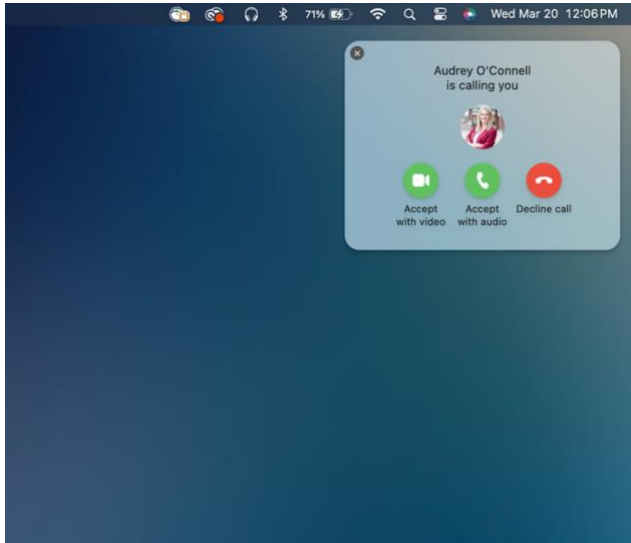
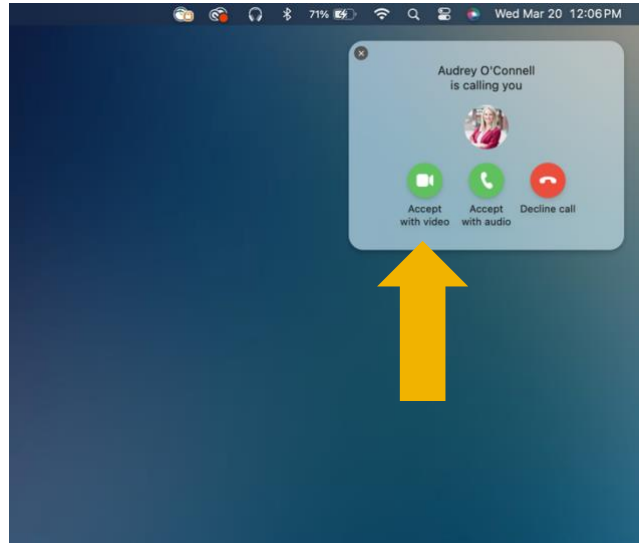


# ANSWERING A CALL ON MICROSOFT TEAMS

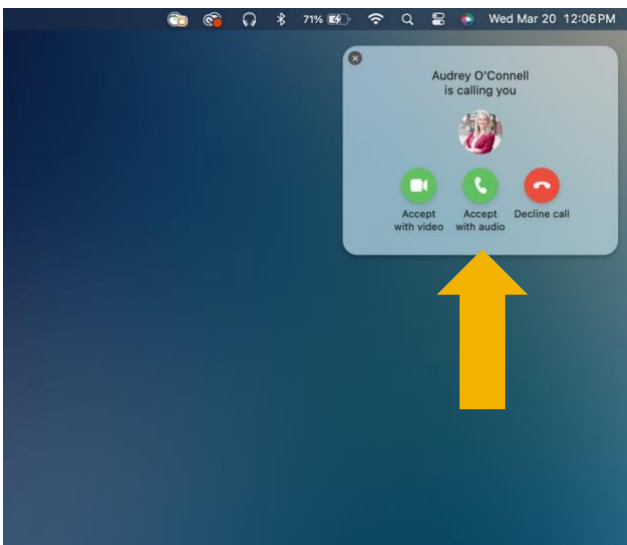
## On a desktop



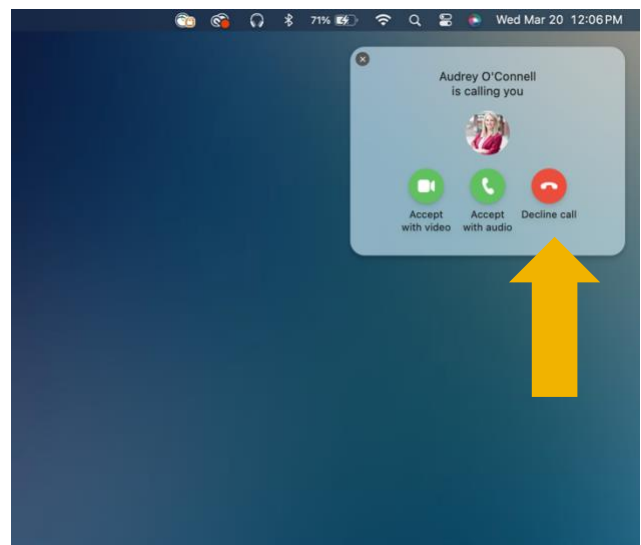
When receiving a Teams Voice Call on your desktop you'll get a notification in the upper right-hand corner on your screen that lets you accept or decline the call.



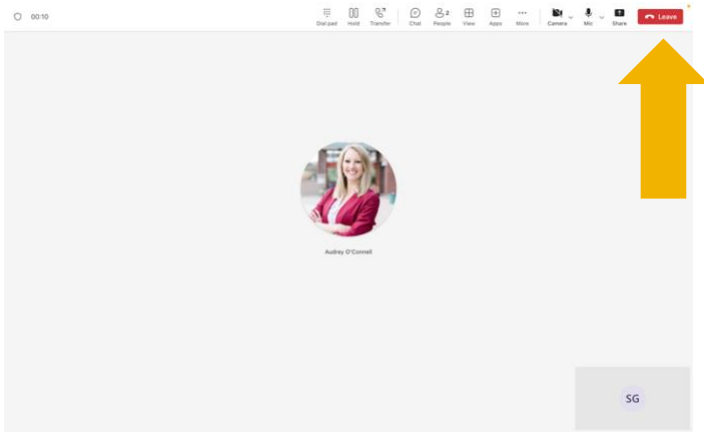
To answer with video and audio, click the green camera icon.



To answer with audio only, click the green phone icon.



To decline the call, click the red phone icon.



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