

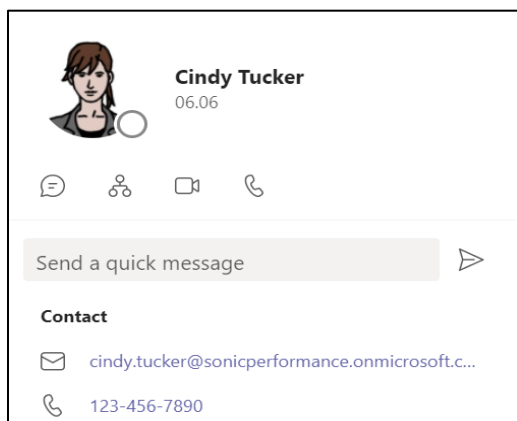


Important **Call** features

In Microsoft Teams, you can make calls in two ways:

From your PC, using a microphone and speaker (or headset, earpods, etc.) or, in larger companies, often using the phone system integrated into Microsoft Teams. In the latter case, you will then see a keypad in the **Calls** tab and you can then reach people not only via their PC, but also directly by phone.

You can start calls in the **Calls** window, and wherever you see a **profile picture**: as soon as you pause with the mouse on the profile picture, a **contact card** opens, offering you further options.



- Available
- Busy
- Do not disturb
- Be right back
- Appear away
- Appear offline

The **status display** shows that the person Cindy Tucker appears **offline** at the moment.

You can adjust your own status by clicking on your profile picture or by typing commands such as **/away**, **/offline** or **/busy** in the search bar.

In the search bar, you can use the **/testcall** command to test your device settings for audio and video without making other participants wait for you.

If you can't reach someone, you can leave a **voice message**. The message will be automatically transcribed, and the recipient will also automatically receive an email notification with the transcription.