





Microsoft Teams Calling

Phone & Computer

Desktop

[Video](#)




To dial a number from Teams,

- Launch MS Teams 
- Go to **Calls** ,
- Click **Dial a number**,
- Then enter the number of the person you want to reach by using the dial pad.
- Then click **Call** .
- To access your dial pad during a call, go to your call controls and select **Keypad** .

Important: You won't be able to make a 911 emergency call if Teams isn't connected to the internet.

Note: If you don't see the option to dial a number, your org may not have been set up on a [calling plan](#) and will need to call the helpdesk. You can still make calls to other people in Teams.




Here are a few other ways to make a call:



- If the person you want to reach is in your contacts list, click **Contacts**, find the person you want to call, and then click **Call** .
- If you've called people before (or if they've called you), they'll be in your call history. In **History**, select **More actions**  to the right of the person's name, then click **Call back**.
- You can also access your voicemail and call people from that list. In **Voicemail**, select **More actions**  to the right of the person's name, then click **Call back**.

Phone

[Video](#)

To make a call on MS Teams with Phone

- Launch the Teams App 
- Swipe up from the bottom of the app to find **Calls**
- tap **Calls**  > 
- enter a phone number.

If you've enabled the setting to allow access to your phone contacts, tap **Calls**  > **Contacts**  and select the person you want to call.

Use the dial pad on your mobile device to dial numbers from your personal phone number and to make emergency calls to your country-specific emergency number.

Note: If you don't see the option to dial a number, your org may not have purchased a [calling plan](#). But you can still make calls to other people in Teams.

Important: You won't be able to make a 911 emergency call if Teams isn't connected to the internet.

Resources

Making Calls -

<https://support.office.com/en-us/article/call-a-phone-number-from-teams-20d24ace-2851-4c29-8441-30dd2a5cf078>