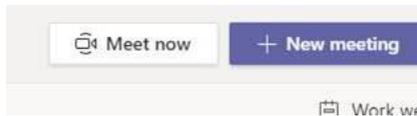


Dialing out using Microsoft Teams Audio Conferencing

If you have an audio conference license, you have the ability to dial out to a phone # from a Teams Meeting.

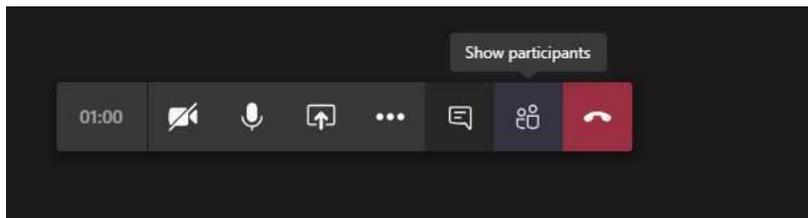
It's easy to "dial" just a phone # by using the Meet Now functionality.

Open your Calendar in Teams, then click Meet Now.

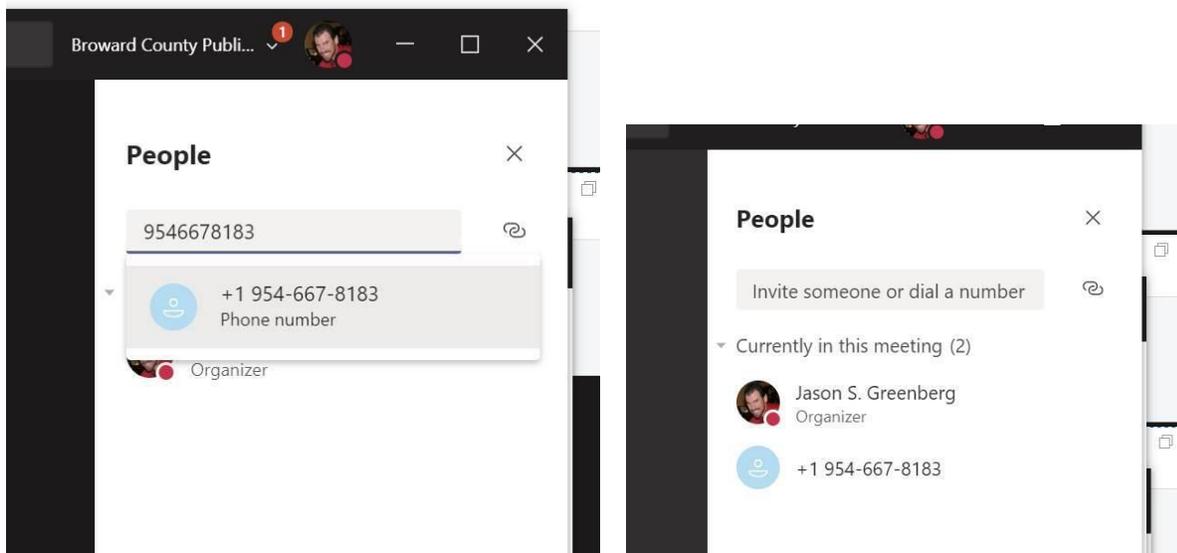


Join the meeting.

Show the Participants Pane.

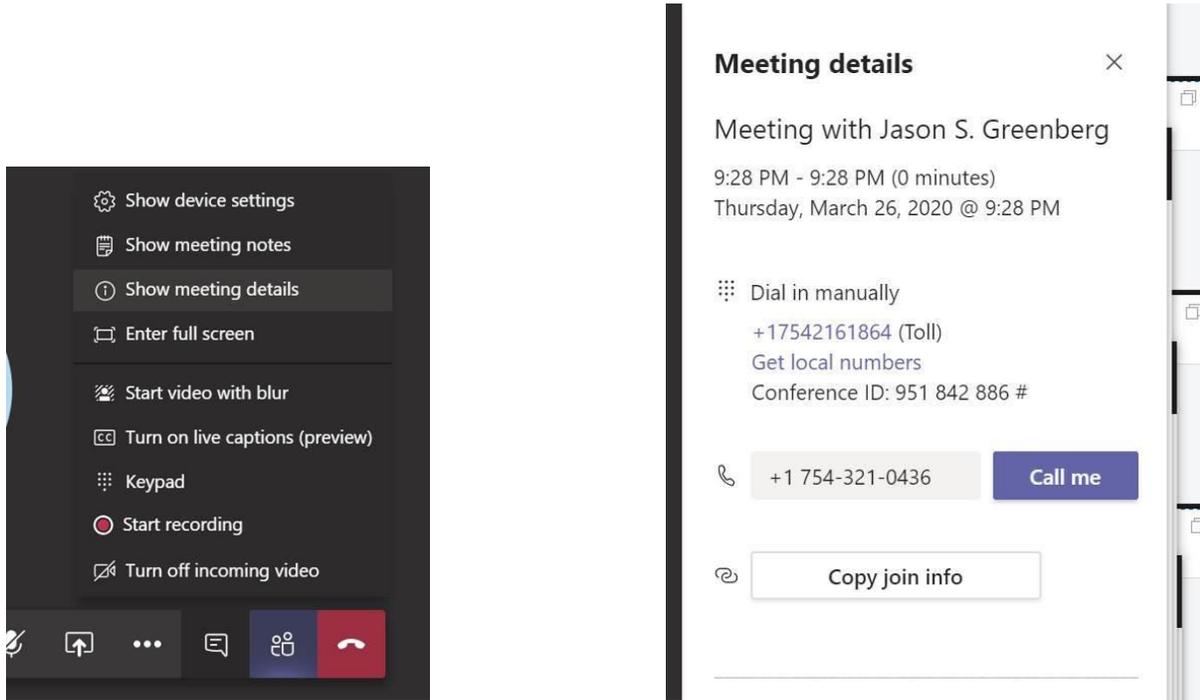


Type in the phone # in the "Invite someone or dial a number" box and hit enter. That's all you need to do. When the person picks up, you will instantly be connected to them. (They don't have to hit anything to join the "meeting").

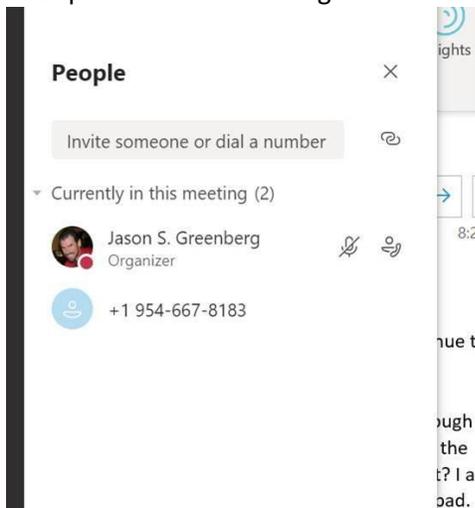


If you don't want to use the microphone on your computer, you can also open the meeting details and dial a cell phone/landline to speak through that device. (The person you are calling from the meeting never sees your phone #).

Click on the 3 dots, choose "Show Meeting details". Enter your phone # in the "Enter phone number" box then click Call me.



Your picture in the meeting will now indicate that you are using a phone as well.



More information here:

<https://docs.microsoft.com/en-us/microsoftteams/dialing-out-from-a-teams-meeting-so-other-people-can-join-it>