

Microsoft Teams Calling

Below are some direct links to Microsoft's tutorials on the features of Microsoft Teams Calling:

Overview

- [Overview of Teams calls](#) - *video*
- [First things to know about calls](#)
- [Get to know the new calling experience](#)

Make a Call

- [Make calls](#) - *video*
- [Use the dial pad to make a call](#)
- [Answer a call](#)
- [Check your voicemail](#)
- [View your call history](#)
- [Transfer a call](#)
- [Tips for Teams calls](#) - *video* (transfer, ...)

Collaboration

- [Manage your support call queue](#)
- [Activate your user in the call queue](#)
- [Start a call from a chat](#)
- [Add someone to a call](#)
- [Make multiple calls at the same time](#)
- [Merge calls in Teams](#)
- [Put a call on hold](#) / [Park a call](#)
- [Tips for Teams calls](#) - *video* (... , merge, park)
- [Call forwarding, call groups, and simultaneous ring](#)
- [Share a phone line with a delegate](#)
- [View or add contacts](#)
- [Set up a delegate to take your calls](#) - *video*

Management

- [Turn off automatic video in a call](#)
- [Manage your call settings](#)
 - Delegates; default mic, speaker, camera; make test call; call answering rules; voicemail settings; default greeting language; voicemail greetings (text-to-speech, out of office); choose ringtones*
- [Optimize mobile data usage](#) (*reduce amount of data used*)