

MS TEAMS SMART DEVICE LOGIN PROCESS

Step 1:

Download the app from App Store for IOS devices these include iPhone / iPad / Macs.



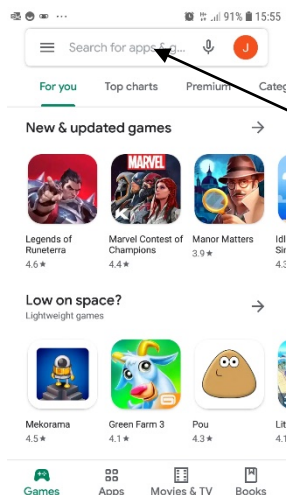
For Android devices its Google store.

Look for these icons on your mobile phone or tablet.

iPhone

Android

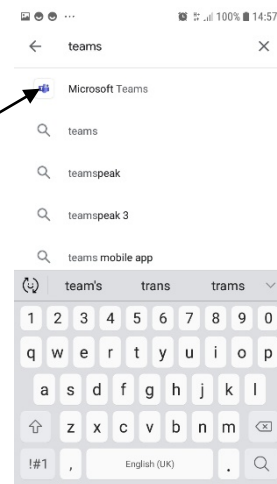
Step 2:



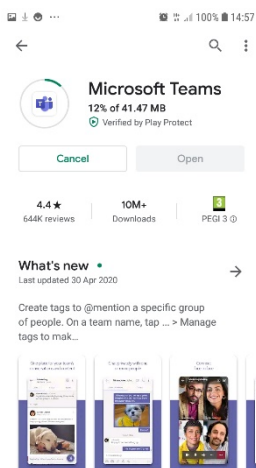
When you open the app store you will see a search bar at the top.

Type in Teams and click Microsoft Teams when it comes up in the list

This is the Teams logo to look for.



Step 3:



Once you have clicked on the Teams app it will say install, click this and the app will download. Once it has installed press open, this will take you to the app on your phone or tablet.

You do not need to do anything further now

When you receive and email with some joining instructions to a meeting

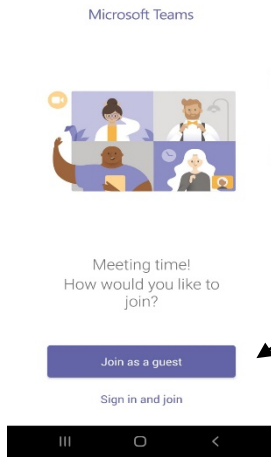
Step 4

You will be sent an email with a link that looks like this:

[Join Microsoft Teams Meeting](#)

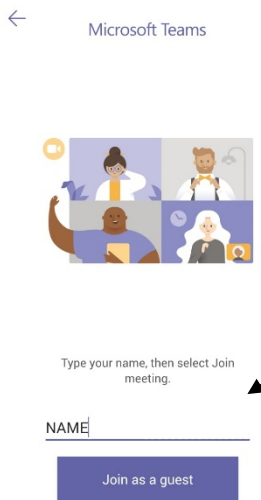
Click on the link, this will direct you to the Teams app that you have just downloaded.

Step 5



Once you are on the Teams app you will see the option to join as a guest. Click this

Step 6



When you have joined as a guest enter your name and click. This will join you to The Get Together!!

There will be a short period of time to wait whilst one of the organisers clicks to let you in to the get together – don't worry we can see you are waiting

So we can see and hear you click on the video camera and microphone icons when you enter the meeting – if they have a line through them it means they are off so click them again.

We hope to see you there!!

