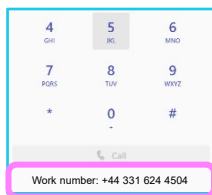# Making calls

In Microsoft Teams, you can make and receive external calls directly from the app. You get a personal phone number and the settings of a regular phone.

Finding your number

1. Select the **Calls** tab.
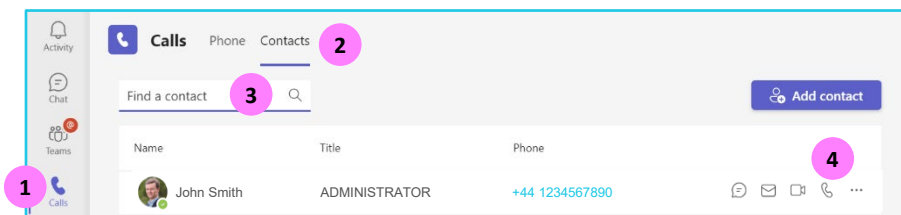2. Your phone number will be displayed below the keypad.

Making a call using the calls tab

1. Select the **Calls** tab.
2. Use the keypad to dial the number or the number keys on your keyboard.
3. Select the **Call** button.

Making a call using your contact list

1. Select **Calls**.
2. Select **Contacts.**
3. Find the person you want to call.
4. Select the call icon next to their name.

Adding people to your contacts list

1. Select **Calls** > **Contacts** > **Add contact**.
2. Type the name or email address of the person you want to add.
3. Select on the contact > select **Add**.
4. Select 📞 to call your contact.

Note: Some steps, screenshots and options may differ slightly depending on the application, browser, operating system, and software version you are using.

Make a call from the command bar

1. Click in the **Command bar** at the top of the window.
2. Type **/Call**.
3. Press the **Enter** key on your keyboard.
4. Type the person's name or email address you want to call.
5. Click the person to start the call.

Placing a call from the chat tab

If you have multiple people in your conversation, this will start a conference call with all the participants. Everyone will need to accept the call on their side before you can conference with them.

1. You'll have the calling buttons in the top right corner.
2. Select a **Call** option to place your call.

Placing a call from anywhere in Teams

You can place a call anywhere you interact with your contacts by using their contact card.

1. Hover over a contacts picture in a chat, team tab etc.
2. Select to place your call.
3. Use these contact cards to start an audio call, a video call, an email, or an instant message.

US based remote workers

For emergency calling ensure your current location is correct (below the phone keypad)

Learn more

- During a call >
- Share and delegate calls >

Discover more at the BT Support Centre >