

Microsoft Teams Calling



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The Dial-Pad can be used to Dial someone who is outside of the University.

1. Navigate to the section
2. Using the DialPad, type the number that you wish to call.
3. To start call, click the button

2. [Starting a Call using a Contact](#)

The contacts section is shared with Outlook. You can add a contact in Teams or within Outlook.

1. Navigate to the section
2. Click
3. Choose in the Right side of screen
4. At the Add to Contacts box, begin typing the user's first name, a list will appear and select the appropriate person.
5. Click Add.
6. Scroll down to find the contact.

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