## Training Development and Technology Adoption

## PUTTING A MICROSOFT TEAMS CALL ON HOLD

## On a desktop



To put a Microsoft Teams call on hold while in a call on the desktop app, click the hold icon at the top of the window. To resume the call, click "Resume" at the top of the window.



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