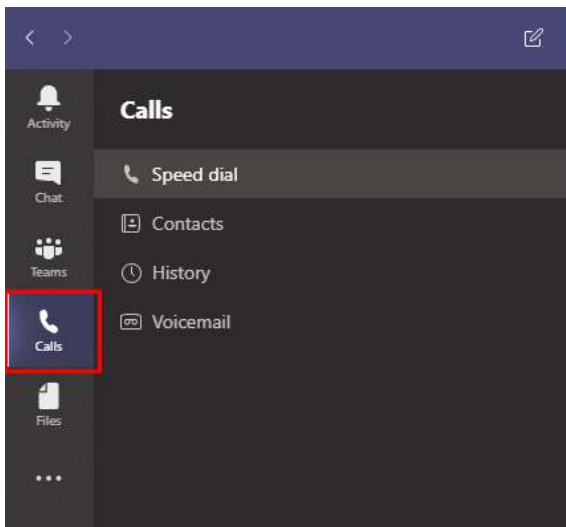


Teams – Conference Call

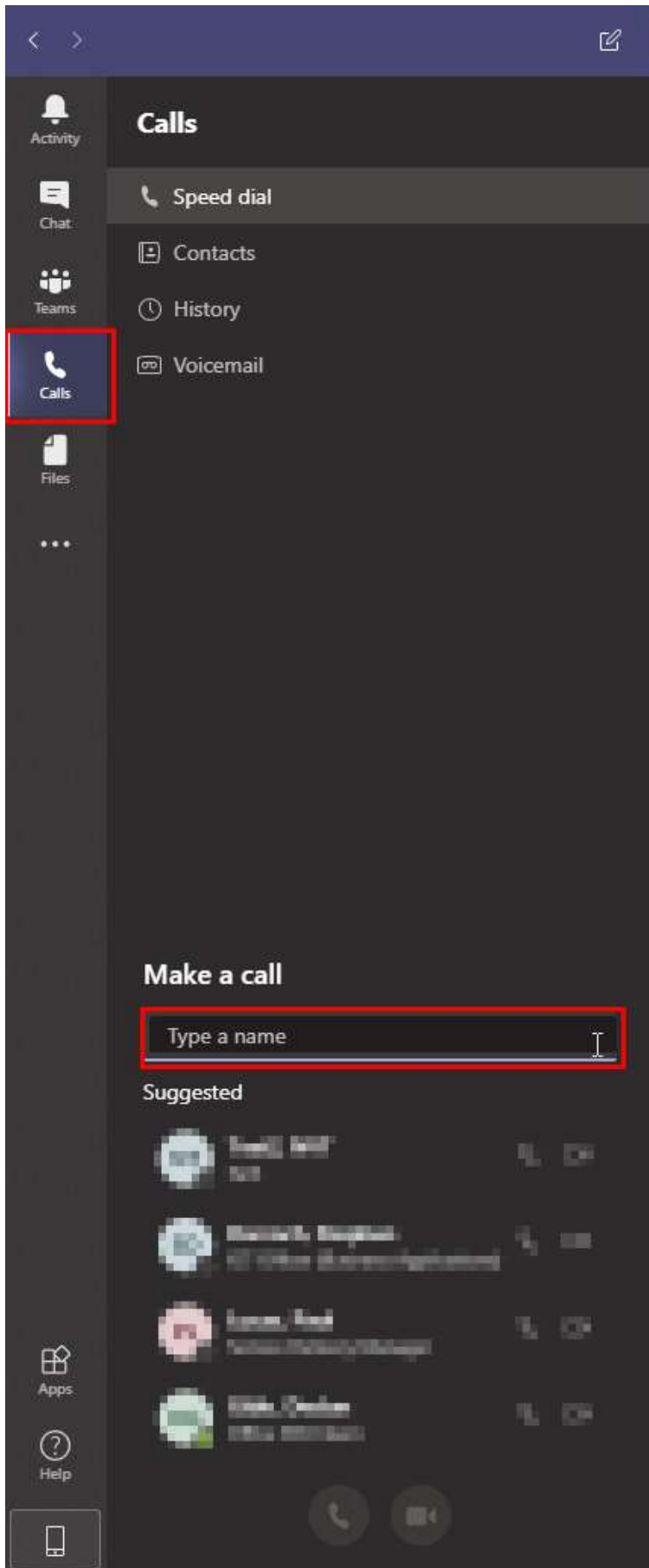
All conferencing use must be in line with council [policy](#)

Note – Microsoft Teams call function does not work in Internet Explorer 11. If Google Chrome or Microsoft Edge are not available then use Skype.

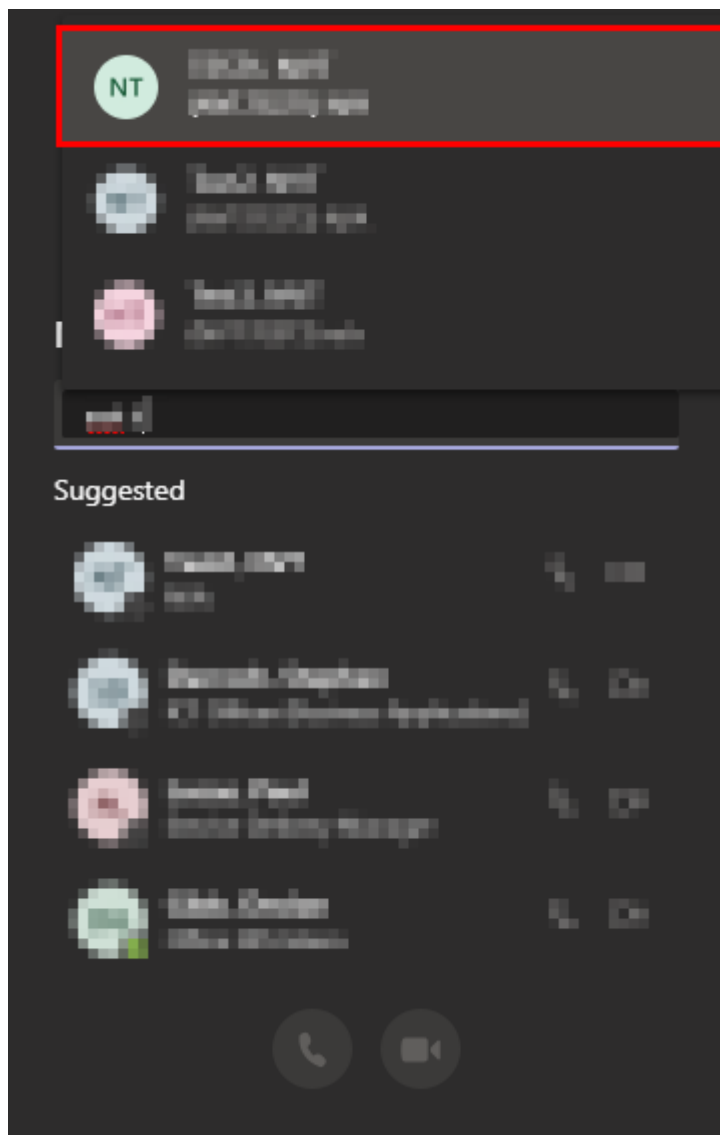
1. Open **Microsoft Teams**.
2. Click **Calls** on the Vertical Bar.



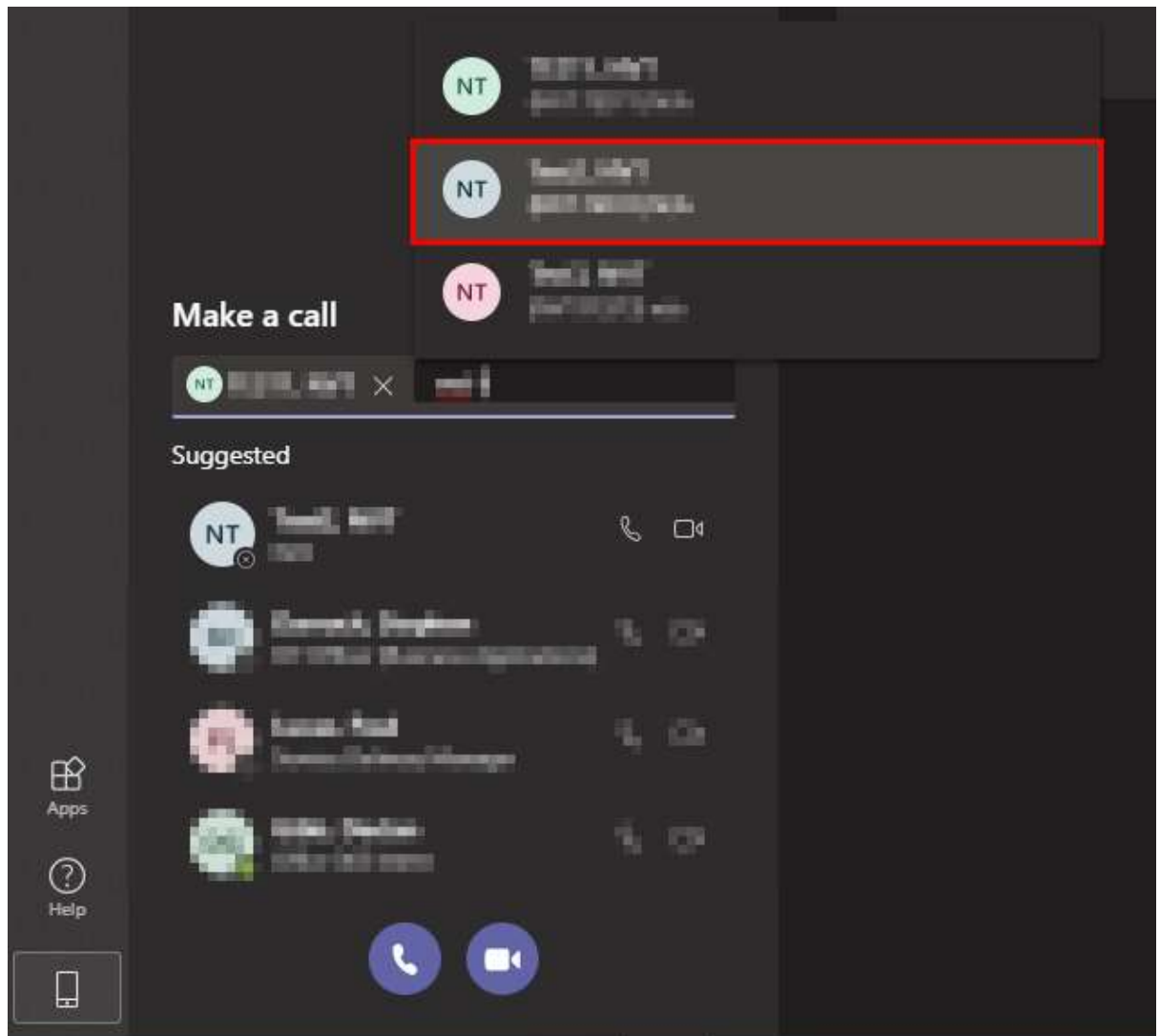
3. Click on **Type a Name** below **Make a Call**.



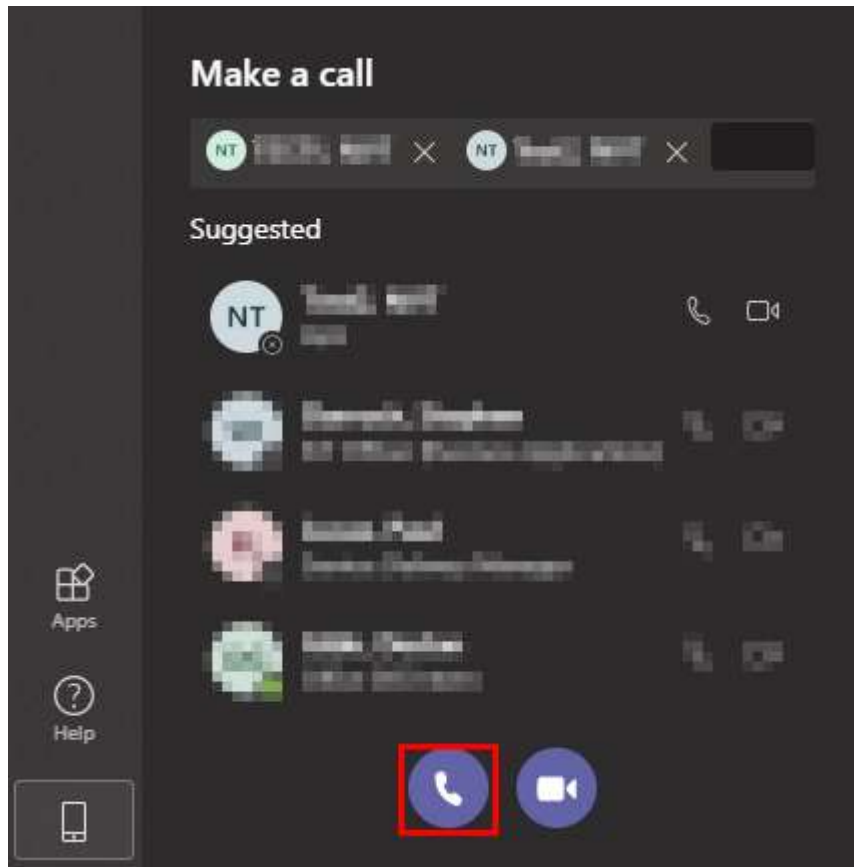
4. Search for a name.



5. Click on the person's name you wish to call. More people can be added to the call by simply typing their name after clicking the previous person. This step can be repeated numerous times.



6. Click the **Phone** icon and it will start a conference call.



7. If another person needs to be added after the call has already started, clicking the icon in the red box and searching for another user will let the person join.

