

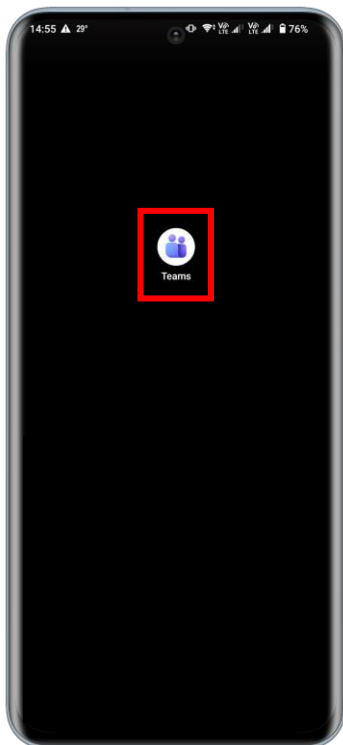
Make Outbound Calls, Use Speed Dial and Answer Calls

Microsoft Teams Phone on Mobile users can make outbound calls by entering a phone number or using speed dial and answer incoming calls using the mobile app. Follow the steps below to manage everyday calls quickly and confidently.

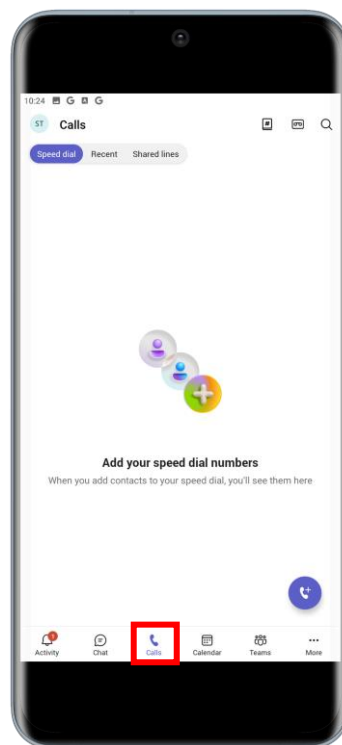


- A. Make Outbound Calls by Entering a Phone Number
- B. Make Outbound Calls Using Speed Dial
- C. Answer Calls

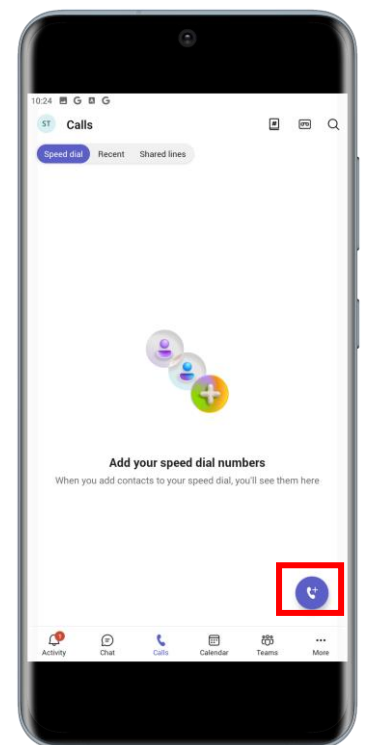
A. Make Outbound Calls by Entering a Phone Number



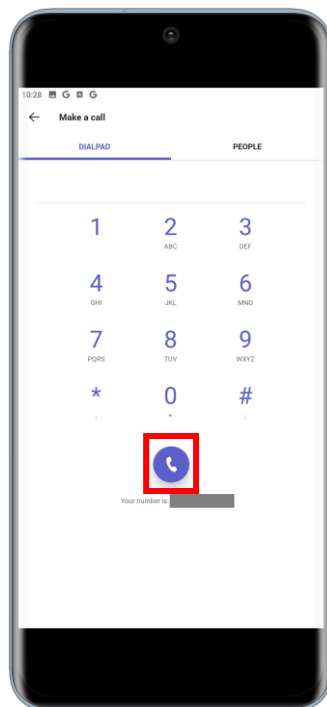
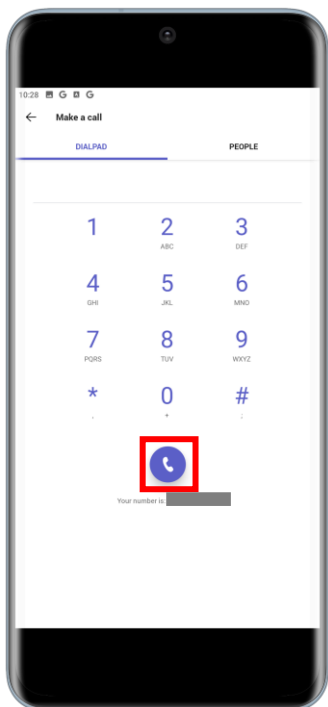
1 Tap the Teams icon to open the Microsoft Teams mobile app. Follow the User Guide, [Login to Microsoft Teams](#) and sign in with your staff account.



2 Tap 'Calls' to access Teams Phone.

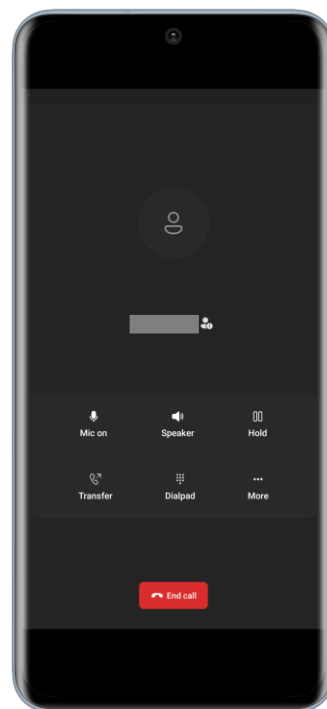


3 Tap '+' on the Teams phone home page.



4a For **External Calls**, enter '9' in front of the complete phone number using the dial pad. Verify the phone number and tap '📞' to make the outbound call.

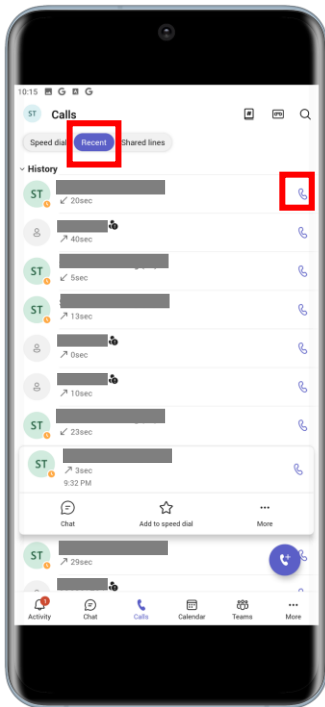
4b For **Internal Calls**, enter the phone number (four digits extension). The associated contact will appear. Verify the contact and tap '📞' to make the outbound call.



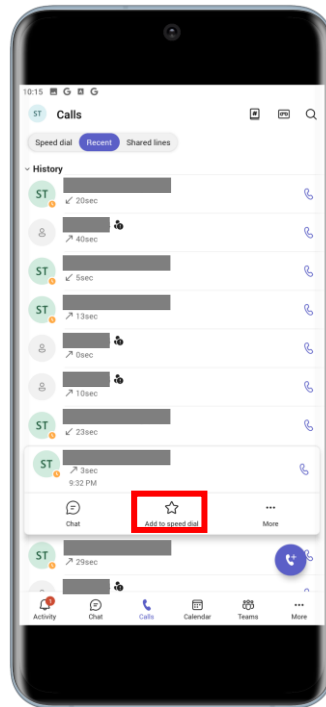
5 A new screen will pop up for calling actions.

6 The call connects through successfully once the recipient answers.

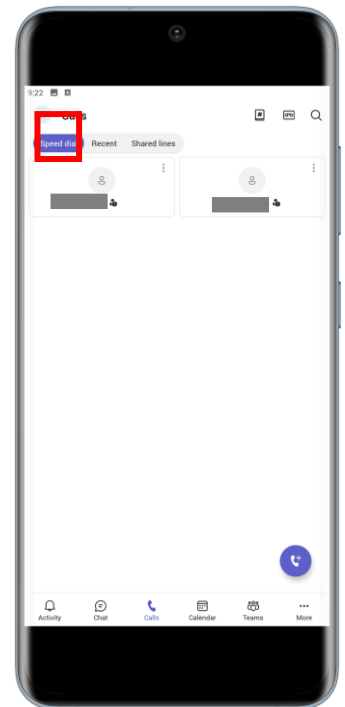
B. Make Outbound Calls Using Speed Dial



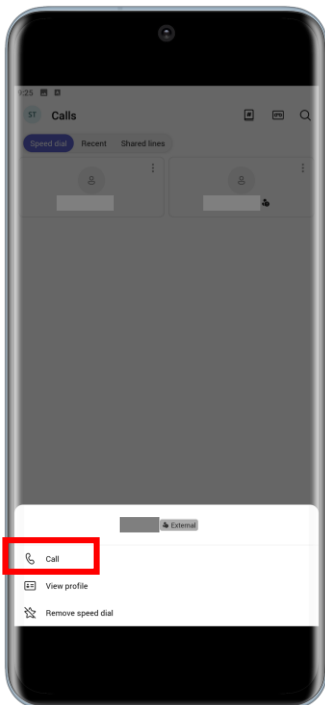
1 In the 'Calls' tab, tap 'Recent' on the top bar, then tap the desired contact.



2 Tap 'Add to speed dial'.



3 The contact will be added to Speed dial. Can select the contact to make the outbound call.

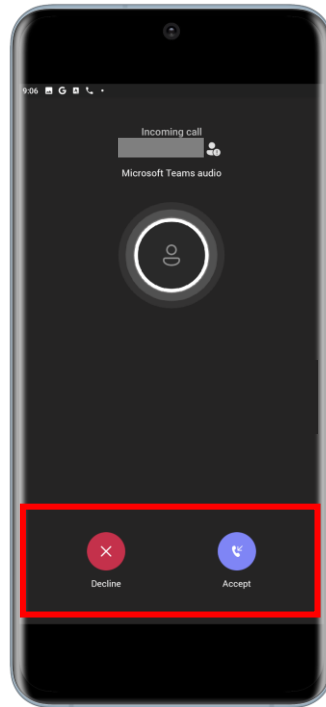


4 Or Tap '...' then select 'Call' to make an outbound call.

C. Answer Calls



1 When you receive a MS Teams Phone call, you will see an incoming call notification in MS Teams.



2 Tap '📞' to accept the incoming call.
Tap '❌' to reject the incoming call.