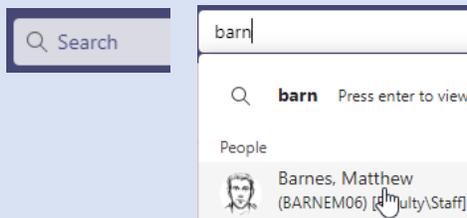


Tuesday Tech Tip: Using Teams for Calls

Did you know many of your peers within the ENMU System already use Microsoft Teams to make direct calls to their peers instead of having to hunt down the phone extension and use their phone?

Using the Microsoft Teams Desktop Version, you can use the ‘Search’ bar, seen below, to directly search for your colleagues:



Once you click on their name, you can left click on the phone icon to the top right:



You should only call someone when their Status Icon is ‘Available’  or ‘Away’ , however, if it is  there is a higher chance they will not answer. If it is ‘Busy’  or ‘Do Not Disturb’ , you should not call, it is typically considered rude to do so, because any type of red usually indicates they are already in a call or other event of some form.

Teams Calls also gives you the ability to leave voicemails for the individual you are trying to reach, and they can listen to these voicemails in Teams.

This Microsoft Teams feature is very powerful, because not only can you call your peers, you can call other ENMU System members without having to use long distance codes. As examples, the Technical Trainer has used this feature to reach across campus to contact the

Office of Distance Learning, ex:  Campbell, Tracie (CAMPBT01) [Faculty/Staff], as well as to reach out to members at our Ruidoso sister campus, ex:  Alleman, Maricia (ALLEMANN) [Faculty/Staff].

Advantages of using Teams instead of your regular office phone include the ability to screen share, share files, use chat, and have optional video calls.

You can also get MS Teams on Mobile ([Android](#) / [Apple](#)) in case you wanted to be able to make or answer calls while around campus.

To see additional tech tips visit:

[ENMU ITS Weekly Tech Tips](#)

if you need any assistance or have questions, please contact the Help Desk

via phone at: **575-562-4357**

via email at: Help.Desk@enmu.edu

–ENMU Portales ITS Technical Trainer