Microsoft Teams Calling and Contacts

Ministry of Central Services

This document answers common questions about contacts and calling in Teams, a feature of Microsoft Office 365

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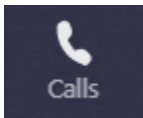
1. How do view my contacts?

Please note that Teams is being launched in phases ministry by ministry, so not everyone will have Teams available until this deployment is complete.

In your Teams window, select the "Calls" icon from the left navigation.

In the "Calls" menu, select "Contacts" from the menu below.

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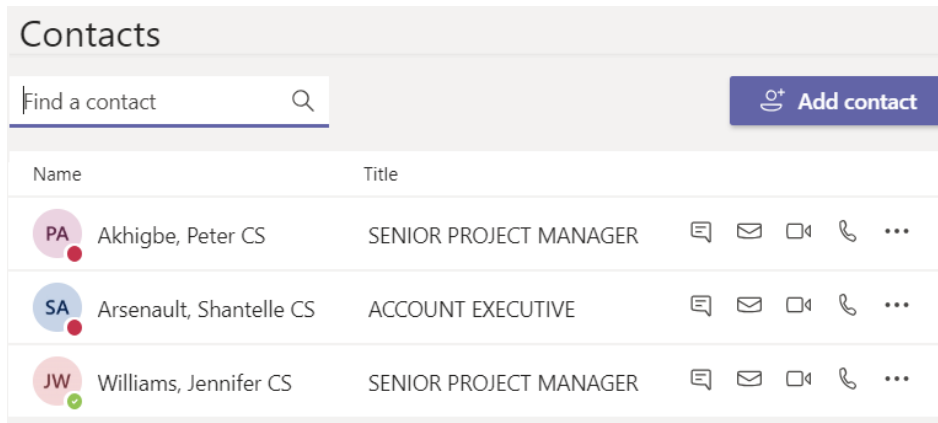Last reviewed: April 2020
Next review: April 2021

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To the right of that menu, you will be presented with your "Contacts" list. It may start as empty but you can add contacts (see below for instructions).
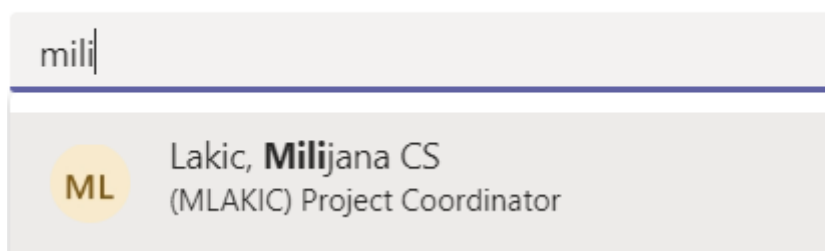

2. How do I add contacts?

You can add anyone internal to Government of Saskatchewan to your contacts by navigating to your "Contacts" menu, then selecting the "Add Contact" button

In the "Add to Contacts" window, start typing the name of the person you wish to add and select their name when it appears.

3. How do I make a call to one of my contacts?

You can audio or video call (or chat or email) any of your contacts with one single click of the corresponding icon beside their name.