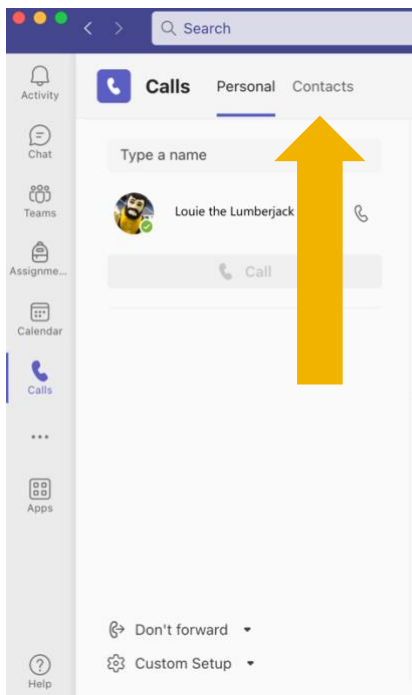
On Desktop



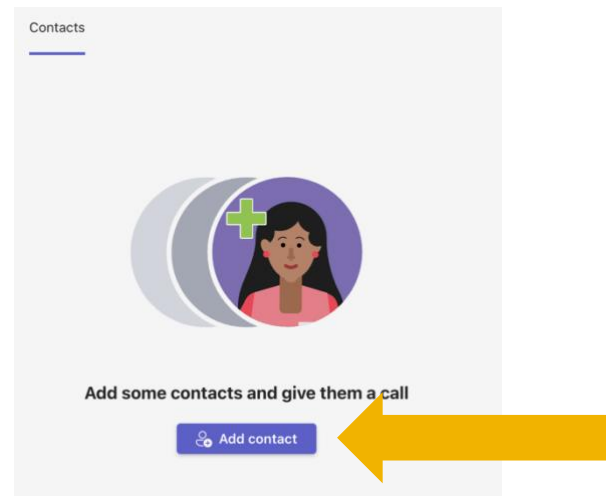
First, open your Microsoft Teams desktop app.



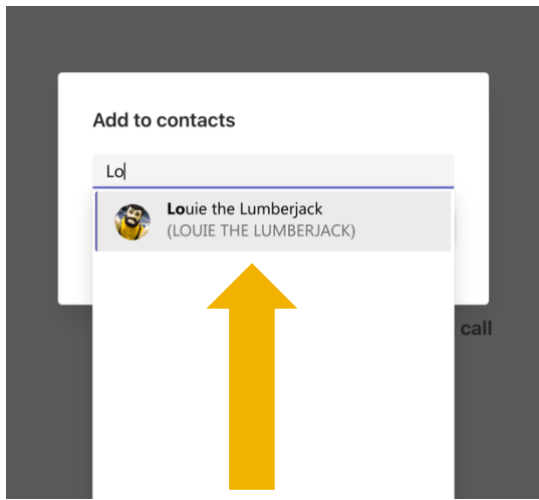
Click the "Calls" Icon located in the left navigation panel.



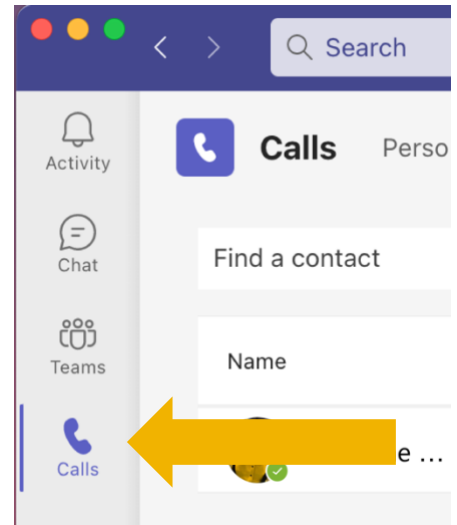
Click on the contacts tab.



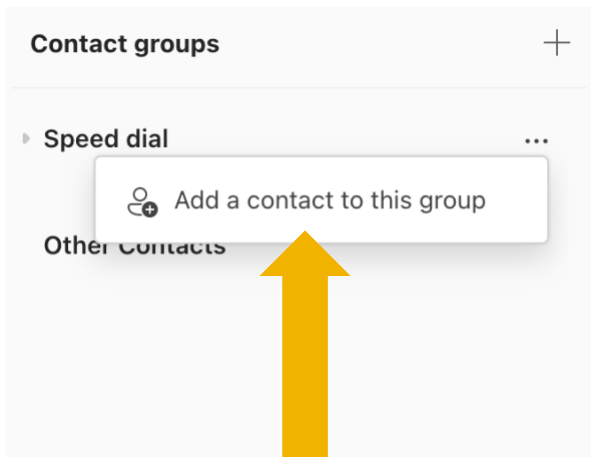
To add a contact to your contact list, click the purple "Add Contact" in the center of the screen.



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

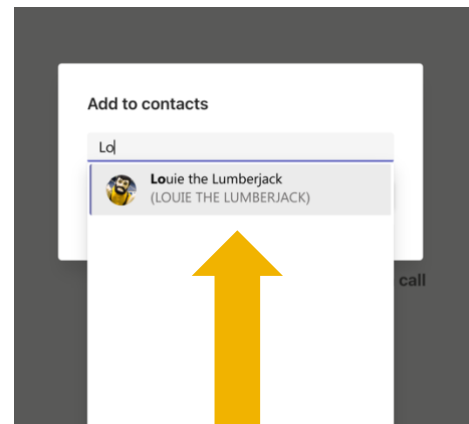


Let's add a contact to your speed dial list.
Click back to the "Calls" icon located in the left navigation panel.



Hover over the speed dial group, then click on the ellipses.

Click "Add a contact to this group."

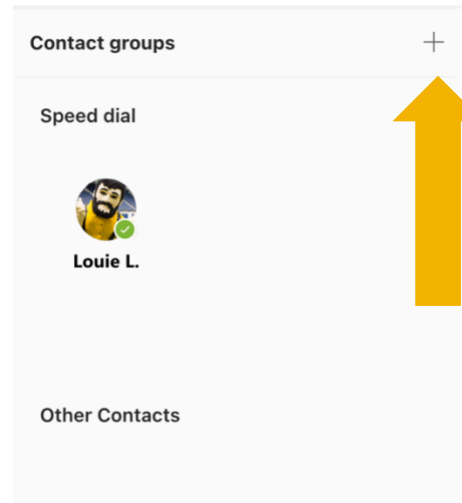


Search for your desired contact.

Add to contacts



Click "Add"



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

Create a new contact group

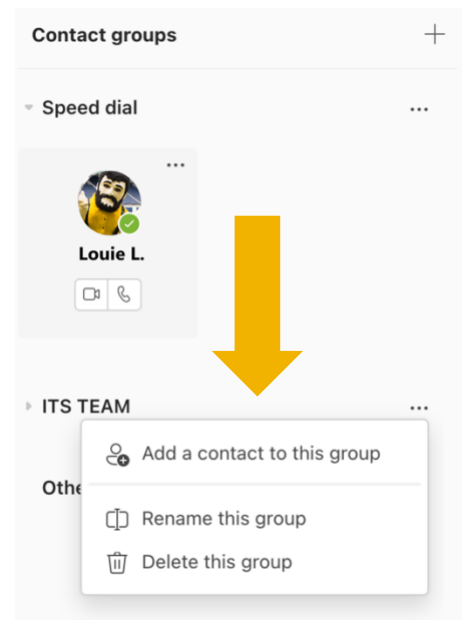
Organize your contacts into groups to find them more easily.

Contact group name

ITS TEAM



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



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