**Start a Call from a Chat in Teams**

You can make one-on-one or group calls with anyone in your organization directly from a chat without having to host a team meeting. These calls are private and won't appear in any team conversation. Entries for the calls will appear in your chat, though.

1. Go to your chat list, and click **New chat** New chat button to start a new conversation.

2. Choose this icon to start a New chat

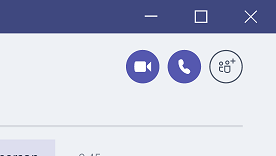
A screenshot of a cell phone

Description automatically generated

2. Type the name or names into the **To** field at the top of your new chat.

3. Then click **Video call** Video call button or **Audio call** Calls button to start a call.

4. Up to 50 people can be on the same video call.



***2-minute video tutorial – Start a Call from a Chat in Teams***

<https://support.office.com/en-us/article/start-chats-and-make-calls-a864b052-5e4b-4ccf-b046-2e26f40e21b5>

**Use Controls within a Call**

A screenshot of a computer

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**Show Your Screen During a Call**

In Microsoft Teams, you can show your desktop, a specific app, presentation, or any file while in a meeting.

1. Select **Share** Share screen button .

2. Select what you want to share:

**3. Desktop** lets you show everything on your screen.

**4. Window** lets you show a specific app.

**5. PowerPoint** lets you show a presentation.

**6. Browse** lets you find the file you want to show.

7. After you select what you want to show, a red border surrounds what you're sharing.

8. Select **Stop sharing** to stop showing your screen.

***1-minute video tutorial and steps – Show your screen during a meeting***

<https://support.office.com/en-us/article/show-your-screen-during-a-meeting-90c84e5a-b6fe-4ed4-9687-5923d230d3a7>

**Share Your PowerPoint During a Call**

If you're a presenter

1. Select **Share**.

2. Choose a presentation under the **PowerPoint** category.

If you're a meeting participant

1. Select **Navigate forward** to move forward in a presentation without interrupting the presenter.

**Note:** The presenter must share the file from the PowerPoint category in order for participants to skip around during a presentation.

2. Select **To presenter** to sync your view back to the presenter's when you want.

***1-minute video tutorial and steps – Share your PowerPoint***

<https://support.office.com/en-us/article/tip-show-powerpoint-slides-in-a-meeting-ddfc73dd-b957-4f2b-8e42-ce078f51873c>