Calling
Your can access calls by clicking on the Calls icon on the left toolbar. Your call options will then appear above.

**Speed Dial** – shows speed dial and favorites
**Contacts** – shows saved contacts
**History** – shows call history
**Voicemail** – shows voicemails

To look up someone's number, type the contact's name into the search bar and select that person. It will start a new chat and you can start a call from there by clicking on the call icon.

To dial a number use the dial pad that shows here. If the screen is too small and the dial pad is not shown, click the “Make a call” button.

To add new contacts to speed dial or to create a new speed dial group, click here.

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Accessing the Dial Pad

The dial pad may not appear by default if there is not enough room on your screen. To make it appear, click on the “Dial a number” button.
Accessing Your Contacts

- Search your Contacts
- Add a Contact

Quickly chat, email, video call, or audio call your contacts by clicking on the appropriate icon beside their name.

Click the “…” to add/remove contacts from your speed dial list or to remove the contact.
Accessing Call History

- Shows the type of call: incoming, outgoing, or missed call.
- Click the “…” to call back, start a chat with the person, add/remove the contact from speed dial, or to add/remove the person from contacts.
Accessing Voicemail

Click on a voicemail to see the option to play and read the transcription if available.

Click Play to listen to the voicemail.

Select playback speed.

Click on the “...” for the message to mark it as unread, delete it, call back, add/remove contact to speed dial, or add/remove contact to your contacts.