

Installing Teams on mobile device

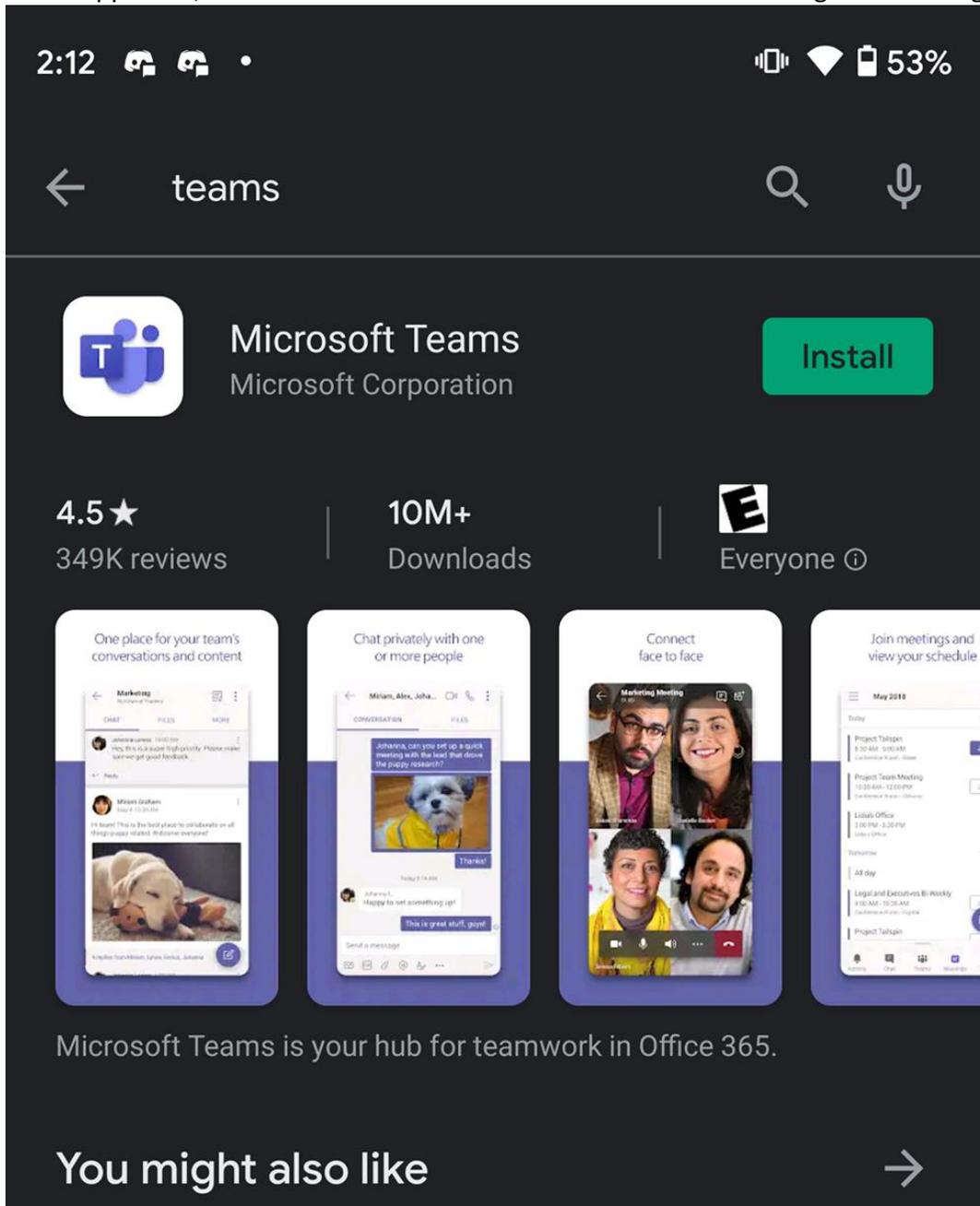
Step 1:

With your mobile device, open up the app store.
For Apple: this will be under the “App Store” app.

For Android: This will be under the “Google Play Store”

Step 2:

In the app store, search “teams” or “Microsoft Teams”. You should get something like this:



- Click install. Depending on your account/device security preferences, you might have to authenticate this purchase with your passcode for your personal account.

Step 3:

Once it is installed, please open the app, and click the sign in button, which will look similar if not identical to this:

2:13

53%

Microsoft Teams



Welcome to Microsoft Teams! A happier place for teams to work together.

Sign in

Sign up for free

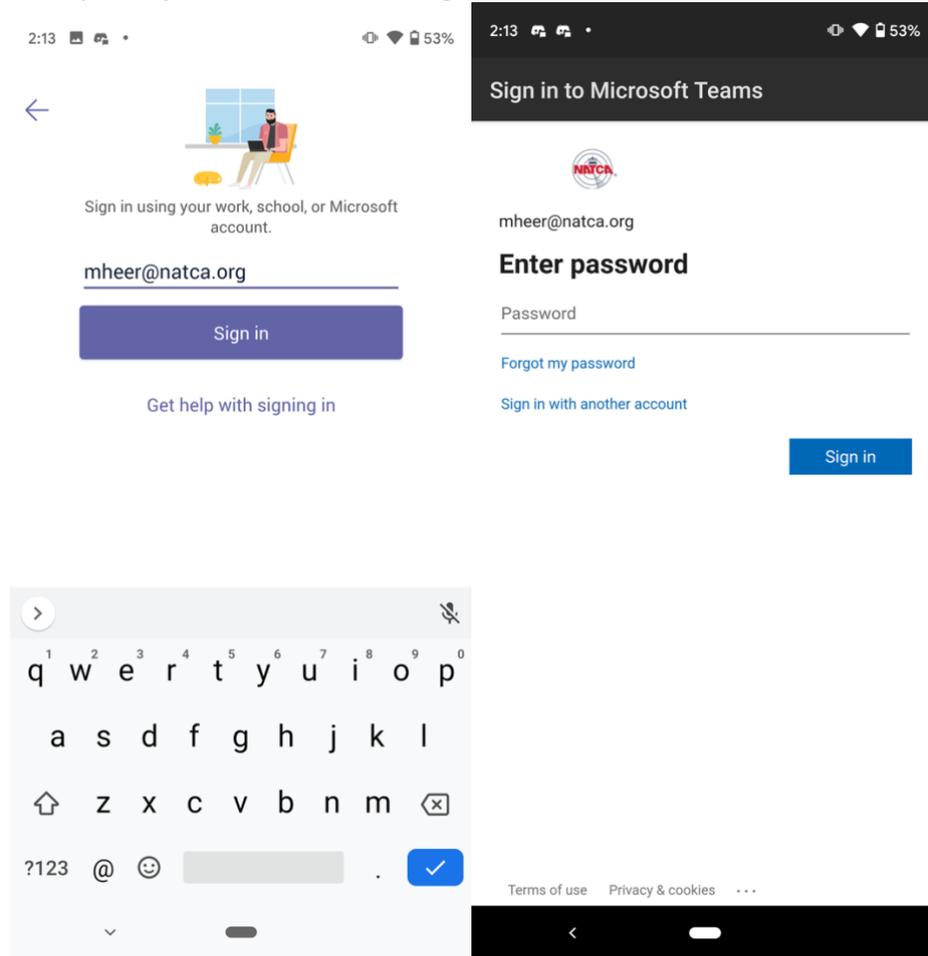
[Learn more](#)



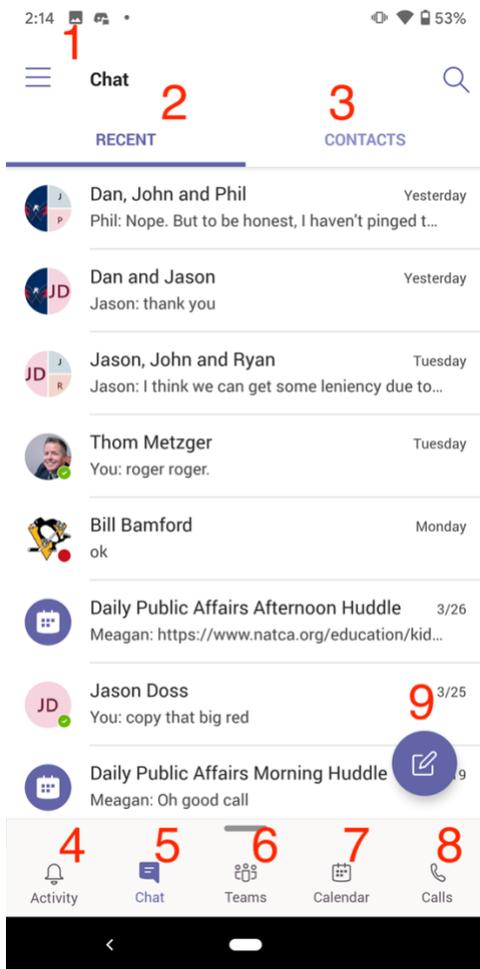
Step 4:

To sign in to NATCA's Teams, you will need to use your Teams account email/password, which will be provided to you individually and is not a generic login.

Example of your NATCA Teams login:



Once you are logged in, you will see a similar window to this:



1 – main menu

- Status
- Notifications
- Settings
- Whats new
- More apps

2 – Recent activity

- This is where your recent activity will appear. It will have a general feed of chat history and calls, but it will change depending on what “tab you are on” notice the chat is highlighted at the bottom, so it will show recent chat activity over other activity

3- Contacts

This is where your contacts will appear, and you can launch chats or make calls through the teams app

4 – Acvtivity

- This is where you will see notifications from chats, calls or direct messages

5 – Chat

- The chat tab, where your chats will appear.

6 – Teams

- This tab is where you will go to access and interact with your teams.

7 – calendar

- This is where your calendar can be accessed. Please note, this calendar does not interact with the natcad.org, and we are working to see if this is a possibility. However, in the meantime, if you have any scheduled teams calls or activity, this is where you will go to see that activity,.

8 – calls

- This is where you will go to make teams calls. For now, teams can only make calls to another teams member/user. Outside calling such as mobile numbers or business numbers, Teams does not currently support that functionality.

If at any point during the install process, or when using Teams, if you run into any issues please let Matt Heer know via email. He will attempt to reach out to you and assist as best he can to resolve your issue.