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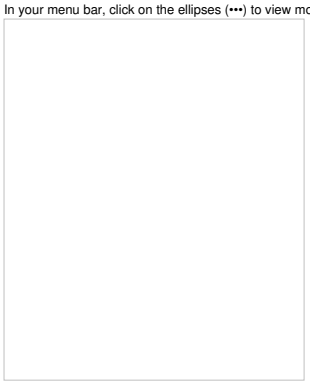
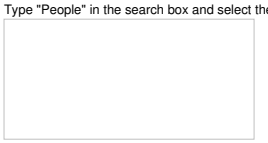
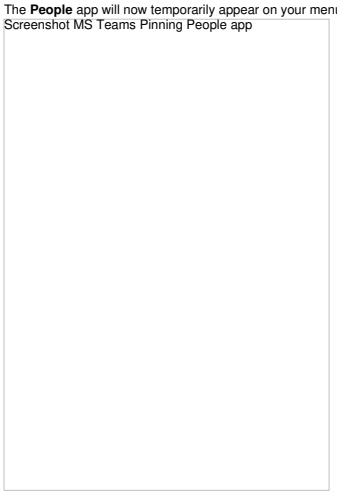
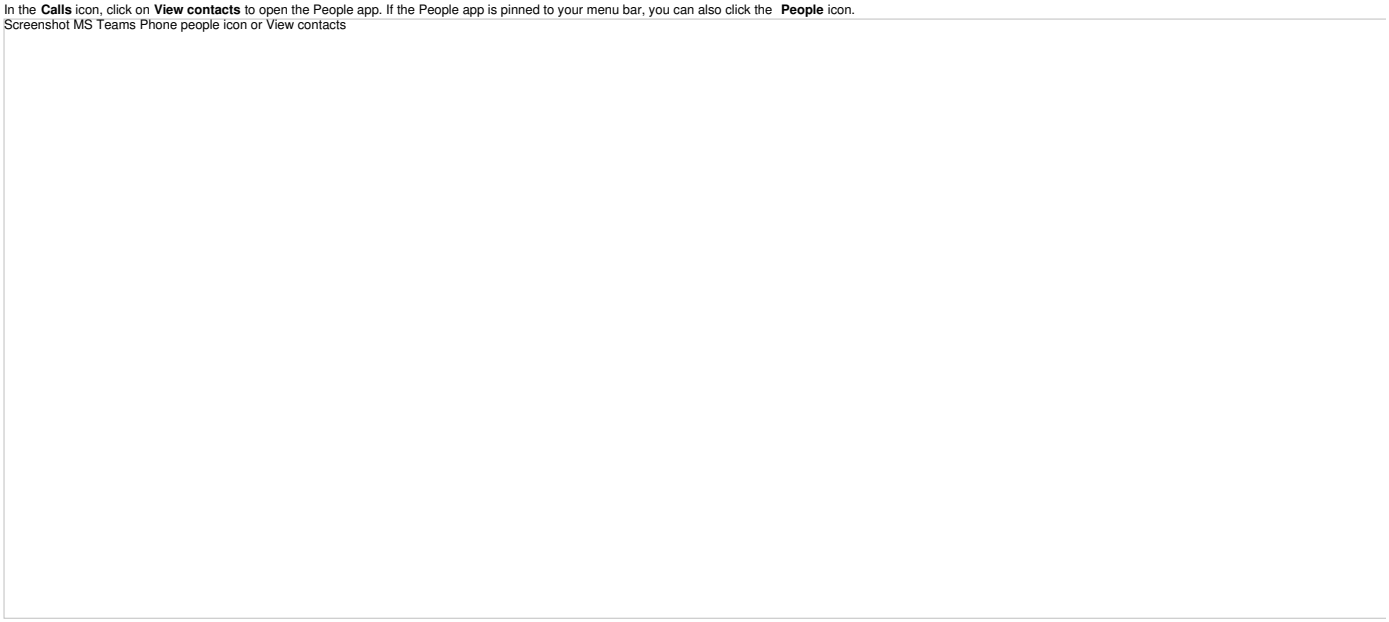
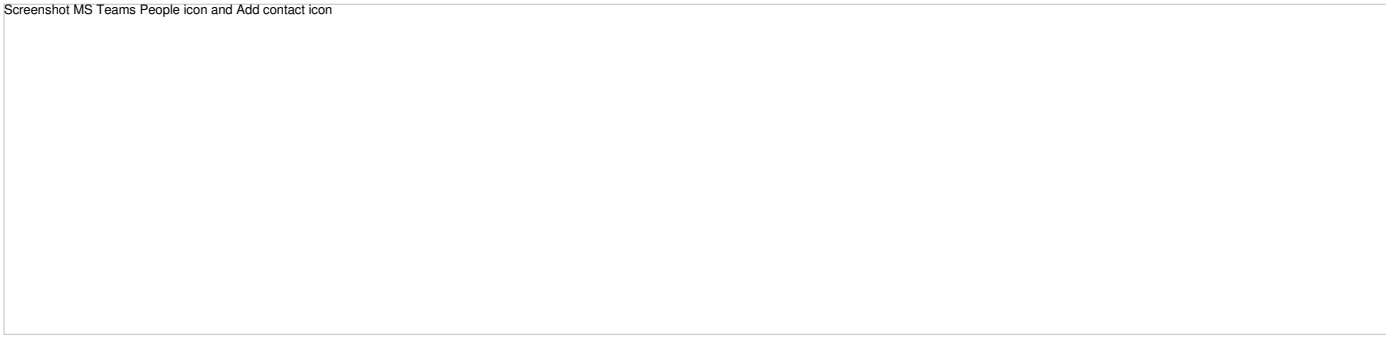
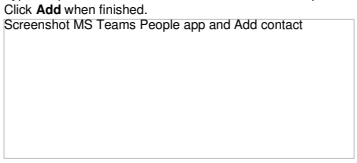
Pinning the People app to your menu bar in Microsoft Teams Phones provides quick and easy access to your contacts, enabling you to manage and communicate with your network more efficiently. With the People app readily accessible, you can effortlessly search for, call, and message your contacts without navigating through multiple menus, saving time and enhancing your workflow.

1. In your menu bar, click on the ellipses (•••) to view more apps.

2. Type "People" in the search box and select the app from the results.

3. The **People** app will now temporarily appear on your menu bar. Right-click on it, and select **Pin** to ensure it permanently displays on your menu bar.
Screenshot MS Teams Pinning People app


Add contacts

Adding contacts in Microsoft Teams Phones is essential for efficiently managing your communication. By adding frequently contacted individuals or teams to your contact list, you streamline the process of making calls, sending messages, and organizing meetings, enhancing your overall productivity.

1. In the **Calls** icon, click on **View contacts** to open the People app. If the People app is pinned to your menu bar, you can also click the **People** icon.
   Screenshot MS Teams Phone people icon or View contacts
   
2. Click the **Add contact** icon.
   Screenshot MS Teams People icon and Add contact icon
   
3. Type the person's name and select them from the drop-down menu. If your organization has a directory, you can search within it. You can also enter an external number.
4. Click **Add** when finished.
   Screenshot MS Teams People app and Add contact
   
5. If adding someone from your organization, their details will auto-fill. For external contacts, manually enter their information and click **Save**.

Edit contacts

To edit a contact, hover over the person, click the ellipses (•••), and select **Edit**. This will open the contact editor for updating details.

Screenshot MS Teams Phone People app and editing contact

Adding contact to your Favorites

Adding a contact to your Favorites allows quick and easy access to frequently contacted individuals, ensuring you can reach them faster without searching your entire contact list.

You can add a contact to your Favorites in two ways:

1. Hover over the person, click the ellipses (•••), and select **Add to favourites**.
2. Click the star next to the person's name.

After adding a contact to your Favourites, they will appear in the Favourites list.

Close

Deleting contact

You may want to delete a contact to keep your contact list organized and up-to-date, especially if the person is no longer relevant to your work or communication needs.

To delete a contact, hover over the person, click the ellipses (•••), and select **Delete**.