

Microsoft Teams Meetings


Quick reference guide

How to initiate an Instant Teams Meetings

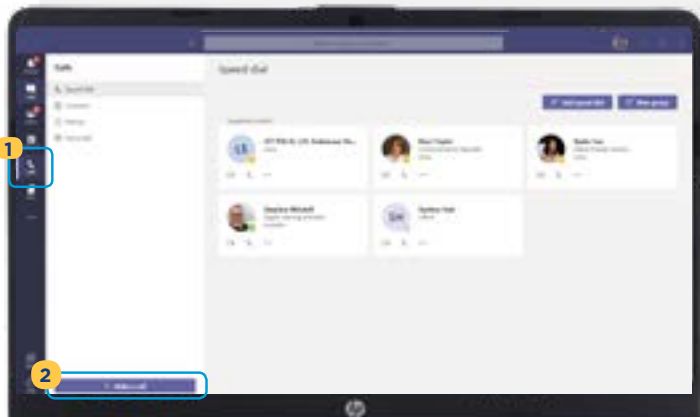
This Quick Reference Guide assists you in initiating Instant Teams meetings in **Microsoft Teams**.

An Instant Teams Meeting is an unscheduled phone or video connection with one or more participants.

To initiate an Instant Teams Meeting from the Microsoft Teams app using your laptop:

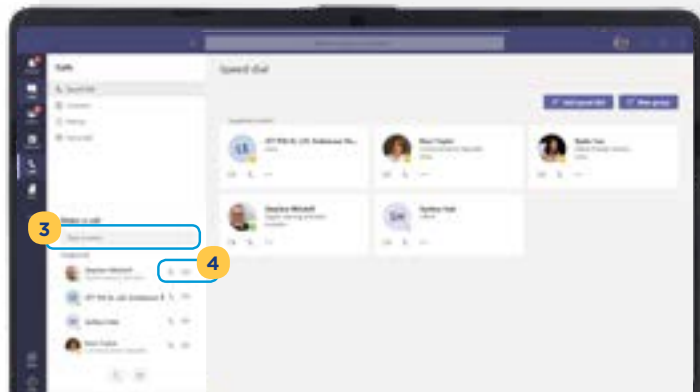
1 Click on the **Calls** icon  in Microsoft Teams.


2 Click on **Make a call**.



3 Type the participant's name into the **Type a name** field.

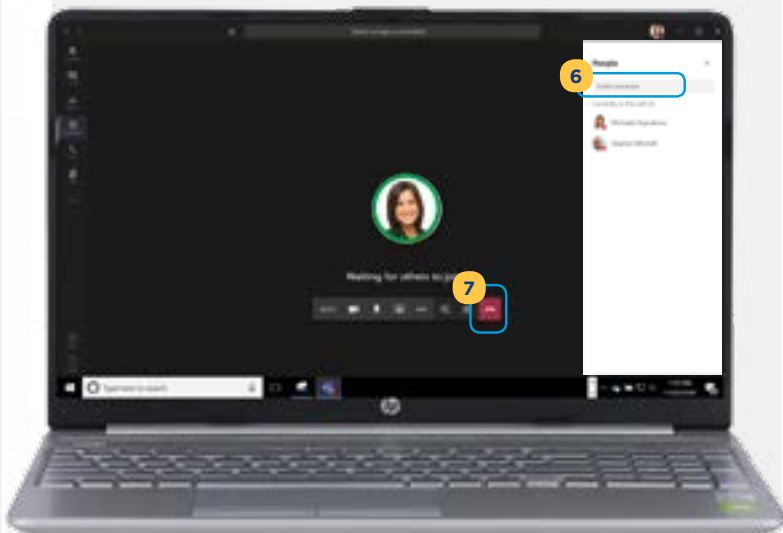
4 Click on either the **Phone icon** (for an audio call) or the **Camera icon** (for a video call).



5 Once the participant has answered, you can add additional participants. Click on the **Show participant icon** .



6 Type the additional participant's name into the **Invite someone** field and select them.

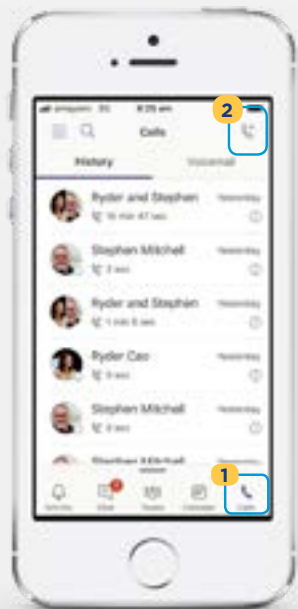


7 Click on the **Hang up icon**  to depart the instant meeting.

To initiate an Instant Teams Meeting from the Microsoft Teams app using your mobile phone:

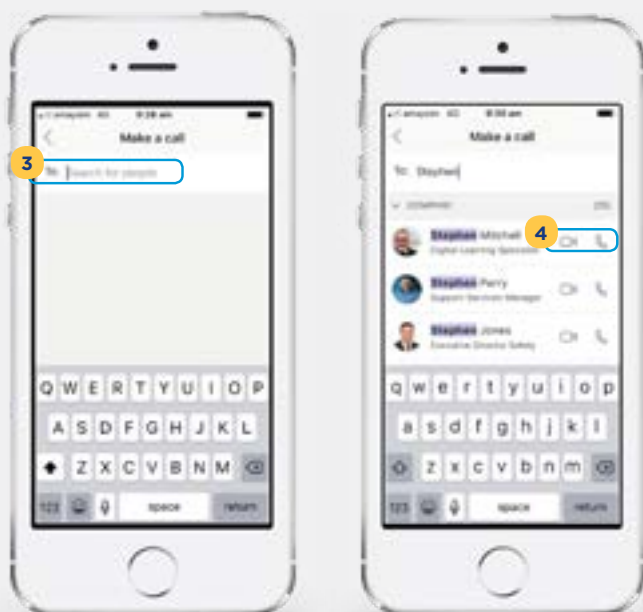
1 Tap on the **Calls icon**  in Microsoft Teams (bottom right corner).


2 Tap on **Make a Call icon**  (top right corner)



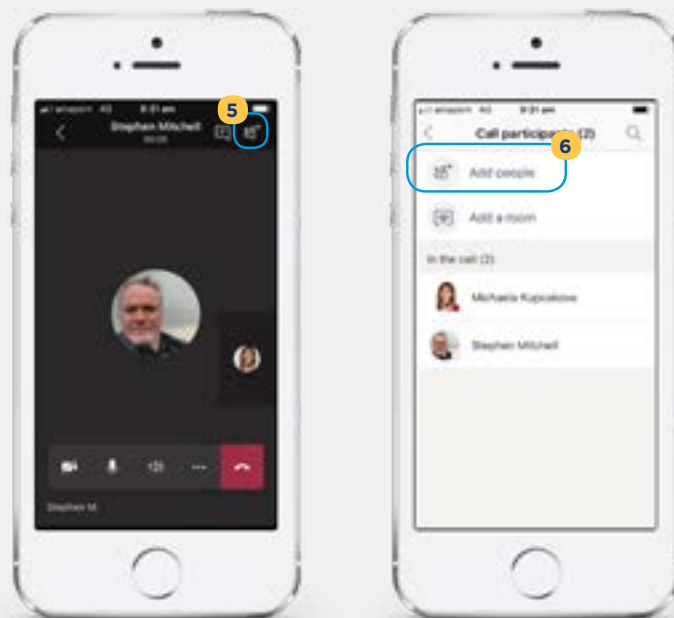
3 Type the participant's name into the **Search for people** field to locate them.

4 Click on either the **Phone icon** (for an audio call) or the **Camera icon** (for a video call).



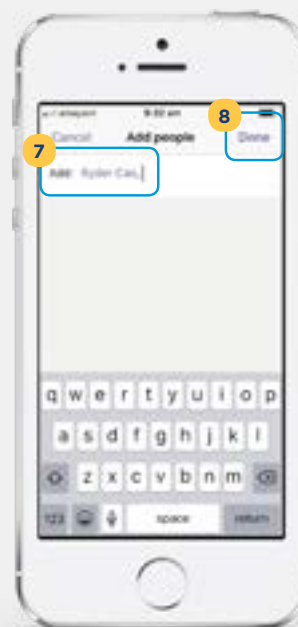
5 Once the participant has answered, you can add additional participants. Tap on the **Add People**  icon.

6 Tap on **Add People** field.



7 Type the additional participant's name into the **Add** field and tap on their name.

8 Tap **Done**.



9 Tap on the **Hang up icon**  to depart the instant meeting.