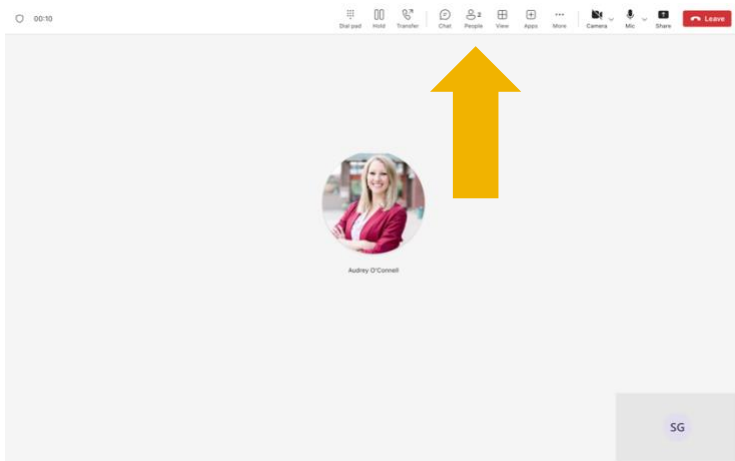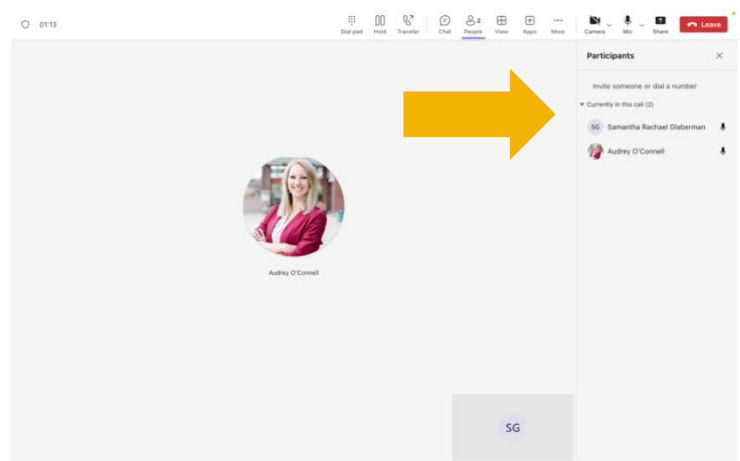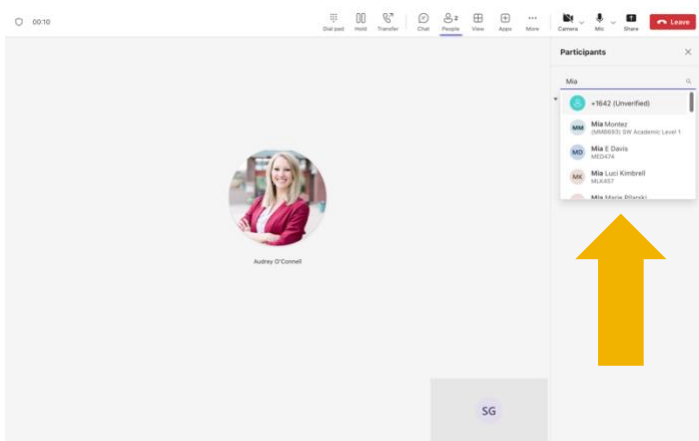# ADDING SOMEONE TO A MICROSOFT TEAMS CALL
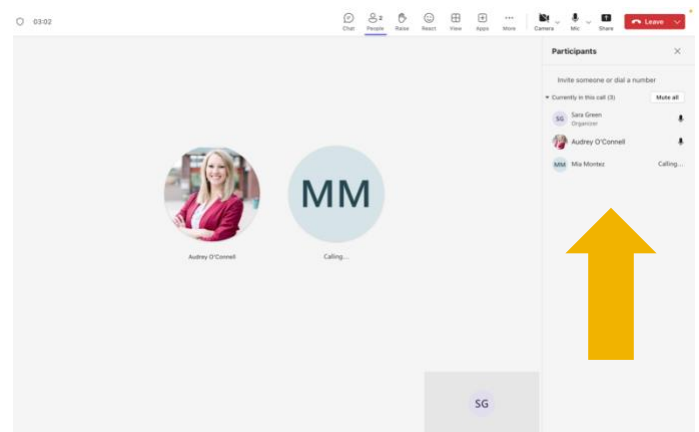
On a desktop

To add someone to a Microsoft Teams call on the desktop app, while in a call click, "People" at the top of the call window.


A panel will appear on the right-hand side that says "Invite someone or dial a number" type in the user's name you want to add to call.

As you type in their name, a list will populate that matches your search, click the user you want to add to the call.

Once you click the username 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.
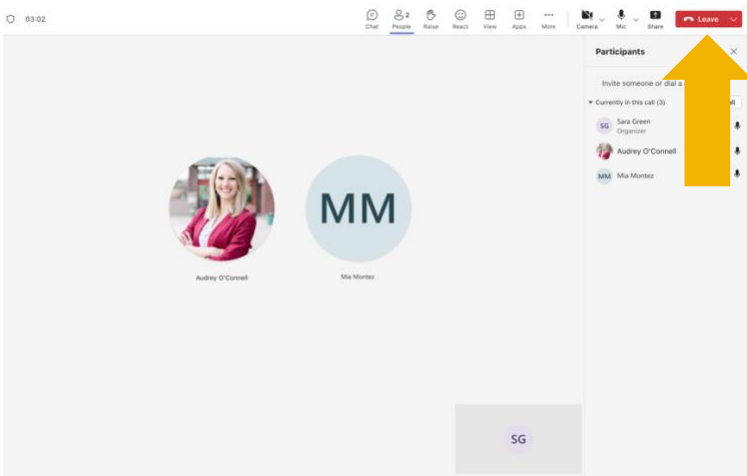
To end the call, click the red leave button in the upper right-hand corner. This will end the call just for you but will not end the call for everyone.

AA000-EN1-D007