



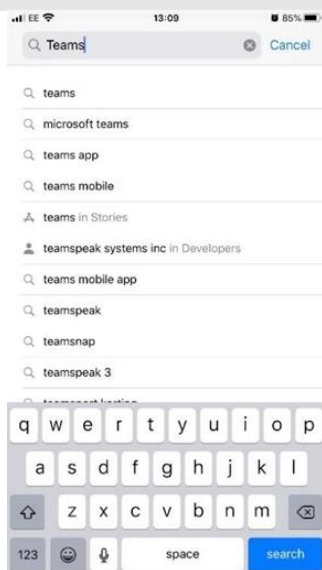
GUIDANCE ON HOW TO DOWNLOAD THE TEAMS APP TO YOUR PHONE

FOR IPHONE

If you have an iPhone, click on the App store icon, it should look similar to this



Type the word Teams in the search box The Teams app will be displayed.



Click on the **Get** button. The app will begin to download.

Once the app has downloaded, click on **Open** – Your device is now ready to start using Teams!



When you receive a Teams meeting invitation, once you click on the **'join the teams meeting'** link, the Teams app will automatically open ready for you to take part in the meeting.



FOR ANDROID AND OTHER PHONES

Click the Play Store icon and type 'Teams or Microsoft Teams' in the search box.



1. Click on download
2. Once the app has downloaded, click on Open – Your device is now ready to start using Teams
3. When you receive a Teams meeting invitation, once you click on the 'join the teams meeting' link, the Teams app will automatically open ready for you to take part in the meeting.