Making a Call from Teams

Teams allows you to make a voice or video call to any district staff with Teams available to them.

1. Open the Teams application. (A home computer or an older district computer might not have the Teams app installed. In that case you can use the Teams Web Client. Here are the steps to do that)
   a. Open Chrome or Edge and connect to portal.office.com. Logon with your district email address and password.
   b. In the Office Portal click on Teams to open the Web App:
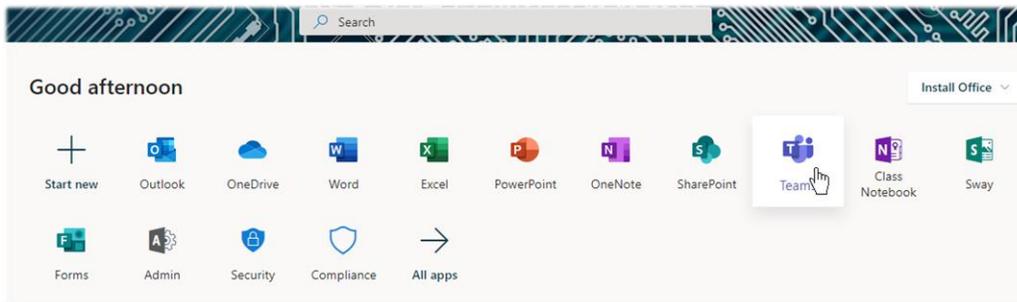
2. On the left-hand edge, click on Calls. If you don't see Calls in that left column, click on the three dots, and then in the Find an App screen that opens, click on Calls. Repeat twice and add Calendar and Files while you're there.
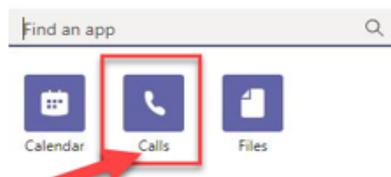
3. Click on Make a call, then start typing the user name(s).
   Click on the handset icon for a voice call, or the camera for a video call.
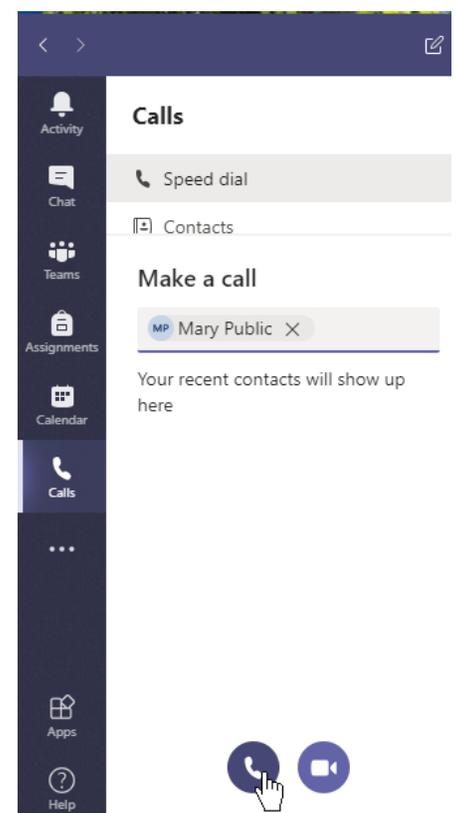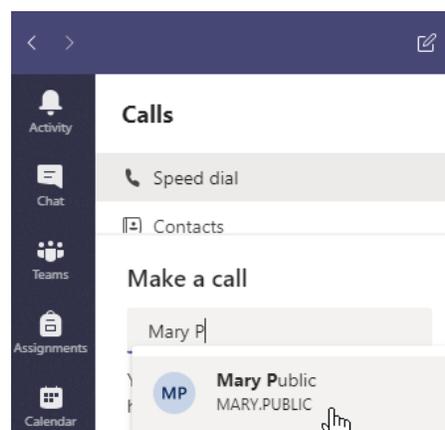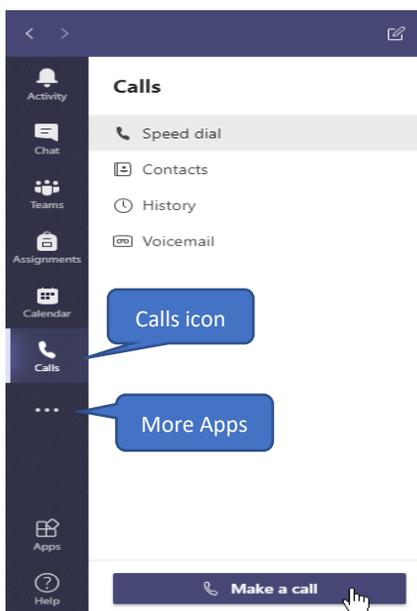
4. If you see the Windows Defender dialog at the right, click Cancel.