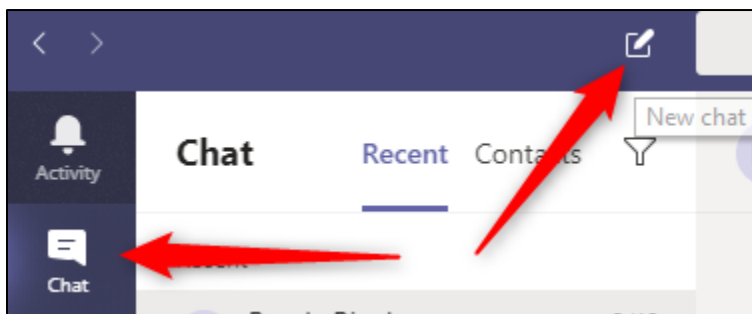


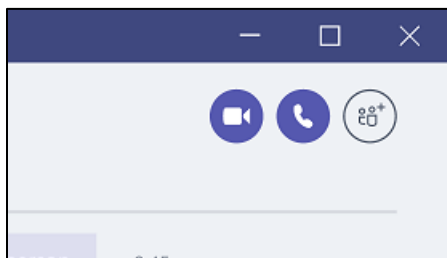
Video or Audio Call from a Chat in Teams

You can make one-on-one or group calls with anyone in your organization directly from a chat without having to host a team meeting. These calls are private and won't appear in any team conversation. Entries for the calls will appear in your chat, though.

- To access Teams either:
 - Go to www.office.com and sign-in with your login ID: username@saultcollege.ca
 - After sign-in you can launch the web-based version of Teams
 - Or if you have the Teams client installed on your device, start the Teams application
- Go to your chat list and click **New chat** to start a new conversation.



- Type the name(s) into the **To** field at the top of your new chat.
 - After you have added all the people you wish to communicate with, click **Type a new message** at the bottom to deselect the **To** field and reveal the Video call and Audio call buttons.
- Then click **Video call** or **Audio call** to start a call.



Note: Up to 50 people can be on the same call.

You can also start a one-on-one call from someone's profile card. Open it by clicking their picture in a channel or from a search.