MS Teams Phone - User's Guide

Locating keypad, call history, and your phone number

- 1. Select "Calls" (represented by a phone icon) in the left side of the Teams app.
- 2. The keypad is located on the left side of the Calls window.
- 3. Call history is located on the right side of the Calls window, filterable by the names and numbers of your contacts.
- 4. For easy reference, your phone number is located below the keypad.



Making a call

- 1. To call someone, you can:
 - Dial their number directly in the keypad.
 - Find them in your list of contacts by selecting the "Contacts" tab.
 - Call them directly from call history by hovering your cursor over their name and selecting the "Call" button (shown in screenshot).



Special features in Settings

- 1. Under the Settings menu in Teams, select the "Calls" tab.
- 2. Choose how you want to handle incoming calls (e.g., automatically forward calls to voicemail) under "Call answering rules".
- 3. Set up your voicemail under "Voicemail".
- 4. Choose ringtones, dependant on specific actions, under "Ringtones".
- 5. Teams Phone also has accessibility support via TTY mode.

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General	Call answering ru	des			
Accounts	Choose how you want to handle incoming calls.				
Privacy	O Calls ring me	Forward my calls			
) Notifications	Forward to:	Voicemail		~	
Devices	8				
App permissions	Voicemail				
7 Accessibility	Voicemails will show	in the calling app with audio pla	yback and tran	script.	
Captions and transcripts	Configure voie	cemail			
Eles and July	4			_	1
& Calls	Choose a ringtone for incoming calls				
	Calls for you	Default	\sim	⊳	
	Forwarded calls	Spacetime	Ý		
	Delegated calls	Вор	×		
	Accessibility				÷
	Turn on TTY to use text to communicate over the phone line. To get this working, be sure to connect a TTY device.				
	Turn on TTY -	mode			

More help with MS Teams Phone

Please contact Education Commons at <u>uoft.me/EC-Contact</u> (also accessible via the QR code to the right).

