

Microsoft Teams

Use the Microsoft Teams app to join a meeting on the go using a tablet or Smartphone.

1. Tap the **Teams Apps icon** to open the app.



Figure 1 – Tap Teams App Icon

2. The *Teams App* will open.

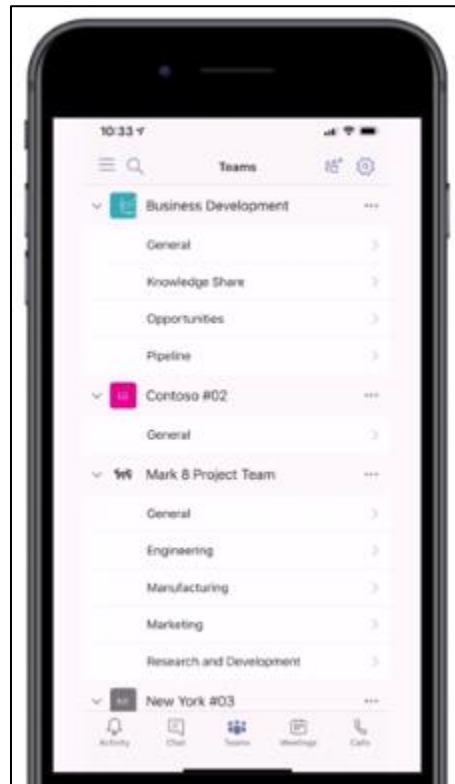


Figure 2 – Teams App on the Teams Screen

3. Tap **Meetings** at the bottom of the screen.

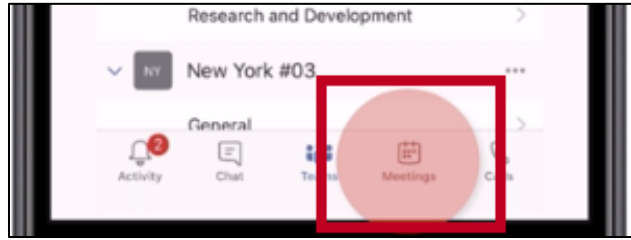


Figure 3 – Tap Meetings

4. Tap **Join** to the right of the meeting you wish to join.

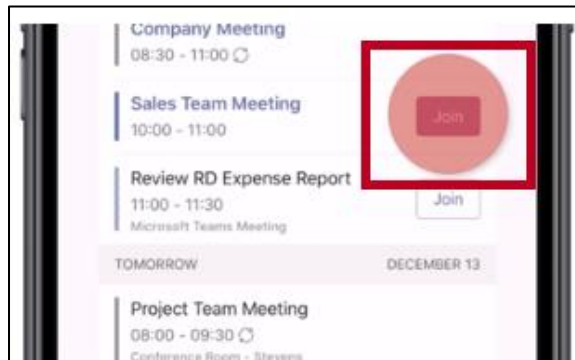


Figure 4 - Tap Join

5. You are connected to the meeting

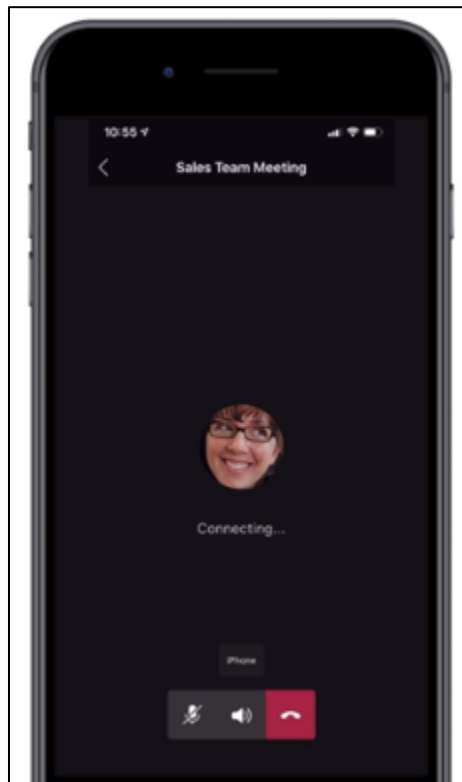


Figure 5 - Meeting Connection

6. Icons for other meeting participants will appear.



Figure 6 - Meeting Participants Display

7. Tap anywhere on the **screen** for meeting controls.

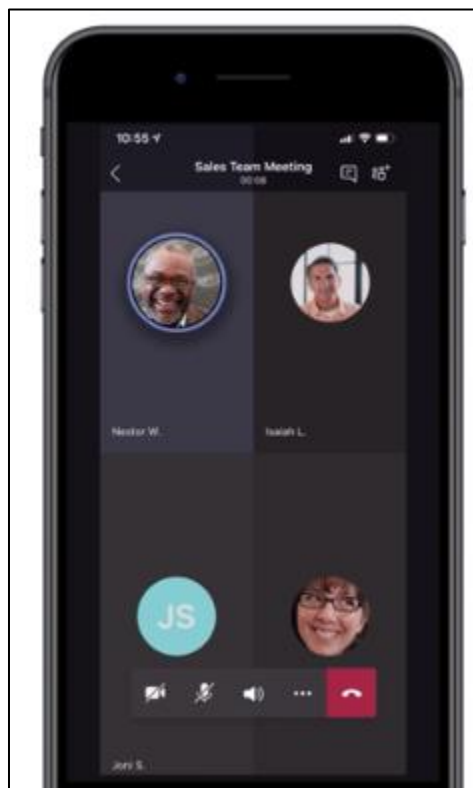


Figure 7 – Meeting Controls

8. Unmute or mute yourself by tapping the **microphone icon** on the control bar.

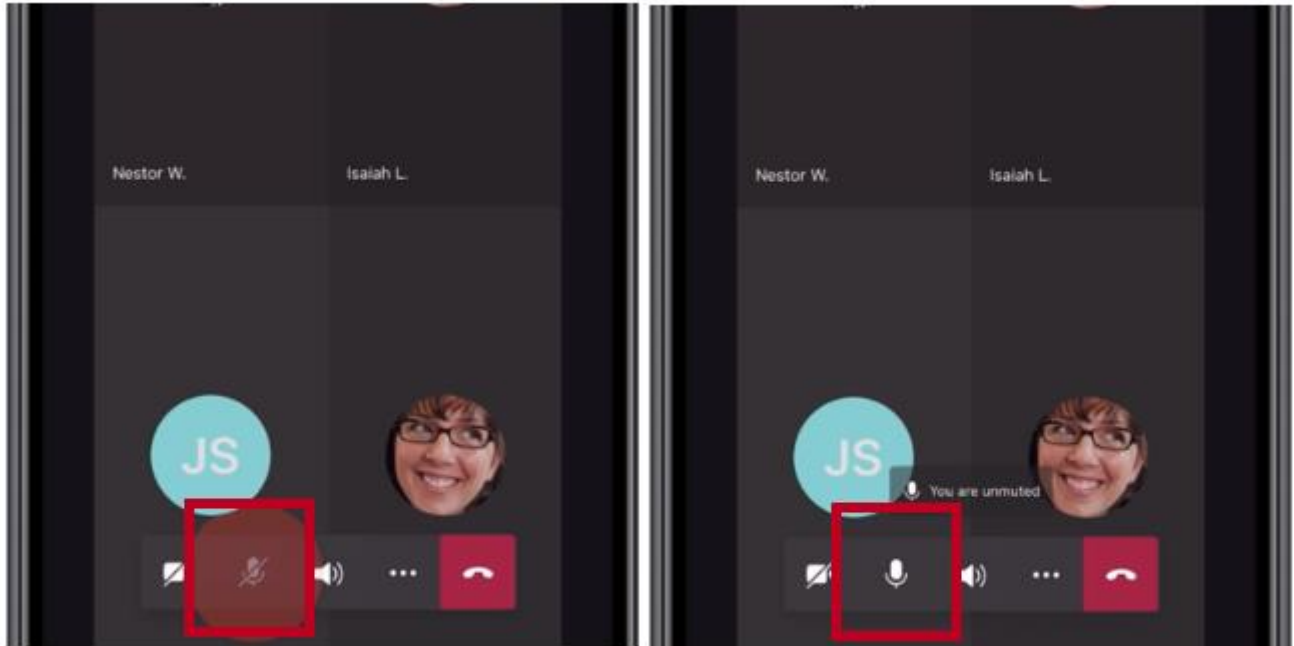


Figure 8 - From Muted to Unmuted

9. Add people to the meeting by tapping the **people icon**.

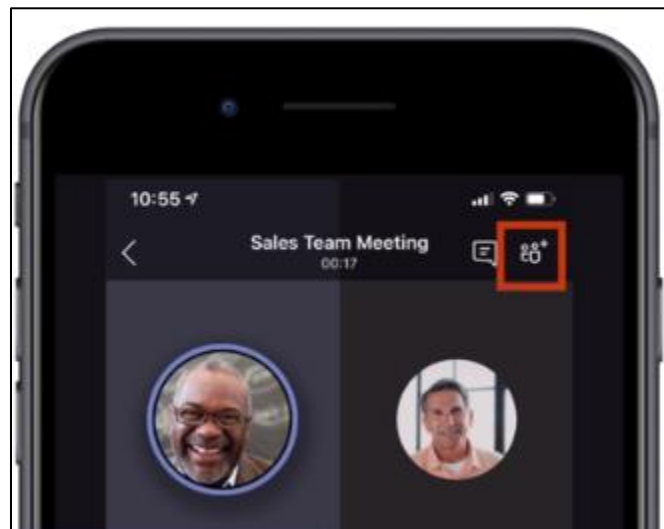


Figure 9 - Tap the People Icon

10. View chat messages by tapping the **chat/dialogue** button.

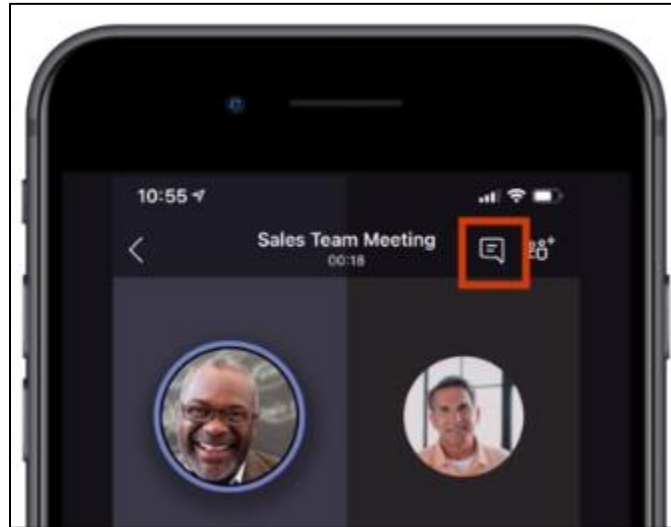


Figure 10 - View the Chat

11. To share a file, pinch to **zoom in** or **out** of the file shared in the meeting.



Figure 11 - Zooming in

12. **Navigate** to the following link to view a quick video of other Microsoft Team app navigation options.

<https://www.microsoft.com/en-us/videoplayer/embed/RE2MQDZ?pid=ocpVideo0-innerdiv-oneplayer&postJsMsg=true&maskLevel=20&market=en-us>