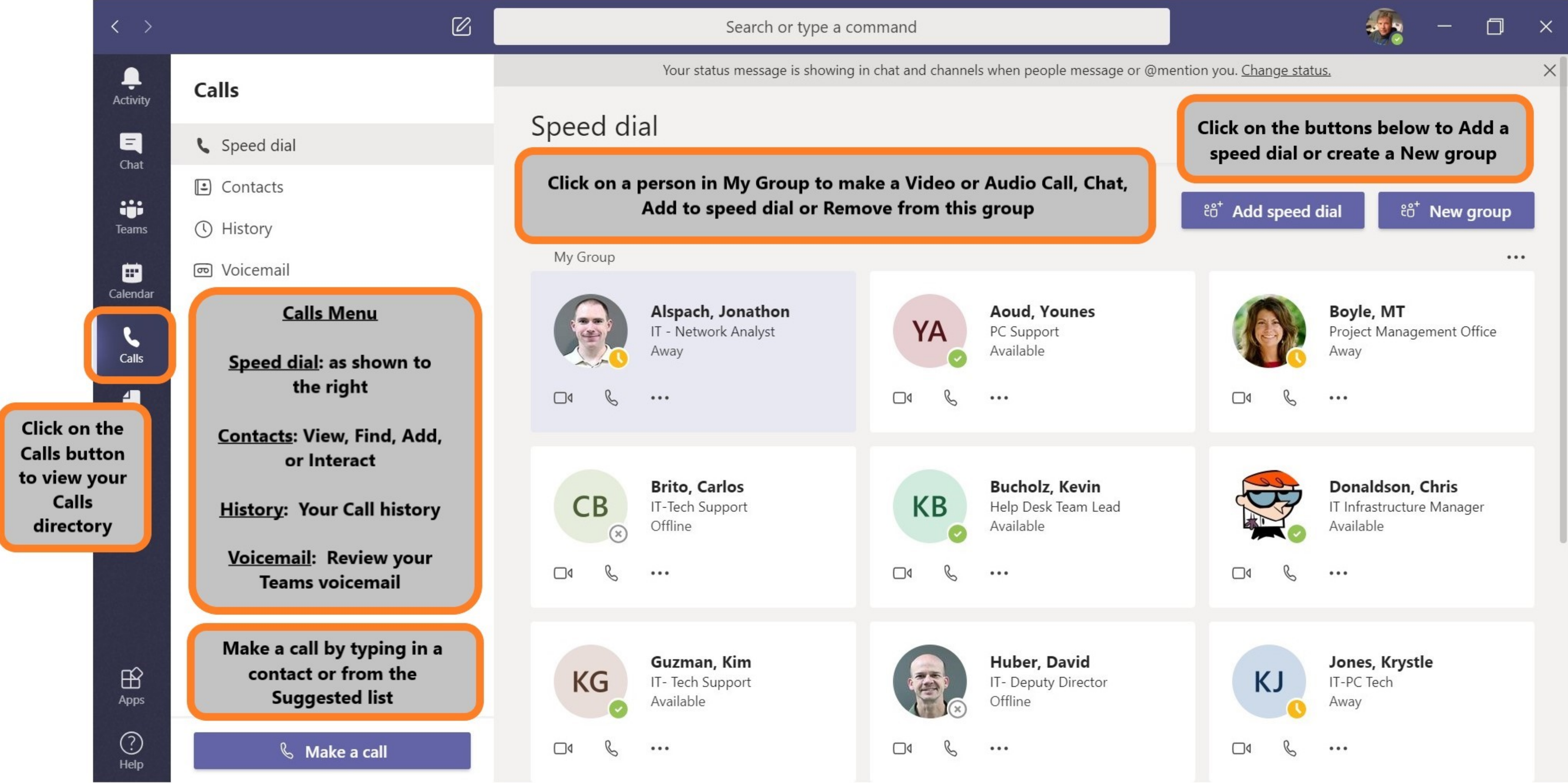


Quick Guide

Calls



The screenshot displays the Microsoft Teams interface with the following components and callouts:

- Left Navigation Bar:** Contains icons for Activity, Chat, Teams, Calendar, **Calls** (highlighted with an orange box), Apps, and Help.
- Top Bar:** Includes a search bar with the text "Search or type a command" and a user profile picture.
- Calls Menu:** A vertical list on the left side of the main content area containing: Speed dial, Contacts, History, and Voicemail.
- Speed Dial Grid:** A grid of contact cards under the heading "Speed dial". Each card includes a profile picture, name, title, status, and icons for video call, audio call, and a menu. The grid contains nine contacts:
 - Alspach, Jonathon (IT - Network Analyst, Away)
 - Aoud, Younes (PC Support, Available)
 - Boyle, MT (Project Management Office, Away)
 - Brito, Carlos (IT-Tech Support, Offline)
 - Bucholz, Kevin (Help Desk Team Lead, Available)
 - Donaldson, Chris (IT Infrastructure Manager, Available)
 - Guzman, Kim (IT- Tech Support, Available)
 - Huber, David (IT- Deputy Director, Offline)
 - Jones, Krystle (IT-PC Tech, Away)
- Callouts:** Several orange-bordered boxes provide instructions:
 - A box on the left says: "Click on the Calls button to view your Calls directory".
 - A box above the Speed dial grid says: "Click on a person in My Group to make a Video or Audio Call, Chat, Add to speed dial or Remove from this group".
 - A box on the right says: "Click on the buttons below to Add a speed dial or create a New group".
 - A box below the Calls menu lists: "Speed dial: as shown to the right", "Contacts: View, Find, Add, or Interact", "History: Your Call history", and "Voicemail: Review your Teams voicemail".
 - A box below the Speed dial grid says: "Make a call by typing in a contact or from the Suggested list".
- Buttons:** Two buttons are located on the right side: "Add speed dial" and "New group".
- Bottom Bar:** A "Make a call" button is positioned at the bottom of the Calls menu.