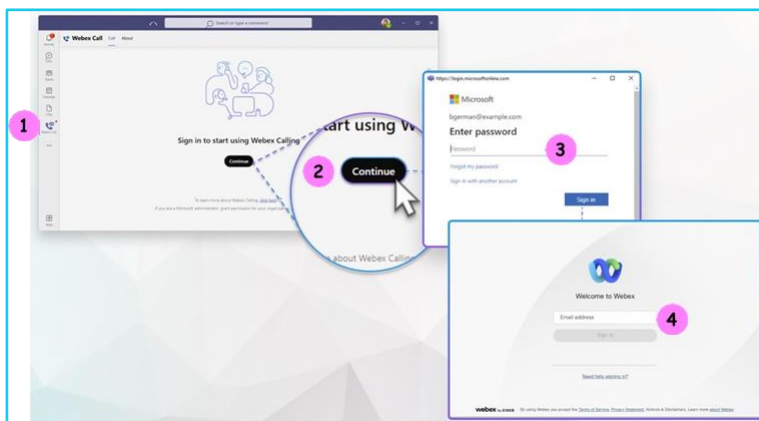# Making calls

Webex Calling integration with Microsoft Teams allows you to seamlessly place Webex calls from Microsoft Teams without interrupting your workflow or switching between applications.
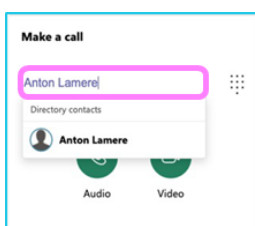
Finding your number

1. Open Teams and click on the **Webex call** tab in the navigation bar and click on **Continue.**

2. Sign into your Microsoft Teams account and then sign in to your Webex Calling account.

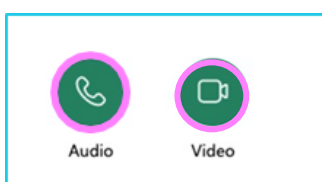   Note: you may need to give permission before you are able to use the Webex Calling menu.

Making a call using the Webex Calling tab

1. Under the Webex call tab search for a contact, select a contact from the list. Alternatively dial a number using the dialler by clicking on the keypad icon.
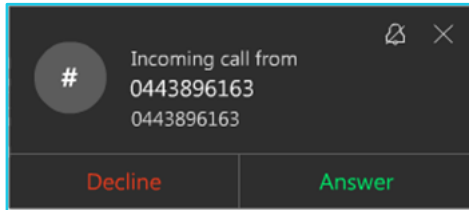

2. Click on **phone icon** to place an audio call. To make a video call click on the **video icon.**

Webex Calling with MS Teams

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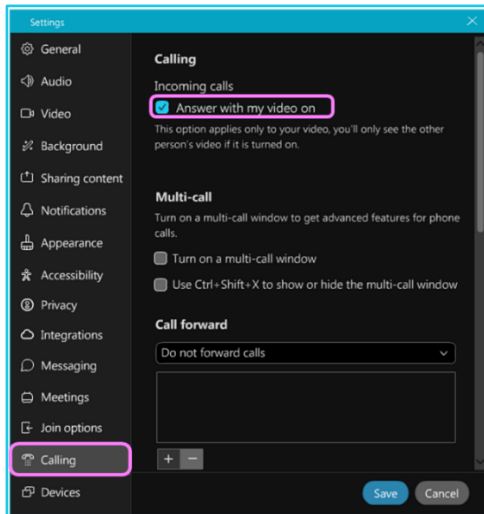
Answering a call

1. When you receive a call, a pop-up will appear on the bottom right corner of your screen. Either answer the call or decline it, when the call is declined the caller will be sent to voicemail.

Changing your video settings

1. When you answer a call, your video will be on by default. You can change this setting, so your video does not activate when answering a call.

2. To change this setting, click on Call settings at the top right of the Webex Calling tab in Microsoft Teams.

3. Under the calling tab, uncheck the answer with my video on option.

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- Further guides >

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