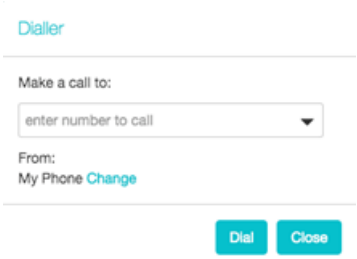
Click To Dial

You can make a phone call from within CommPortal by clicking on the **Make Call** button at the top right of the screen. If you have Meeting, this option is found under the **Start** drop-down shown instead of the **Make Call** button.

This launches the dialler where you can enter the number you want to dial and choose which phone number will be used to make the call:



- Enter the phone number or contact's name in the box. As you type, you will see all matching entries from your contacts. You can also use the drop-down to select one of your contacts.
- The Dialer will display your main phone number.
  - Click **Dial** to make the call using this number.
  - Click **Change** to select one of the other phone numbers associated with your account, or enter a new number and then click **Dial**.
- Your phone will then ring.
- When you answer it, the number you are calling will be rung and you will see a pop-up notifying you that this is happening.
- Once your call is connected, you will see a pop-up with details of the call. You can click **End Call** when you want to end the call.

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