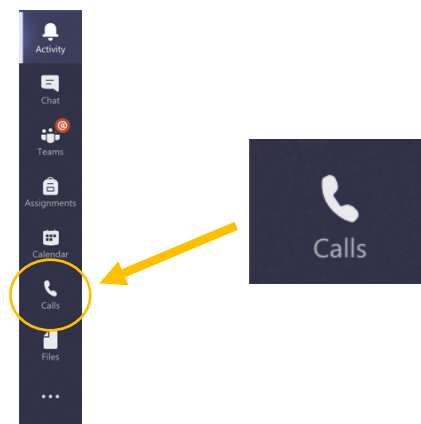


Using Microsoft Teams for Voice and Video Calling

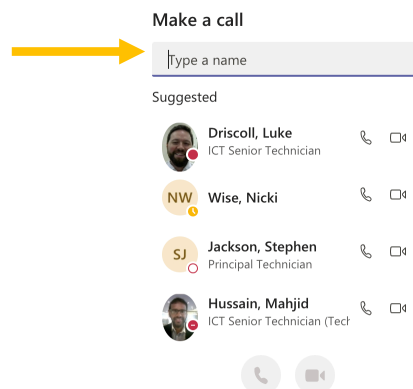
Microsoft Teams allows you to place a call to other users (or groups of users) within Teesside University.

Starting a Voice or Video Call

To the left of your Microsoft Teams window, click on the **Calls** button.

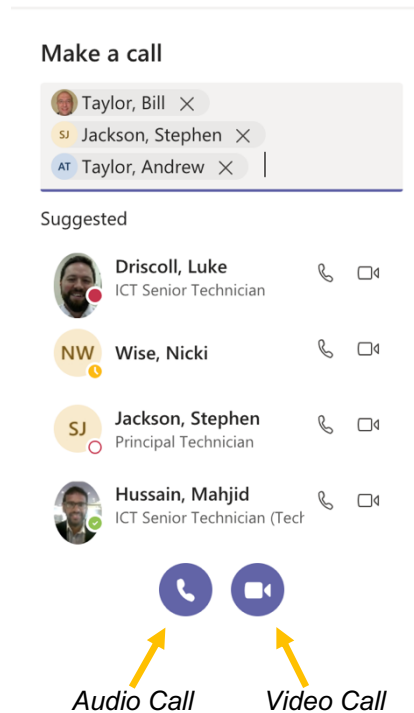


In the calls window which appears, start typing in the name of the person you wish to call in the search box, where it says **Type a name**.



Using Microsoft Teams for Voice and Video Calling

As you type, a list of suggested people appears. Once the correct contact appears, select them from the list. Their name now appears in the **search box**. If you want to call multiple people, start typing the next name, and select it from the list as before. Repeat until you've added everyone you want in the call.



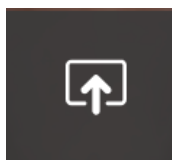
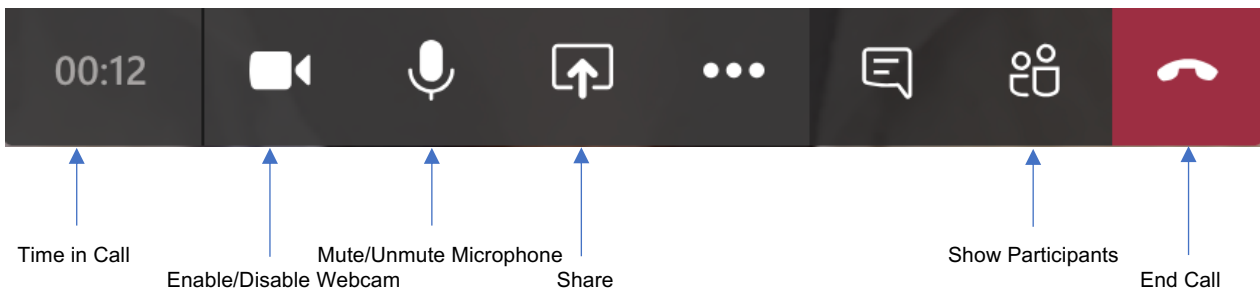
This image shows a call set up with 3 other participants. Bill Taylor, Stephen Jackson and Andrew Taylor.

Once you have selected your participants, choose either the **Audio Call**, or **Video Call** button to start a call with your chosen participants.

Using Microsoft Teams for Voice and Video Calling

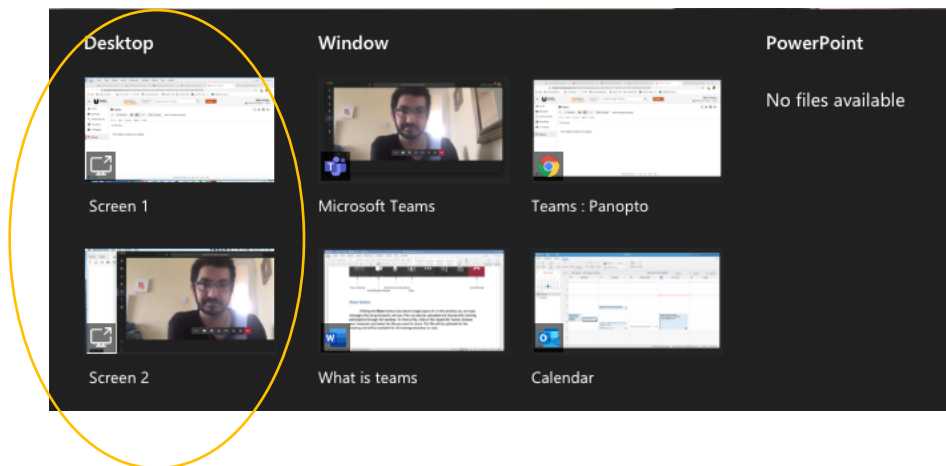
Controls available in call

Once the call has started, the following controls can be used to enable and disable your webcam and microphone, share content with call participants, and leave the call.



Share Button

Clicking the **Share** button opens a menu allowing you to make your desktop visible to all participants, or to select an open file.



Please Note: when you share content, it is available for all participants in the call to see. Make sure that no confidential information is viewable (such as emails/student information/bank details etc) before sharing.

Choose which of your desktop screens you wish to allow call participants to view. If you only use one monitor with your computer, there will only be one option under desktop. Once your desktop is shared, any files or applications you open will be viewable by all call participants.

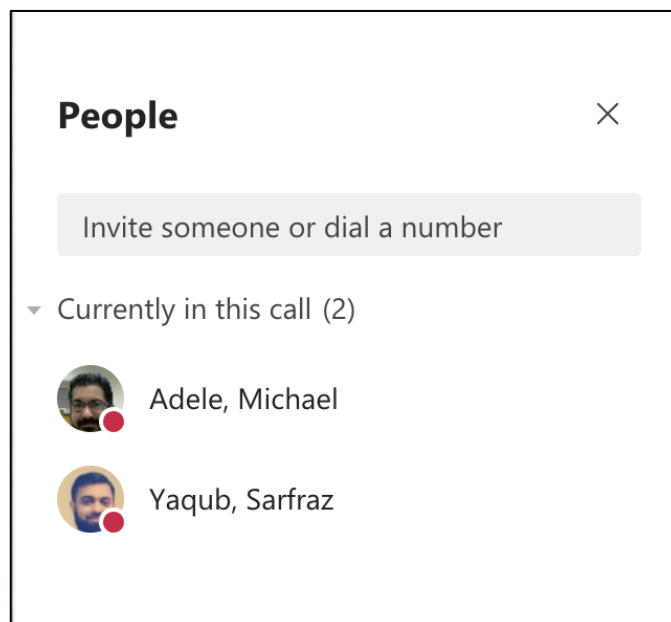
Using Microsoft Teams for Voice and Video Calling

When sharing your desktop, the normal Teams controls disappear, and are replaced with a cut down button bar, normally in the bottom right of the screen. The **Stop Sharing** button in this bar stops sharing your desktop and returns you to the normal Teams call screen.



Show Participants

Clicking the **Show Participants** button allows you to view and add call participants.



In the above example, there are two participants currently in the call, Michael Adèle and Sarfraz Yaqub. To invite further participants to join the call, simply start typing their name where it says Invite someone or dial a number. As you type, a list of suggested people appears. Once the correct contact appears, select them from the list.



End Call

Use this button to remove yourself from the call. If other participants are still in the call, they will continue the call as normal.