

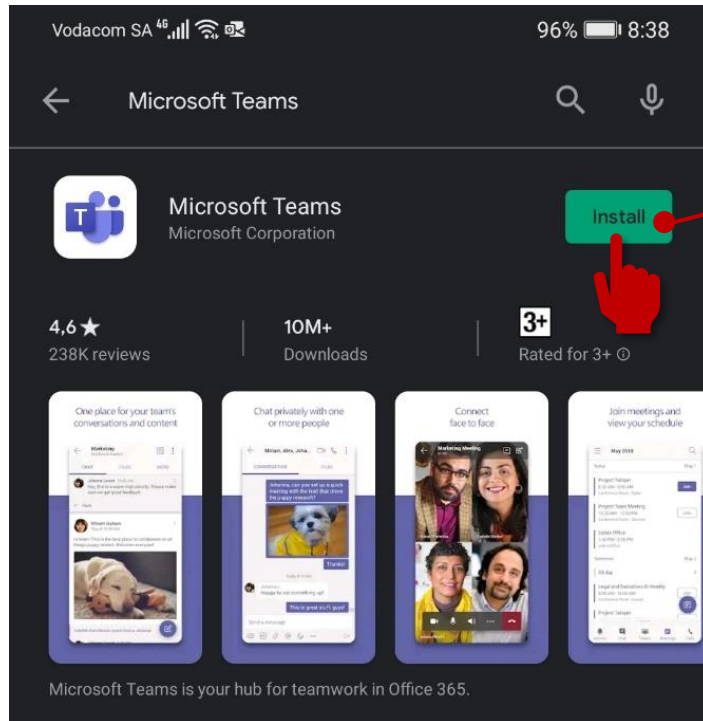
Microsoft Teams

IOS and Android Installation Guide

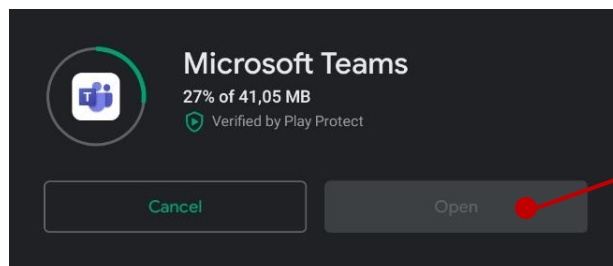


Android Installation:

Search for **Microsoft Teams** in the **Google Play Store**



Install the Application



Open the Application once it has downloaded

Microsoft Teams



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

Sign in

Sign up for free

Learn more

Click on the **“Sign in”** button

Enter your email address



Sign in using your work, school, or Microsoft account.

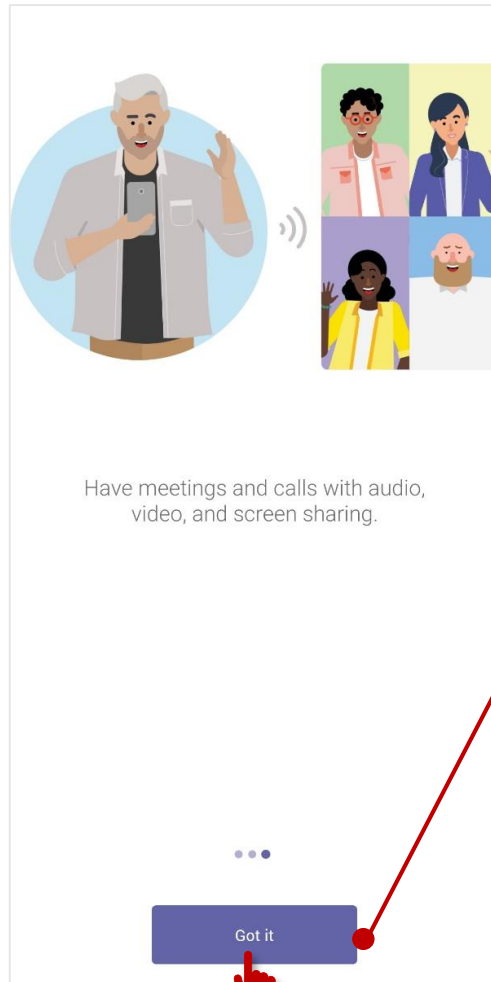
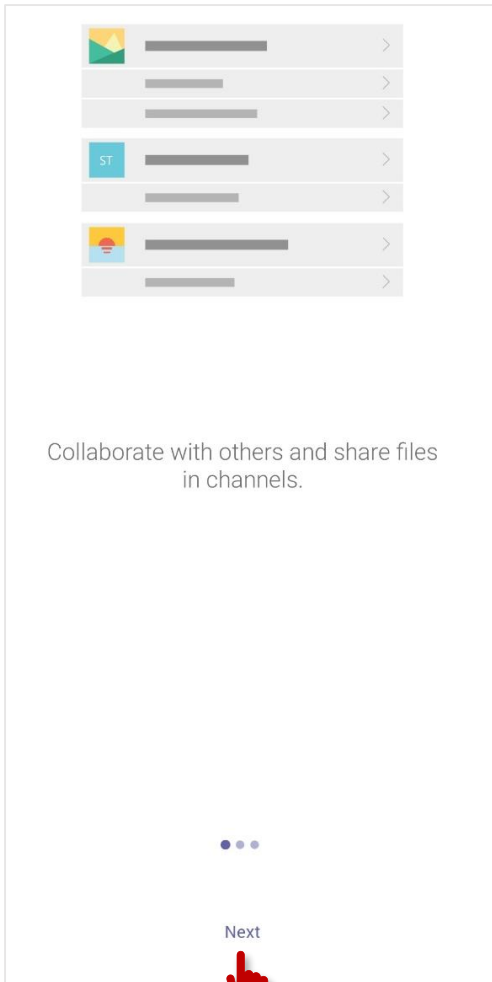
Email, phone or username

Sign in

Get help with signing in

When prompted, enter your **email password**.

*If you do not know your password please email **Numata Service desk** on servicedesk@numata.co to reset your email password.

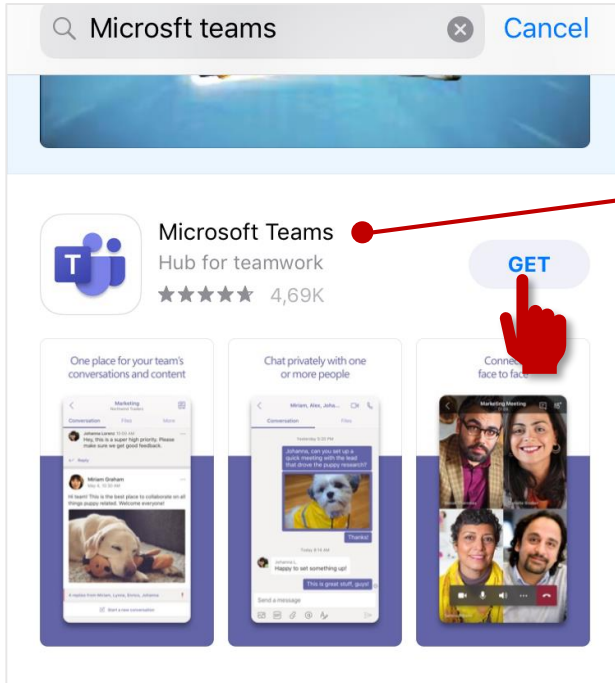


Click **Next** until **Got it** button appears on the bottom of the screen

✓ The installation of Microsoft Teams on your Android device is now complete.

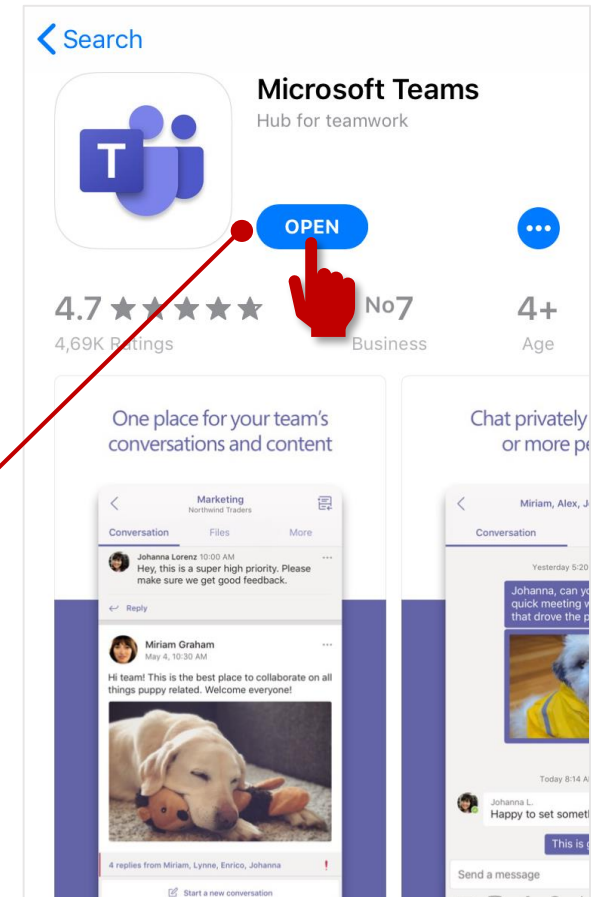
IOS Installation:

Search for **Microsoft Teams** in the **Apple App Store**



Install the Application

Open the Application
once it has downloaded



Microsoft Teams

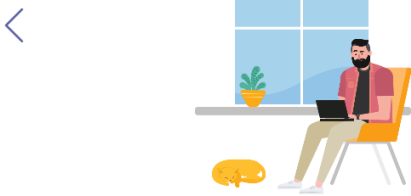


Welcome to Microsoft Teams!
A happier place for teams to
work together.



Once the application is open click on the **“Sign in”** button

Enter your email address



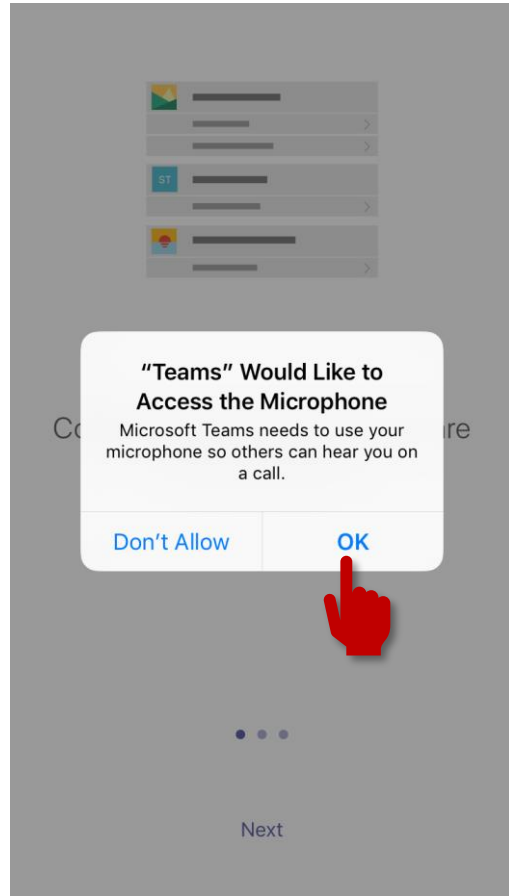
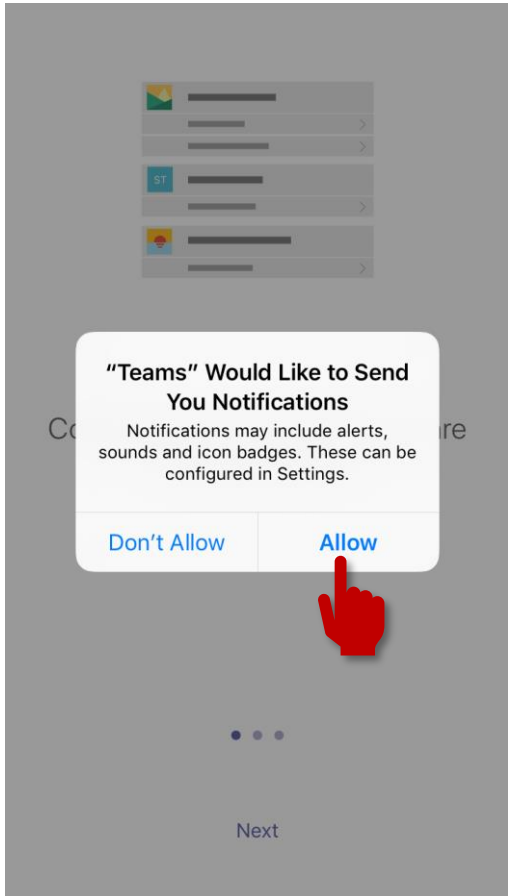
Sign in using your work, school, or
Microsoft account.

[Get help with signing in](#)

When prompted, enter your **email password**.

*If you do not know your password please email Numata Service desk on servicedesk@numata.co to reset your email password.

A series of Pop-Ups will appear asking for access to your notifications and your microphone; click **Allow** and then click **OK**

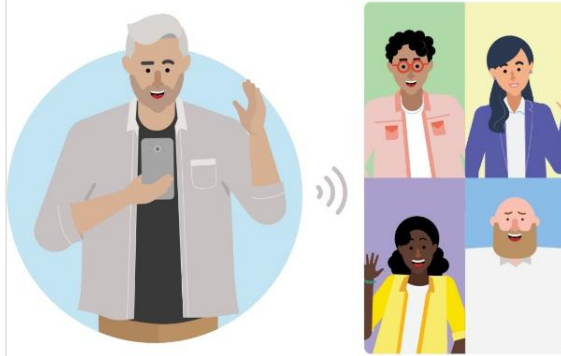




Collaborate with others and share files in channels.



Next



Have meetings and calls with audio, video, and screen sharing.



Got it



Click **Next** until **Got it** button appears on the bottom of the screen

- ✓ The installation of Microsoft Teams on your IOS device is now complete.