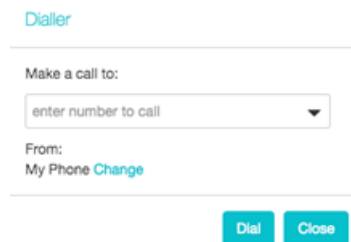


Click To Dial

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

The screenshot shows a web-based dialer interface. At the top, the word "Dialer" is displayed in a teal color. Below it, there is a section titled "Make a call to:" which contains a text input field with the placeholder "enter number to call" and a small downward arrow on the right. Underneath this, there is a "From:" label followed by the text "My Phone" and a teal-colored link labeled "Change". At the bottom of the dialer, there are two teal buttons: "Dial" and "Close".

- 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.

🕒 Revision #1

★ Created Tue, Mar 3, 2020 10:37 PM by [Admin](#)

✎ Updated Thu, Mar 5, 2020 1:46 PM by [Admin](#)