

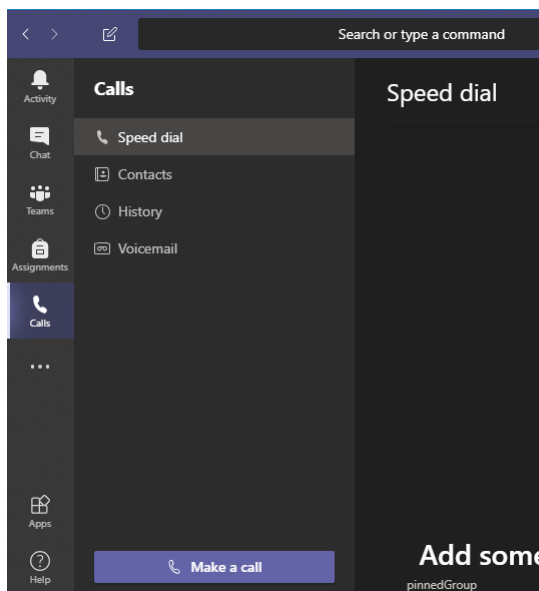
Making/Scheduling Calls Using MS Teams

Overview:

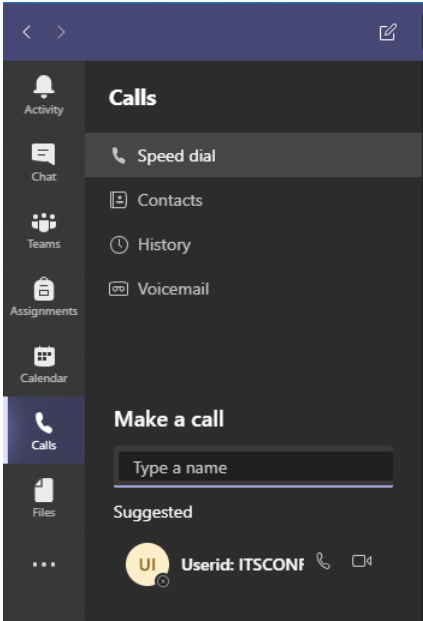
You can make calls and schedule calls to other office 365 users using the MS teams desktop or web app. All ENMU personnel have licenses for MS teams and will be able to interface with you in this manner.

Making a call:

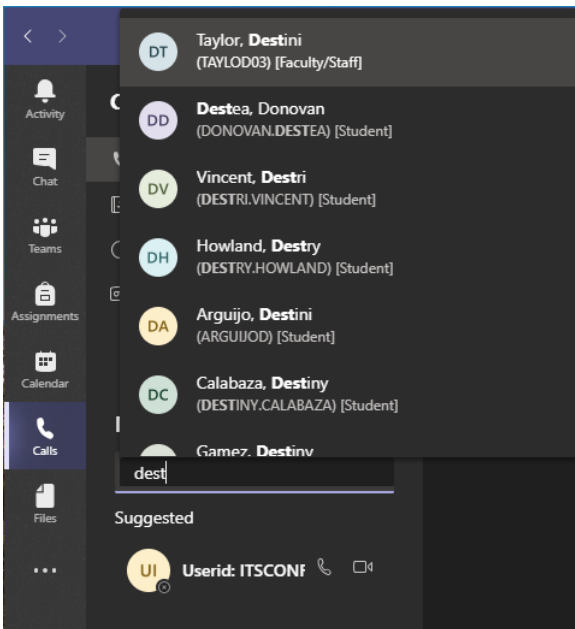
- 1) Open the teams app. On the left-side of the app window, select "Calls". If you do not see "Calls", click the triple-dot menu and select it from the pop-over menu that appears:



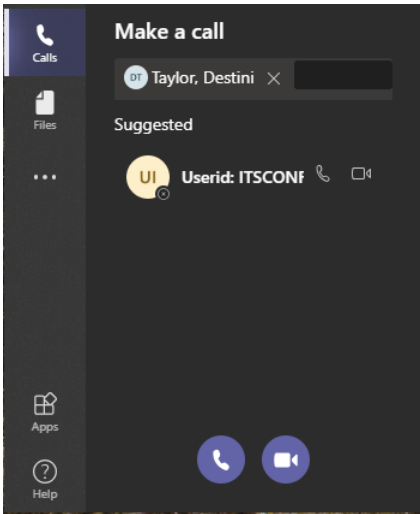
- 2) At the bottom of the Calls menu, you should see a button that says "Make a call". Click it.
- 3) The "Make a call dialog appears. You can select speed dial to enter a name at will, contacts to search your contacts, or History to see recently made or received calls:



- 4) For “Speed dial”, enter the name of the user you would like to call. Their name should appear in a pop-over menu above the application. Click or use the arrow-keys and enter to select the desired user to call. The username now appears in the Make a call text box. Do this as needed to add other users to the call.



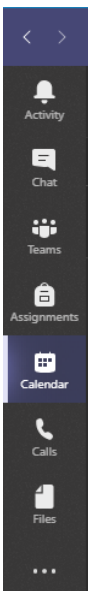
- 5) Now that you have your desired callers set up, the phone and camera icon at the bottom should have lit up. Click the phone icon to make a voice call or click the camera icon to make a video call:



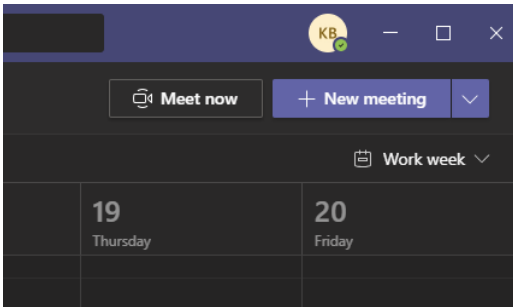
- 6) The call should now be initiated. A new screen will popup where you can mute audio, mute your camera, share your desktop and more.

Scheduling a call in MS Teams

- 1) On the left menu pane in MS teams, select the "Calendar" icon. If you do not see the "Calendar" icon, click the triple-dots menu and select it from the pop-over menu that appears:



- 2) In the calendar window that appears to the right, adjust the time span to find the date or dates you are looking to schedule a call, or simply hit "+ New Meeting" at the top-right:



- 3) A scheduling window appears. Set the details as desired for your event, add attendees, channels you are in, and details as needed. When you have set your parameters, hit "send" at the top right to send the meeting invite. A link to the teams meeting will be automatically included in the invite that will allow participants to participate via audio or video call.

