

# Making a call in Teams

Use the main search bar to find the person you want to call.

**Click someone!**  
Clicking on someone takes you to that person's chat space.

**Click the camera**  
Start an ad-hoc video call

**Click the phone**  
Start an ad-hoc audio call

Search

- Bloggs, Jo (BLOGGS) Digital Skills Developer
- Bloggs, Joe (BLOGGS1) Digital Skills Developer

Bloggs, Jo Chat Files Organisation Activity

## Get them on speed dial!

In the calls tab, you can set people to be on your speed dial list. Just click **Add speed dial** and search for the person you want to add.

Add speed dial

Jo Bloggs  
Digital Skills Developer  
Available

Joe Bloggs  
Digital Skills Developer  
Available

This is what will appear at the top of the calls tab once you've added someone to speed dial.

## Schedule a meeting.

To schedule a call in advance, go to the **Calendar** tab and select **New meeting**.

You can use this method to call people from outside of Lancaster University.

## Want to contact people outside the University?

You can invite people outside the University to your Teams meeting, using their email address. They can join in a web browser or by downloading the free Teams app.

## Want to contact Skype users?

There is no need to run Skype separately to Teams - you can chat with or call any Skype user by typing their email address in a new Teams chat or in the Teams search bar.



For further help, search the staff intranet for **Teams**.