

Microsoft Teams: Video conferencing

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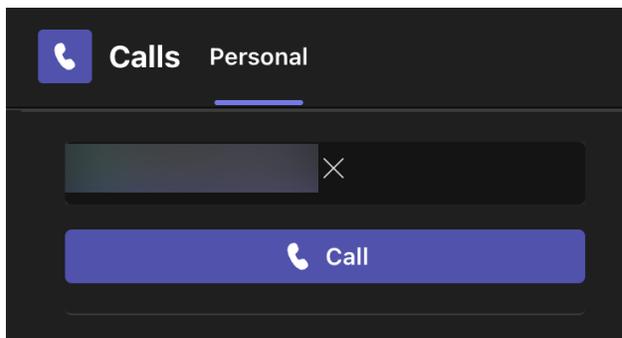
This article reviews **video conferencing** features within **Microsoft Teams**.

See also:

- [Microsoft Teams: Accessibility features](#)
- [Microsoft Teams: File storage and sharing](#)
- [Microsoft Teams: Instant messaging](#)

Direct call

1. Open **Microsoft Teams**
2. Click the **Calls icon** 📞
3. In the top-left **search box**, type in the individual's name
4. Click the **result** and click **Call**



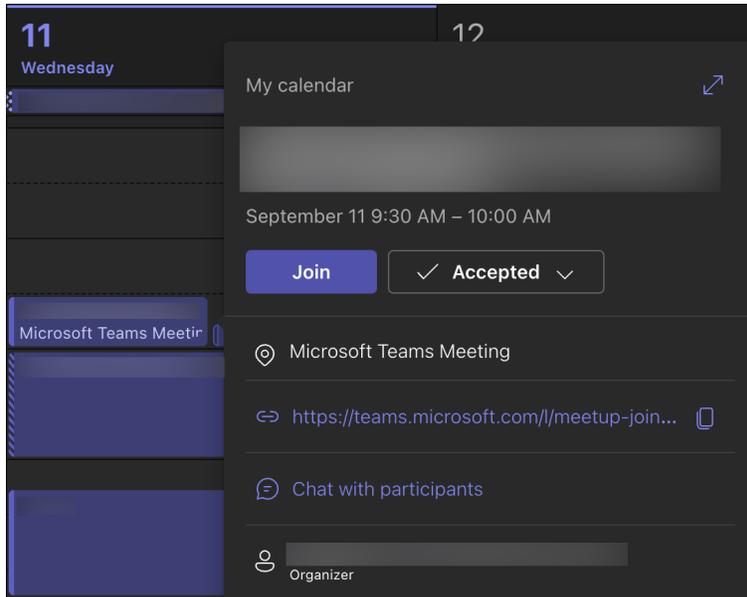
Join a meeting

From a meeting invite

1. Open **Outlook**
2. Click the **Calendar icon** 📅
3. Double-click the **meeting invite**
4. Click **Join Teams meeting**
5. Microsoft Teams should automatically open

From Microsoft Teams

1. Open **Microsoft Teams**
2. Click the Calendar icon 
3. Select the **meeting**
4. Click **Join**



Video conferencing controls

- [Meeting controls overview](#) 
- [Sharing your screen](#) 
- [Video controls](#) 

Questions?

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