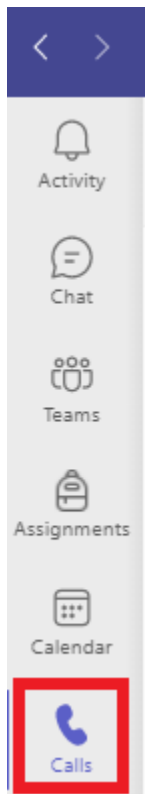


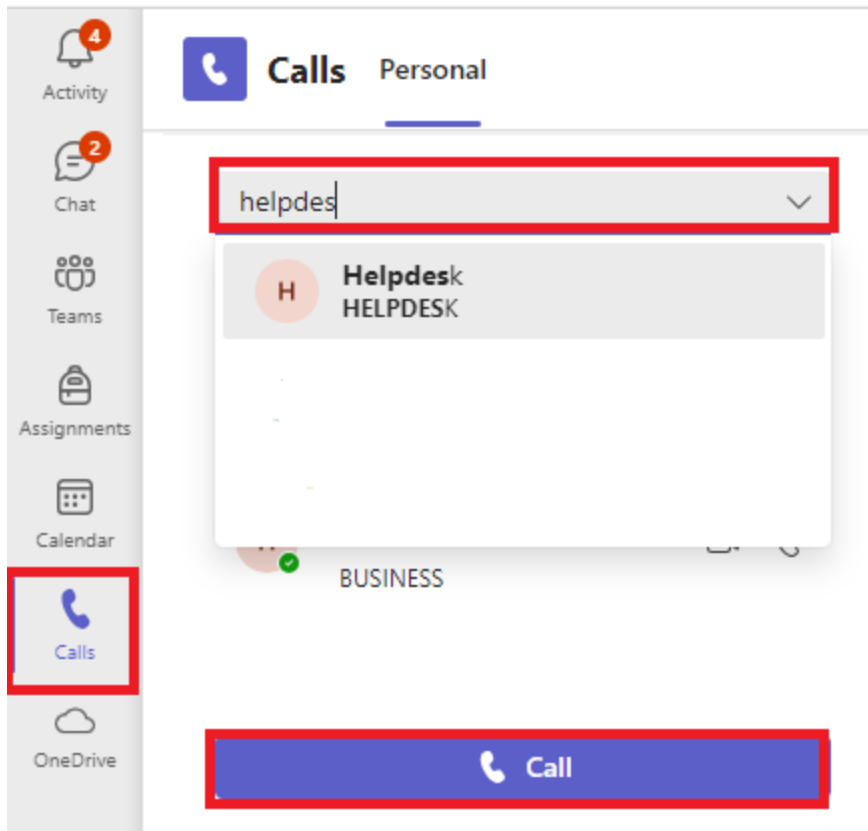
## Calling a Staff Member from Microsoft Teams Desktop App (New Version) or Web App

From the Microsoft Teams App you can create an audio call with another staff member or even create an instant meeting with them, by calling them into the meeting. To do this, please follow these directions:

1. Open your Microsoft Teams App and Sign in using your college email address and password.
2. Click on 'Calls' from the left side bar.



3. Type the name of the person you want to call. Once the staff member's name auto-populates, click on it to add that staff member then Click **Call**



The Teams App will call that staff member via their computer. Once they accept the call, they will join you in audio call.