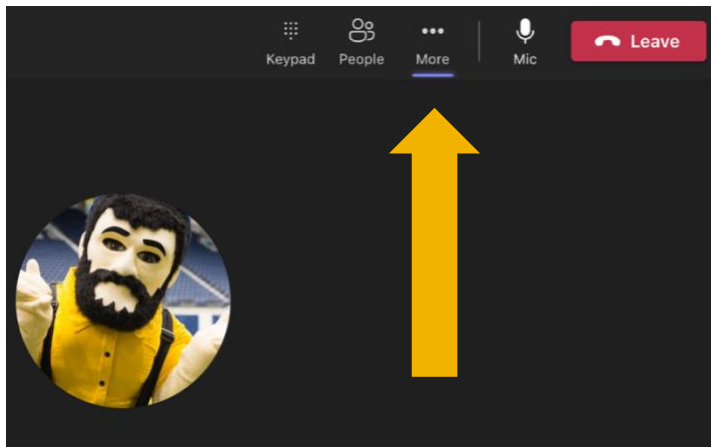
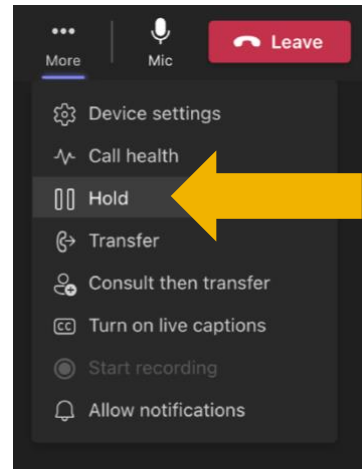


# PUTTING A MICROSOFT TEAMS CALL ON HOLD

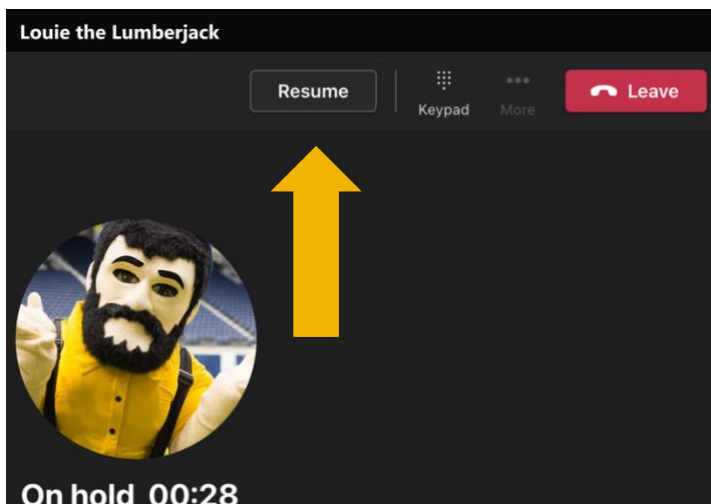
On the desktop app



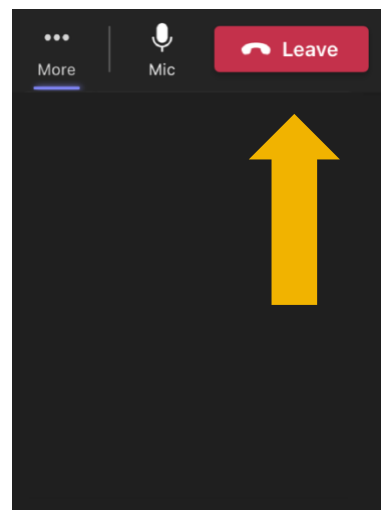
To put a Microsoft Teams call on hold while in a call on the desktop app, click the ellipses in the upper right-hand corner of the call.



A drop down will appear, Click "Hold."



To resume the call, click "Resume" in the top right-hand corner of the call.



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

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