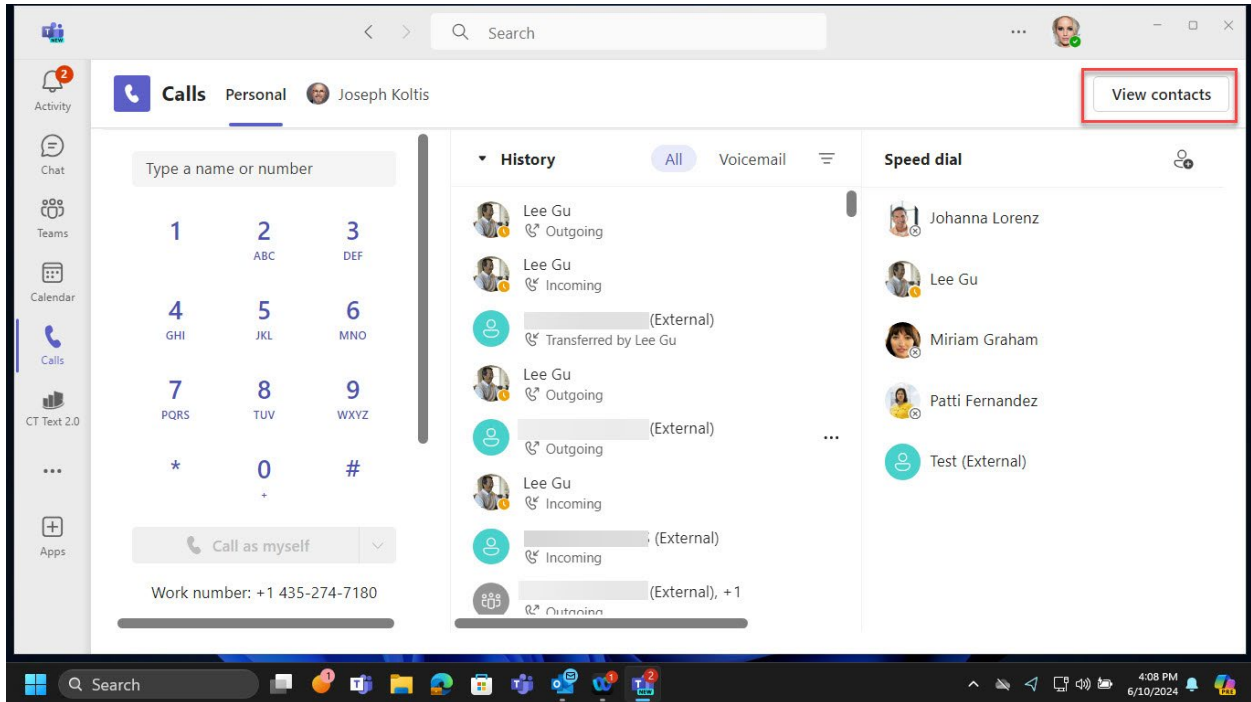


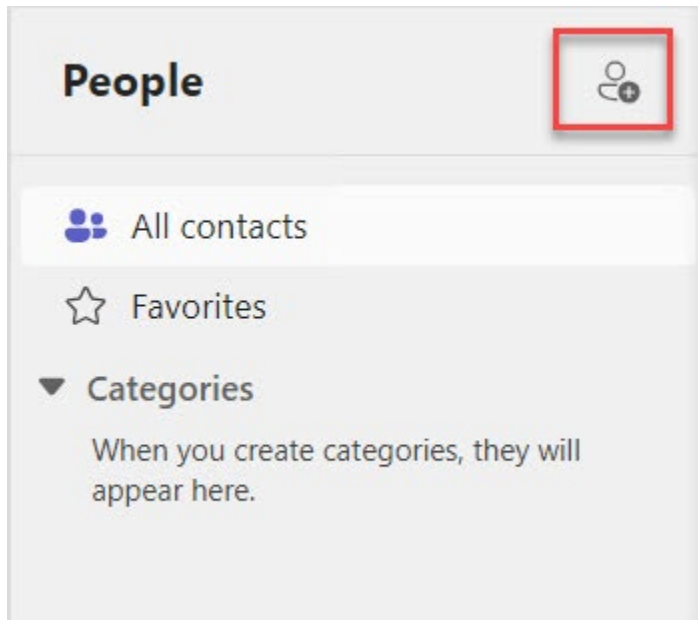
## MS Teams - Contacts

### Teams Contact:

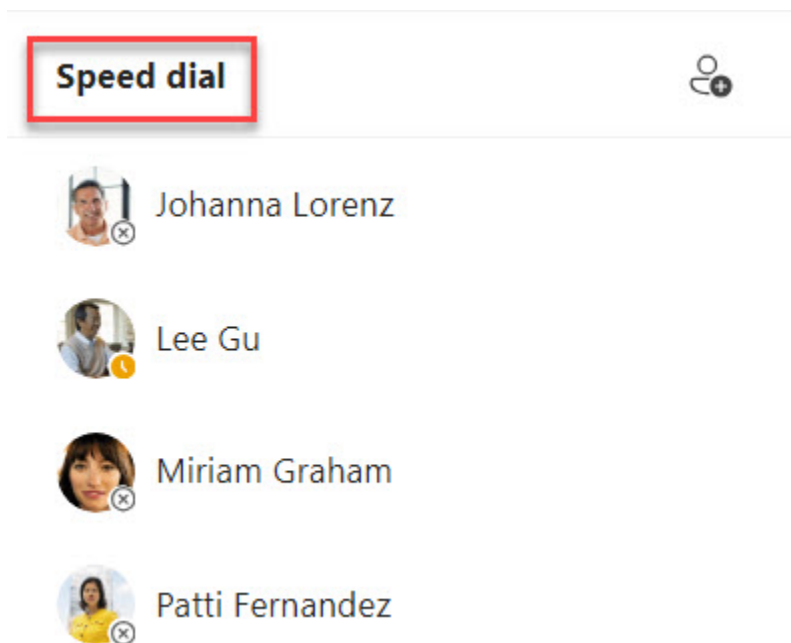
To view your Teams contacts, select **Calls** and choose **Contacts** on the upper right hand corner of the screen. Here you'll find an A-Z list of all your contacts and a search bar that you can use to find someone specific.



If you want to add a new contact to your list, click the person icon with the plus button to create a contact or add a contact from the directory.



You can also access your **Speed dial** contacts and any call groups you have created—all on the right side of Teams. Just select **Calls** and access them there at any time.



Things you can do from here:

- **Speed dial** allows you to quickly reference and call back any recent contacts or contacts that you have added to speed dial.
- Call groups organize your teammates to help you find or reach certain people based on a role or team.

- To add someone to speed dial or any call group, select **More actions** [...] next to the group name and choose **Add a contact to this group**.
- You can quickly call any contact back by selecting **Call** below their name.

**Note:** If you don't see **Calls** on the left side of Teams, talk to your IT admin.