

How to Make Phone Calls from MS Teams


Avoid exposing your phone to public records requests (FOIA) and make work calls through Microsoft Teams.

Step 1: From your phone or computer, click on the Teams icon and Log-in with your THA email and password.





Don't have the icon on your device?

1. Sign-in to its website: Teams.microsoft.com
2. Download the teams app onto your device from the app store or teams.microsoft.com.

Step 2. Tap the Call icon .

Call One Person

Choose an option below:



1. Tap  and then tap *Dialpad*. Enter a phone number; or
2. Tap  and select the contact from your contact list; or
3. If you've called people before (or if they've called you), tap on **History** and tap the person's name.

Hang up by clicking the red phone icon that looks like this .

Conference call with multiple people



Choose an option below:

Option 1. Call right away

- a. Tap  and then tap *People*.
- b. Tap all the people you want to have in the conference call.
- c. Start the call by clicking on the  that will appear at the end of your list of people.

Option 2. Schedule an appointment via *Calendar*

- a. Click on the Calendar Icon
- b. Click on *New Meeting*
- c. Populate the calendar invitation. A conference call link will automatically appear inside the invitation.
- d. Participants join the call by opening their calendar invitation and clicking *Join*.

Voicemail: You can also access your voicemail and call people from that list. In **Voicemail**, select **More actions**  to the right of the person's name, then click **Call back**. To access your dial pad during a call, go to your call controls and select **Keypad** .

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