

# Scheduling, Starting, and Answering Video Calls in Microsoft Teams

This is a quick job aid to give you the basics to use Microsoft Teams to host or join video calls. For more detailed information and instructions about using all of the features in Teams, Microsoft has several training videos available at: [https://support.office.com/en-us/article/microsoft-teams-video-training-4f108e54-240b-4351-8084-b1089f0d21d7?wt.mc\\_id=otc\\_home](https://support.office.com/en-us/article/microsoft-teams-video-training-4f108e54-240b-4351-8084-b1089f0d21d7?wt.mc_id=otc_home).

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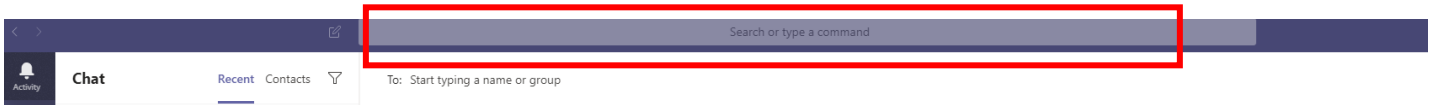
## Starting a Meeting From Chat:

If you are in the Chat tab, you can easily start a video call with the following steps:

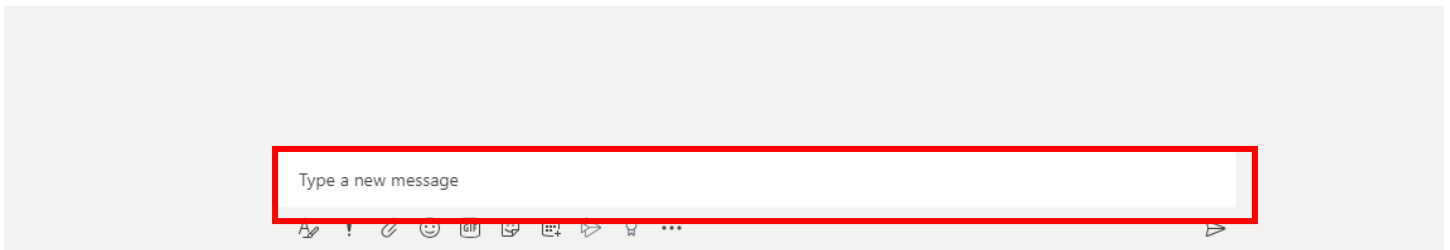
1. Click the message icon:



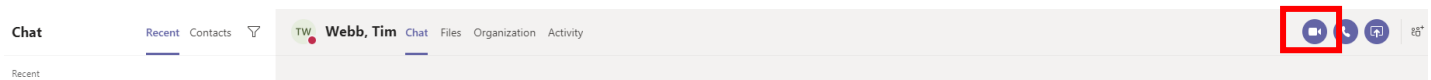
2. Type in name of person or group you want to video call:



3. At the bottom of the page, click in the comment box and the video icon will appear in the upper right. (You don't need to type a message, just click the box in order to access the additional options.)



4. Click the video icon in the upper right:

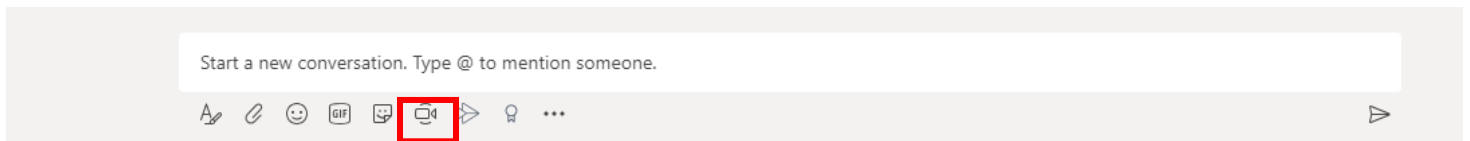


Teams will immediately call the person.

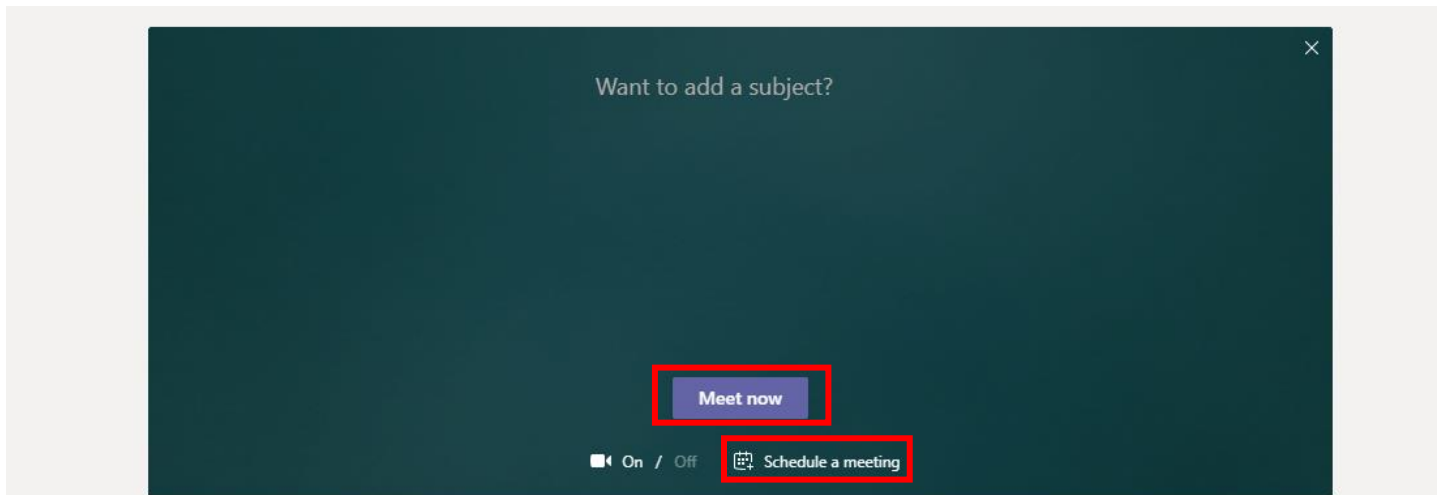
## Starting a Meeting from a Teams Channel:

If you are in the Teams tab, you can schedule or start a video call with the following steps:

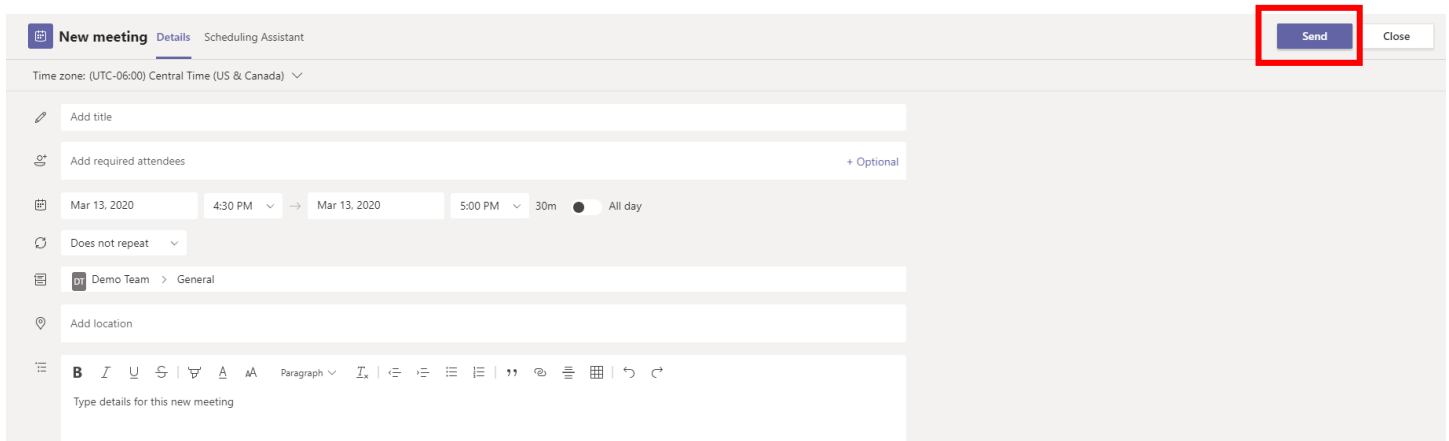
1. At the bottom of the page, click on the video icon:



2. On the pop up, click “Meet now” or “Schedule a meeting”.



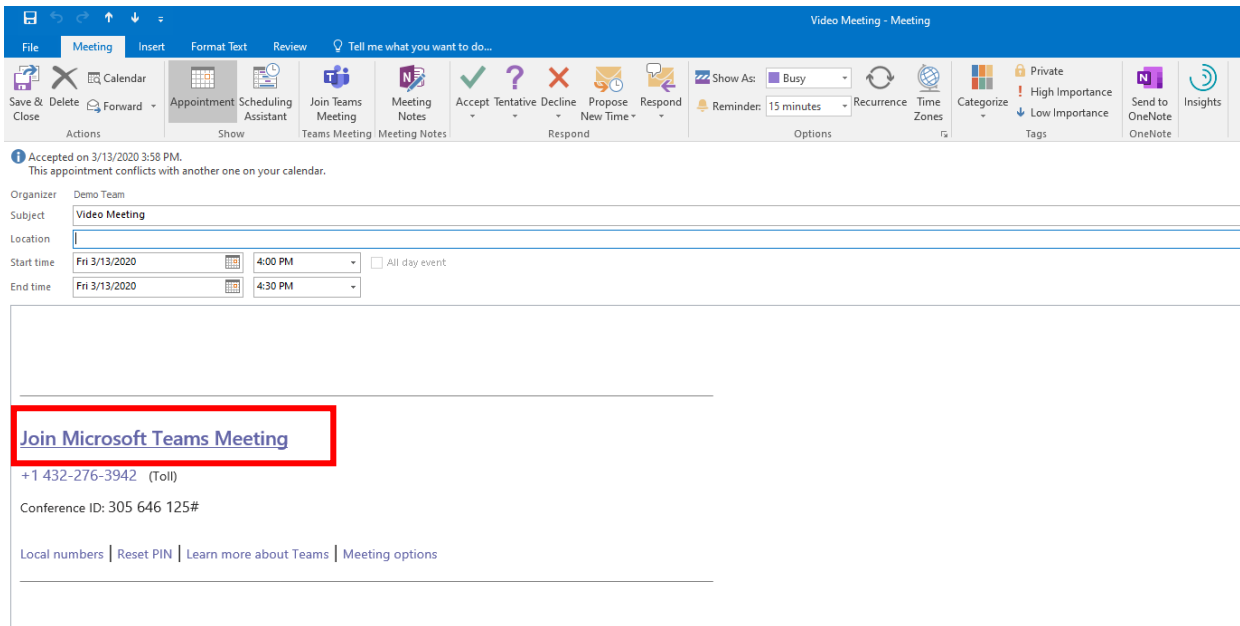
3. If you want to schedule a meeting, complete the invite and click “Send”. Participants will receive a message with a video link.



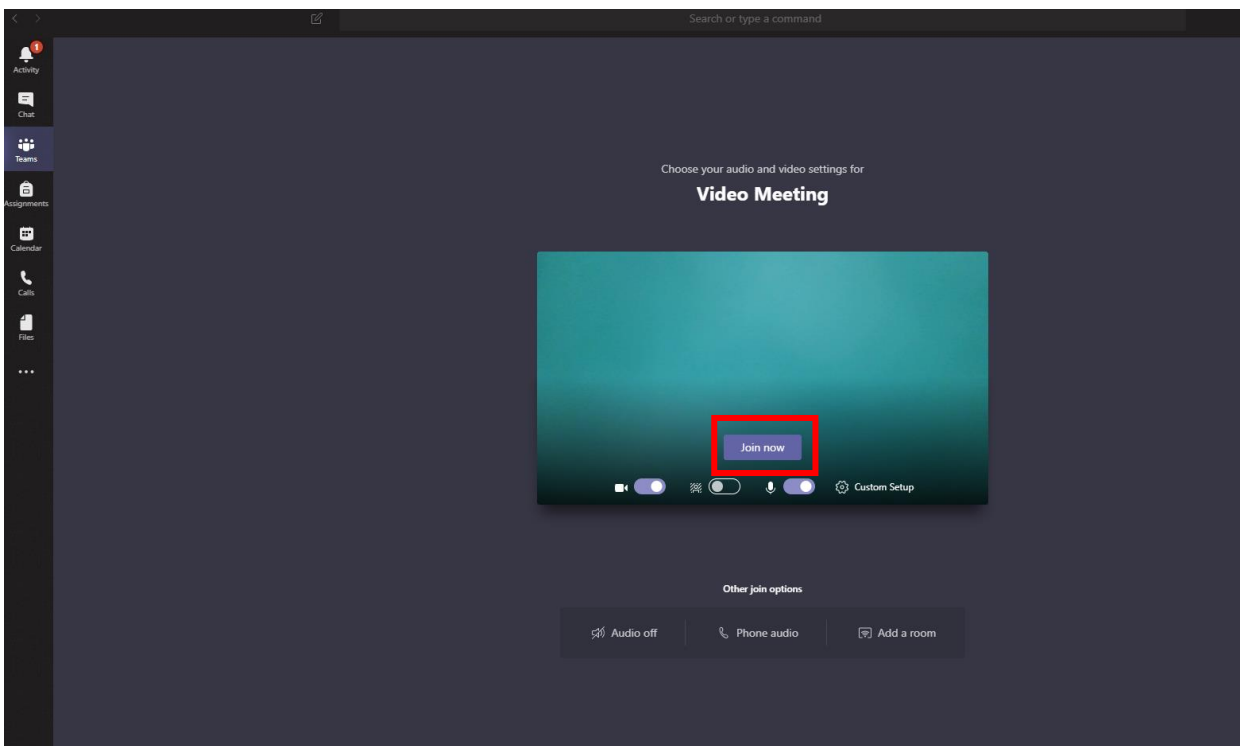
# Joining a Scheduled Video Meeting

To join from a calendar invite:

1. From your calendar invite click “Join Microsoft Teams Meeting”



2. Click “Join now”



## Joining a Video Call

If someone tries to call you, this popup will appear. You can answer with either video or just audio.

