

Calling



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Calls

- Speed dial**
- Contacts
- History
- Voicemail

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You 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

Speed dial

New voicemails and missed calls will be indicated here.

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.

Speed dial

O365TEST01
Offline

Favorites

Sboss1
Offline

pinnedGroup

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.

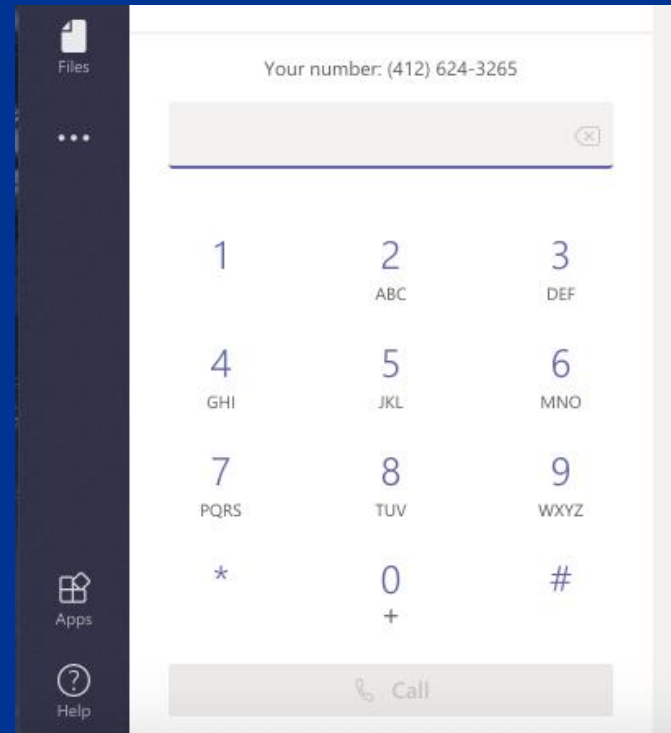
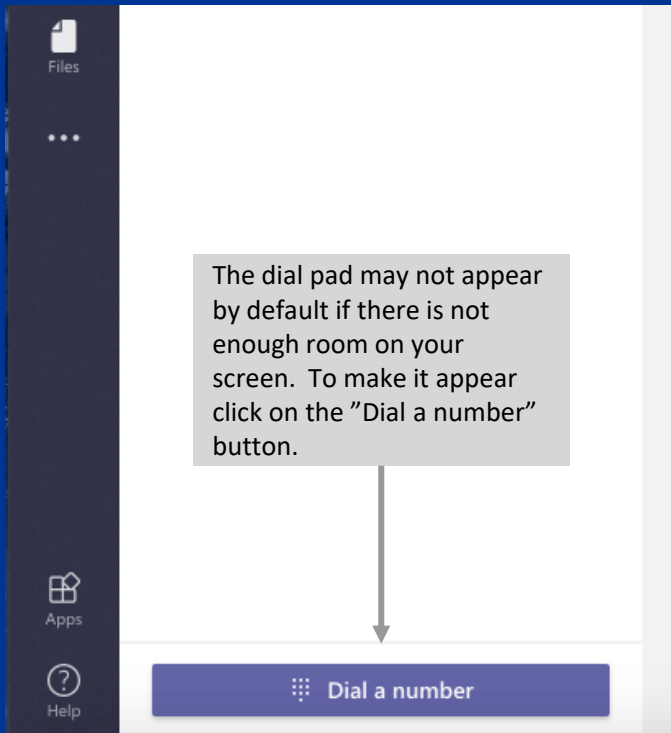
Add speed dial

New group

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

Make a call

Accessing the Dial Pad



Accessing Your Contacts

Microsoft Teams

Search or type a command

Calls

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Contacts

Find a contact

Search your Contacts

Add a Contact

Add contact

Name	Title	Phone	
O365TEST01			Chat, Email, Video Call, Audio Call, More
Sboss1			Chat, Email, Video Call, Audio Call, More

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.

Make a call

Accessing Call History

Microsoft Teams

Search or type a command

Calls

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- Voicemail 1

History

Name	Type	Duration	Date
Rhoades, Jeffrey A	Missed call		10:20 AM ...
Voicemail	Outgoing	12s	10:19 AM ...
Rhoades, Jeffrey A	Missed call		10:16 AM ...
O365TEST01	Outgoing		9:16 AM ...

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.

Make a call

Accessing Voicemail

The screenshot shows the Microsoft Teams interface with the 'Voicemail' section selected in the left-hand navigation pane. The main content area displays a list of voicemails. The first voicemail is from Jeffrey A. Rhoades, recorded on 5/11/20 at 10:21 AM, with a duration of 5 seconds. Below the list, a play button, a progress bar, and a playback speed selector (set to 1x) are visible. A transcription of the voicemail is displayed to the right of the audio player. The transcription reads: "Hey can you give me a callback whenever you get this thanks bye? You received a voice mail from Rhoades, Jeffrey A at jeffrhoades@pitt.edu. Work: +1 412-624-3265 Email: jeffrhoades@pitt.edu Thank you for using Transcription! If you don't see a transcript above, it's because the audio quality was not clear enough to transcribe. Set Up Voice Mail".

Annotations with arrows pointing to specific elements:

- 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.