**Phone Call via Teams**

1. Open the Teams app in full screen mode.
2. On the left side of the screen, click on “Calls”.
   1. Currently entering your geographical location is optional.
3. Above the keypad on your screen, click in the box “Type a name or number”.
4. Enter the area code and number you want to call (ex. 814-865-1234).
5. Under the keypad on your screen, click on the “Call” button.

Microsoft Office 365 has training available at <https://office365.psu.edu/teams-phone-teams-to-teams-calling/>.