



Making Calls and Reviewing Call History

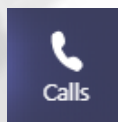
One of the benefits of Teams is that most if not all your internal communication can be done within the same application.

- It is possible to make calls to people outside your organization but you need the external call feature/license setup by a Teams Administrator
- If you make all your phone calls to people *in your organization* from Teams, you will have a record of all your calls in one place
- Your personal cell phone no longer needs to be used for work related communication when you communicate with Teams
- Call History will also show you the name, date and length of time you had a call

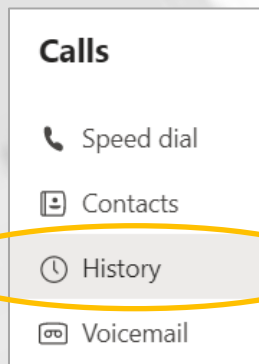
See Your Call History and Make Calls from History

You should see a calls button on the left side of the Teams window. If you do not see the Calls option, contact your Teams Administrator

- In **Teams**, click the **Calls** button on the left side of the Teams window



- Select **History**

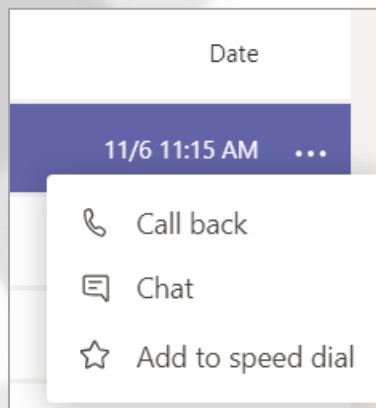




3. The list of your call **History** will appear

Name	Type	Duration	Date
Warren Ericson	Incoming	42m 28s	11/6 11:15 AM ...
Brian Drexler	Outgoing	47m 57s	10/23 11:08 AM ...
Veronica Anderson	Missed call		10/21 4:55 PM ...
Warren Ericson	Missed call		10/21 3:32 PM ...
Mary Madden	Outgoing	30m 47s	10/20 8:21 AM ...
Mary Madden	Incoming		10/20 8:21 AM ...

4. Click the ellipses next to the date of your call with someone for more options
5. You can call this person back
6. Start a new Chat
7. And Add this person to your speed dial



8. But best of all is the ability to review all your work related call History in one place