

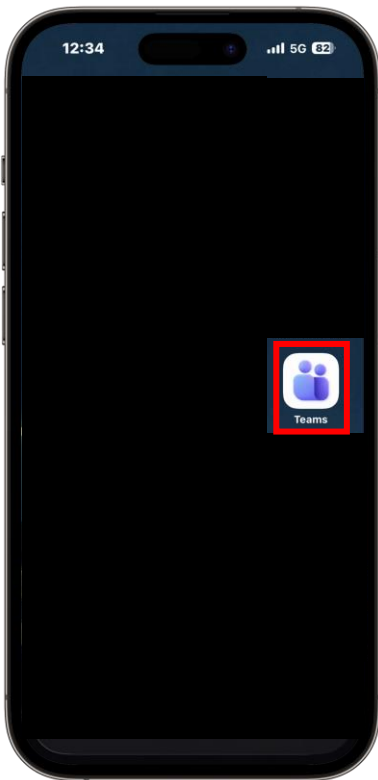
Make Outbound Calls, Use Speed Dial and Answer Calls

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.

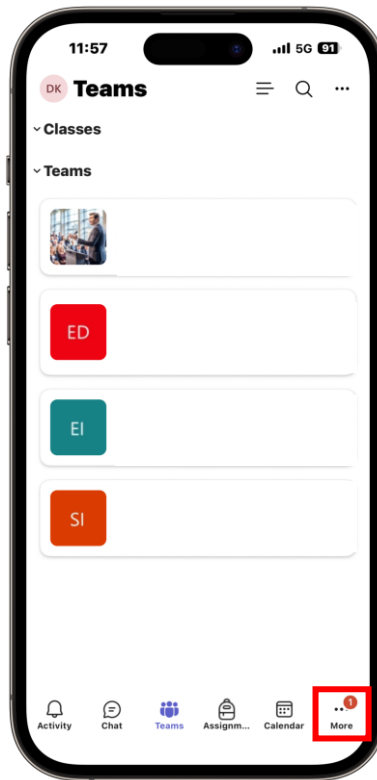


- A. Make Outbound Calls by Entering a Phone Number
- B. Make Outbound Calls Using Speed Dial
- C. Answer Calls

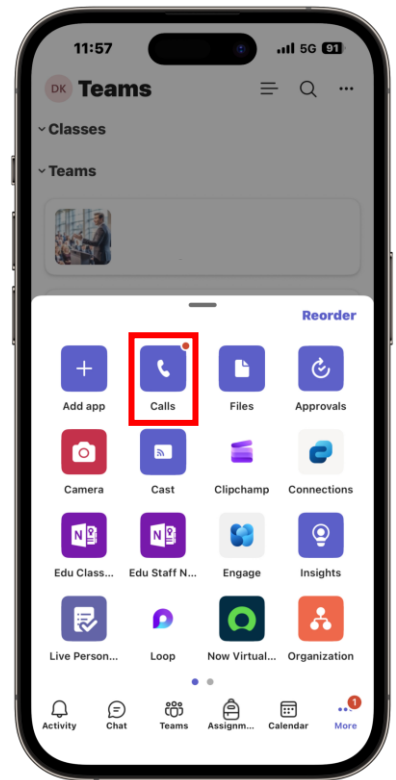
A. Make Outbound Calls by Entering a Phone Number



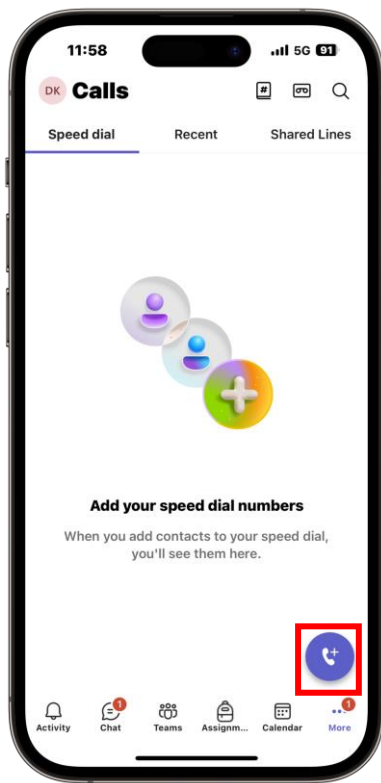
1 Tap the Teams icon to open the Microsoft Teams mobile app. Follow the User Guide, [Login to Microsoft Teams](#) and sign in with your staff account.



2 Tap '**More**' in the bottom right corner.



3 Tap '**Calls**' to access Teams Phone.



4 Tap '📞+' on the Teams phone home page.



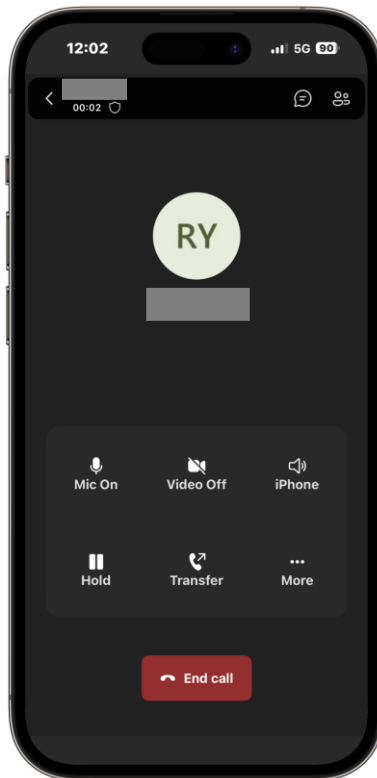
5a For **External Calls**, enter '9' in front of the complete phone number using the dial pad. Verify the phone number and tap '📞' to make the outbound call.



5b For **Internal Calls**, enter the phone number (last 4-digits). The associated contact will appear. Verify the contact and tap '📞' to make the outbound call.

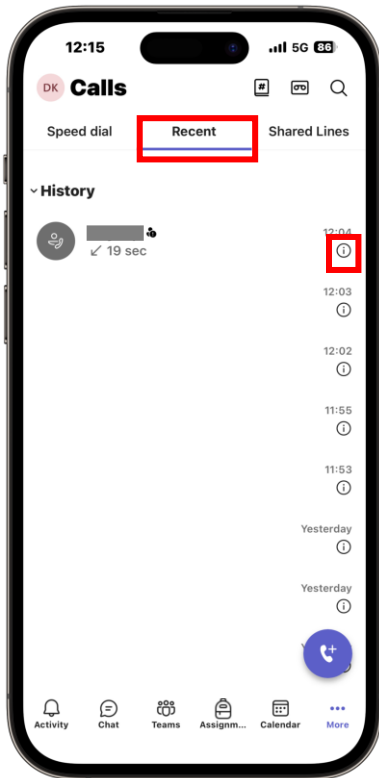


6 A new screen will pop up for calling actions.

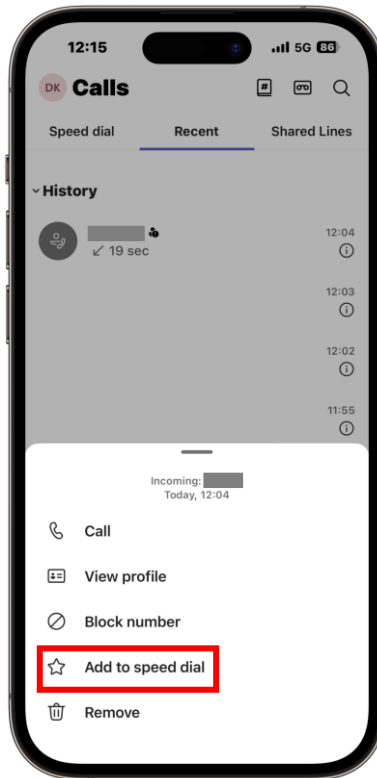


7 The call connects through successfully once the recipient answers.

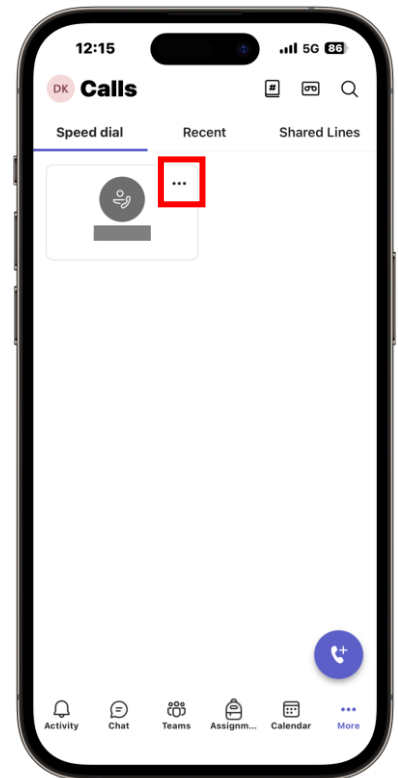
B. Make Outbound Calls Using Speed Dial



1 In the 'Calls' tab, tap 'Recent' on the top bar, then tap 'i' next to the desired contact to add it to Speed dial.



2 Tap 'Add to speed dial'.

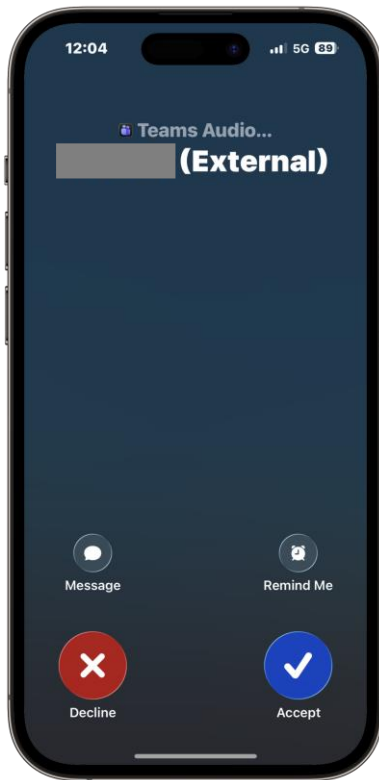


3 The contact will be added to Speed dial, then tap '...'.

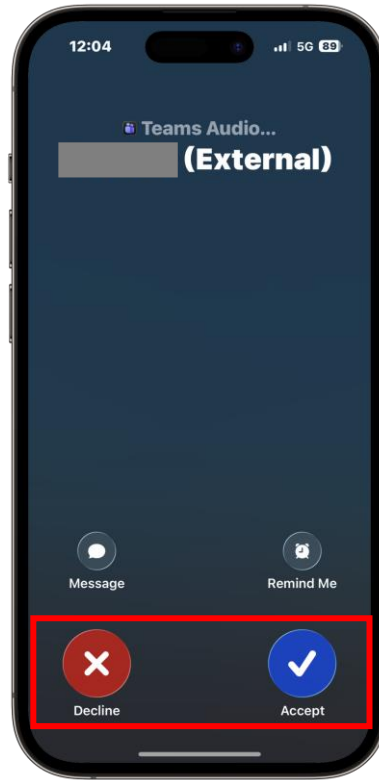


4 Tap 'Call' to make an outbound call.

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.