

Some of your teachers may wish to connect with you through audio or video calls. Others may wish for you to connect with classmates to work on group projects. Below are the instructions on how you can begin an audio or video call.

Making Audio and Video Calls with Teachers and Students

1. Log on to Microsoft Teams.
2. Click **Calls** on the left side toolbar.
3. Type the username of the student or teacher into the **Make a Call** box
4. After selecting the individual you wish to call, click on the phone button for an audio call or the camera button for a video call
5. If the individual is unavailable, you may leave a voicemail for them. They will receive this voicemail the next time they log on to Teams.

[https://www.youtube.com/watch?v= e027UH3XPk&list=PLni1JlcV35kZFhjEduk0bd5GDm6DKSe5Z&index=7](https://www.youtube.com/watch?v=e027UH3XPk&list=PLni1JlcV35kZFhjEduk0bd5GDm6DKSe5Z&index=7)