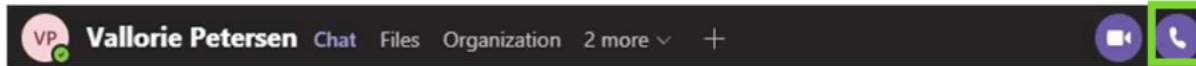# Making a Call

You can initiate a Teams call in different ways.

Within a Chat

To transition a chat to a Teams call, simply press the telephone icon found at the top of the chat window.

From the Calls tab

From the Calls tab, click on the phone icon next to the contact you wish to call. If the contact you wish to call is not shown on your speed dial screen, type in the contact's name in the search bar at the top of the Teams window.

If you want to call someone outside of Arlington Public Schools, click on **Dial a number**, enter the telephone number, and press **Call**.

From Anywhere in Teams

To make a call anywhere else in Teams, hover over the contact's profile picture/initials, then click on the phone icon to call them.