



## Microsoft (MS) Teams: Key Features and Benefits for Internal and External phone calls

### **Did you know Microsoft Teams allows you to?**

- < Receive and make calls to any UNSW student, staff member or external number (including international calls once set up)
- < Receive and make calls from your mobile device
- < Schedule meetings with internal and external people within and outside of UNSW
- < Conference call up to 250 people at one time, with both internal and external people from UNSW
- < Share documents and collaborate with students, staff, and external stakeholders
- < Store files and documents in a Teams group for your team or group - accessible from any geographic location
- < Access Teams from any internet-enabled device desktop, laptop, tablet, mobile
- < Can be accessed via WIFI otherwise will use your mobile data

Every Staff member at UNSW should have their own MS Teams number. You can find this number by selecting Calls > Dial a number. This number can be shared with external stakeholders which will allow them to contact you when needed. You can answer these calls on your desktop, tablet or mobile device. If you do not have an MS Teams number, you can apply for one through the IT Service Desk.

### **Making and receiving calls**

**Call Settings** - Some beneficial features for UNSW Staff are detailed below:

