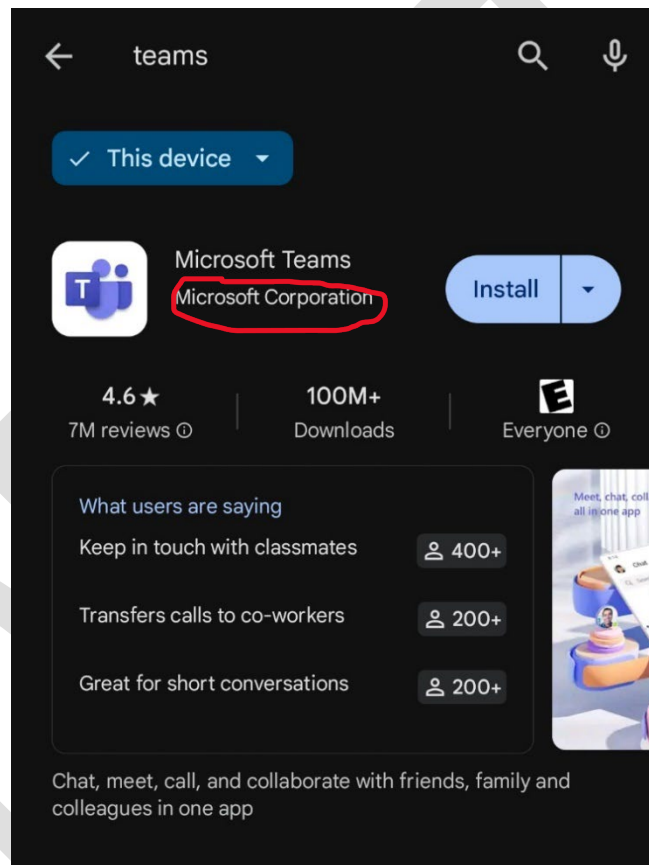


## Microsoft Teams for Mobile

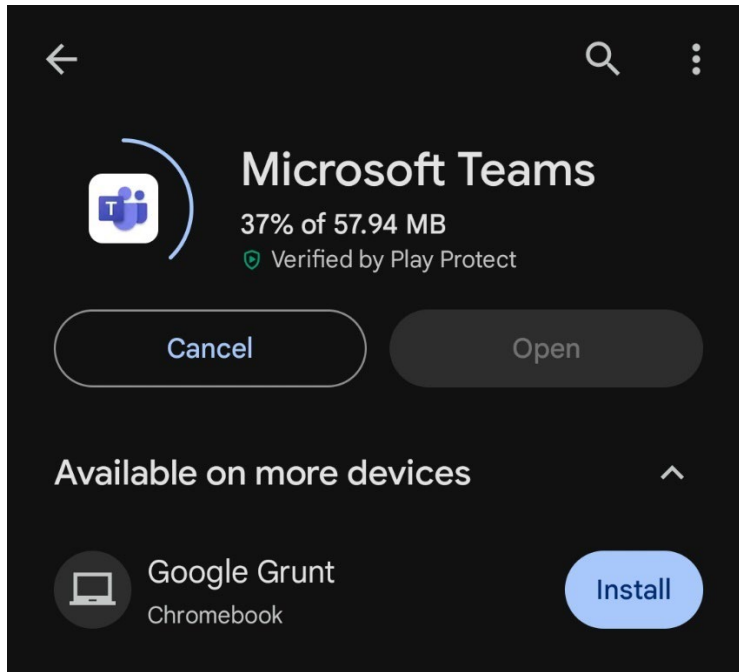
# DRAFT

Besides a laptop or desktop, Microsoft Teams is available as a mobile app for both Android and Apple phones. This is especially useful if you do not have access to a computer. To download the Microsoft Teams application:

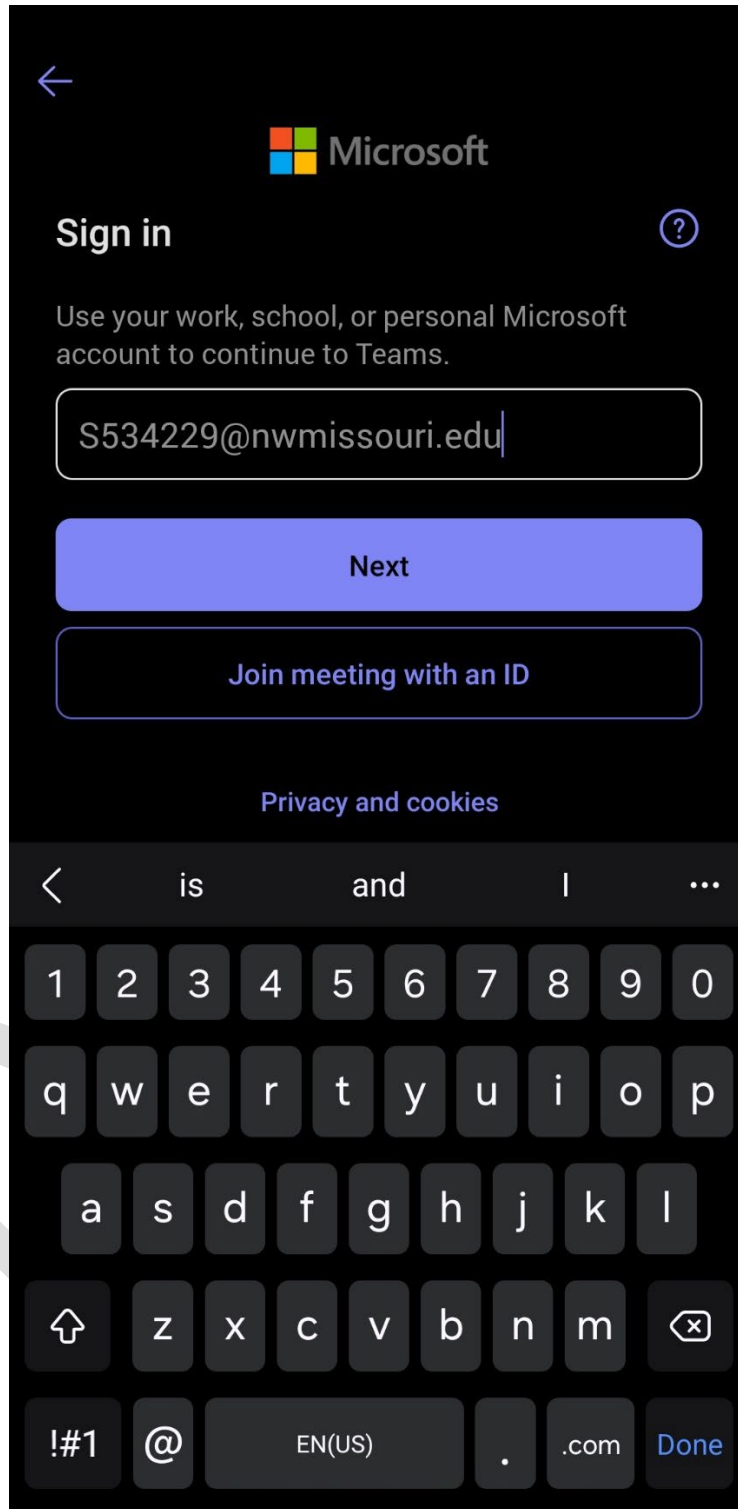
1. Visit your phone's mobile app store, such as Google Play or Apple's App Store
2. Search for "Microsoft Teams"



3. Select the result that is certified by Microsoft (it may say made by Microsoft).
4. Download and install it on your device.

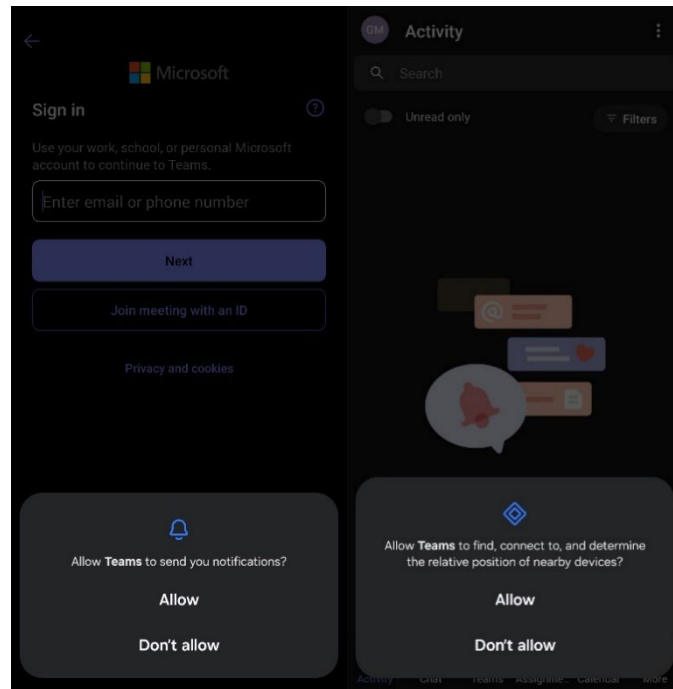


5. Sign in using your Northwest email address (S#####@nwmissouri.edu and ***Northwest Network Account password***). If you have any other Microsoft software on your phone, it may log you in automatically.



6. Once you have signed in, you'll be prompted to allow permissions such as managing phone calls, location, etc. Select **Allow** or **Allow only while using the app**. If you do not allow these permissions, Teams will *not* work correctly and you won't have much

functionality on your mobile device, if any. Please ensure that these permissions are enabled to avoid running into issues.



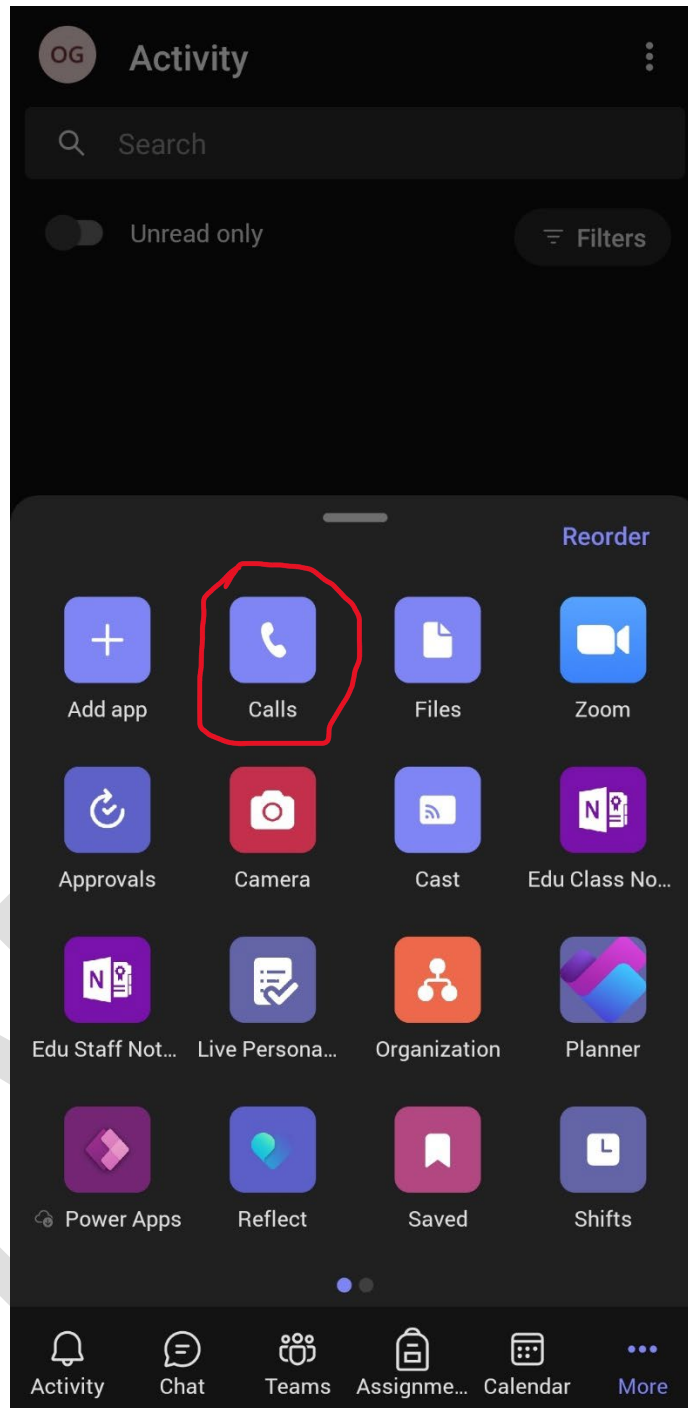
## Teams Mobile Walkthrough

Just like Teams for desktops, Teams for mobile is laid out in the same fashion. For now, we'll just want to focus on making and receiving calls from the mobile app. The other tabs function in the exact same way as the desktop app. Refer to the desktop guide for more information about these tabs and their functionality.

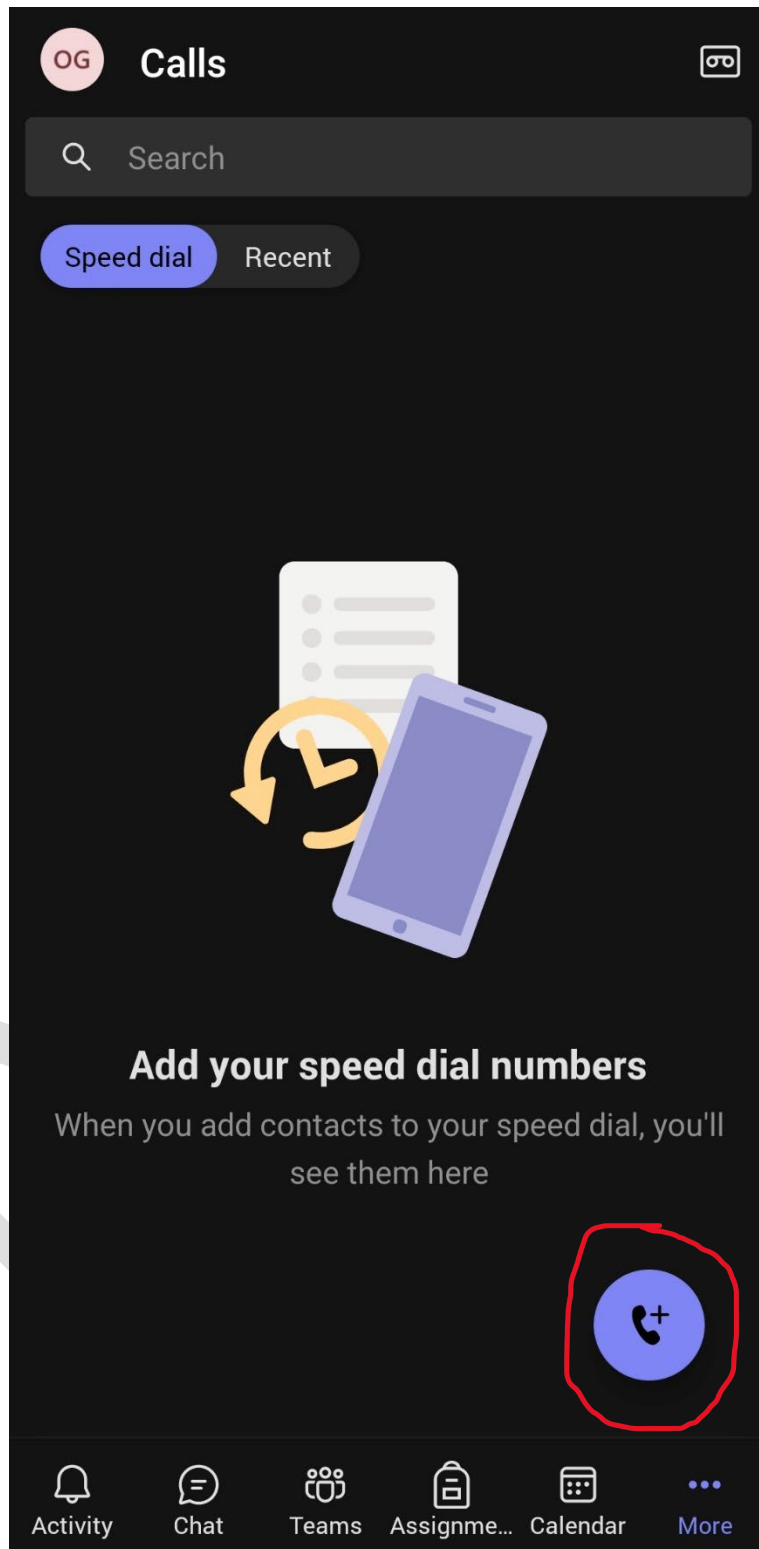
### Making Calls from Teams Mobile

To make a call from Teams Mobile:

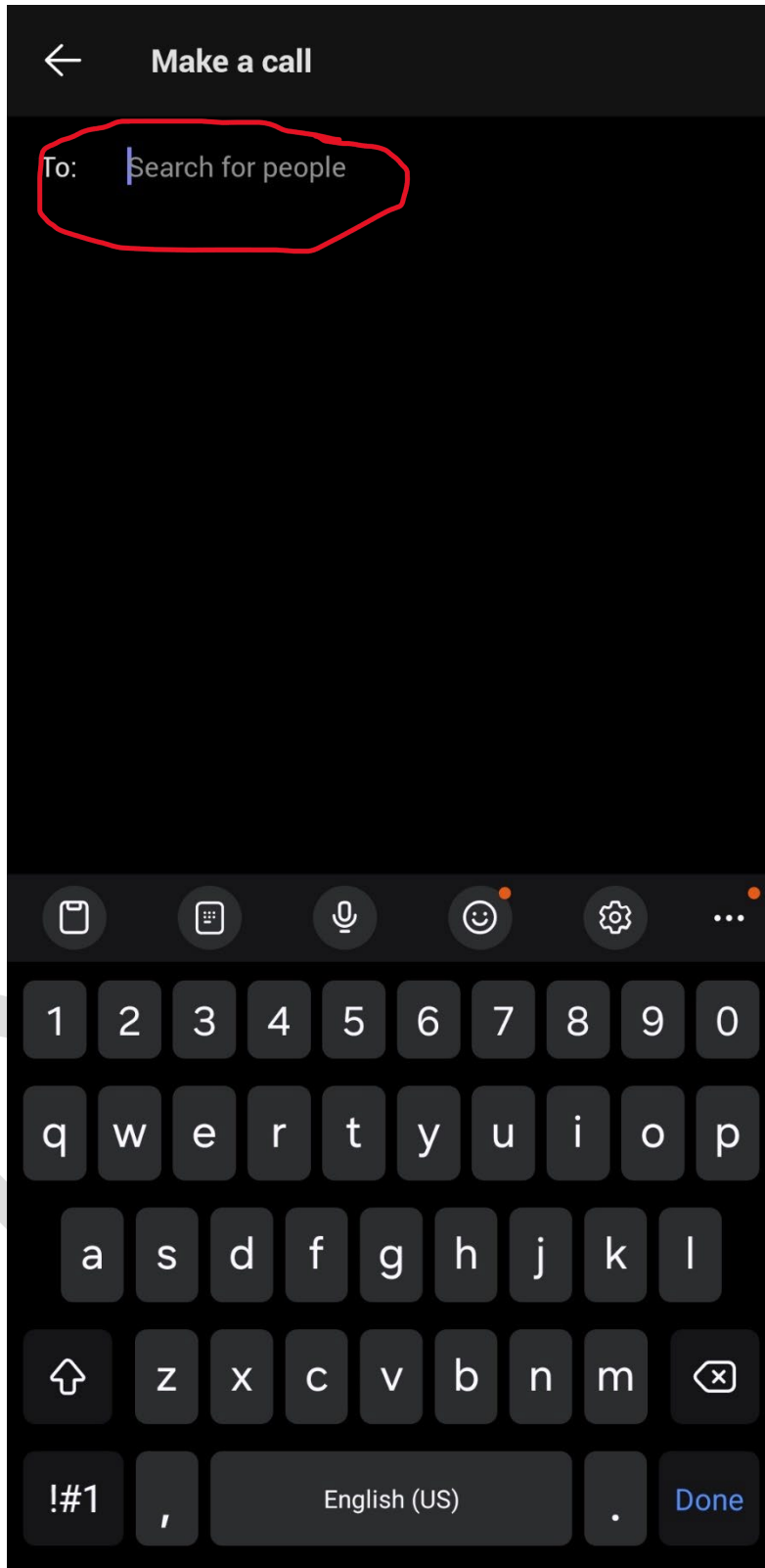
1. Press the **Calls** tab



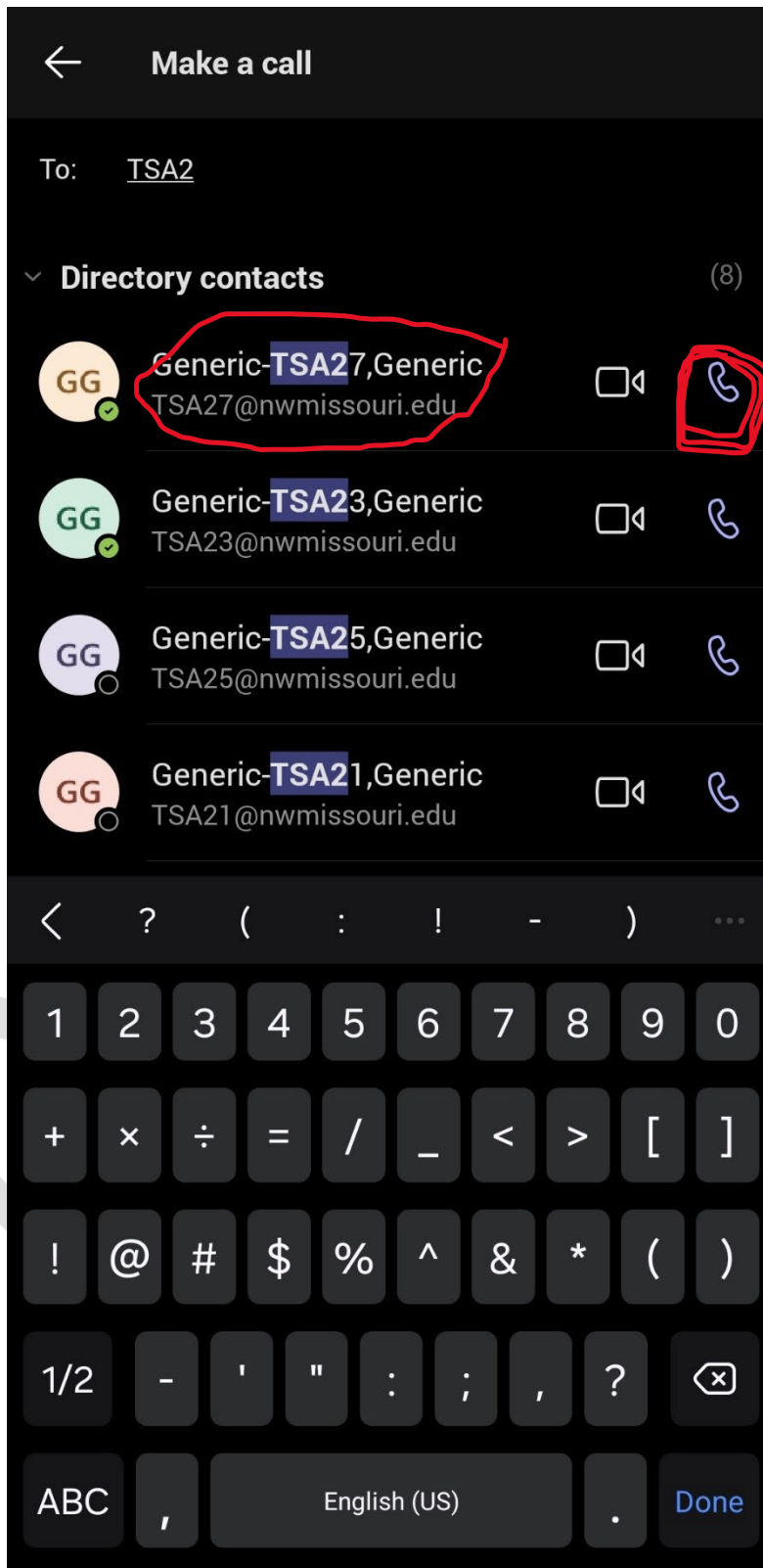
2. Locate the purple call button in the bottom right corner of the screen. Tap to open the call dialog



3. In the **To:** box, type the name of the person or office you'd like to contact.



4. When you have selected the person or office you'd like to contact, press the purple phone icon to the right of the recipient line.



5. Your call will be connected to the recipient(s).

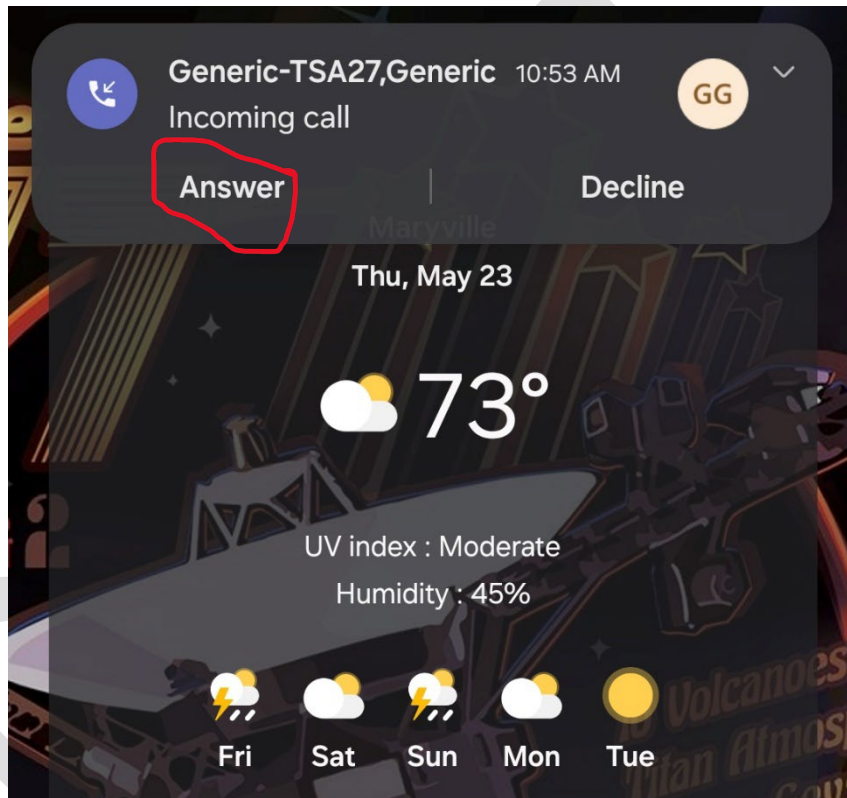


## Receiving Calls in Teams Mobile

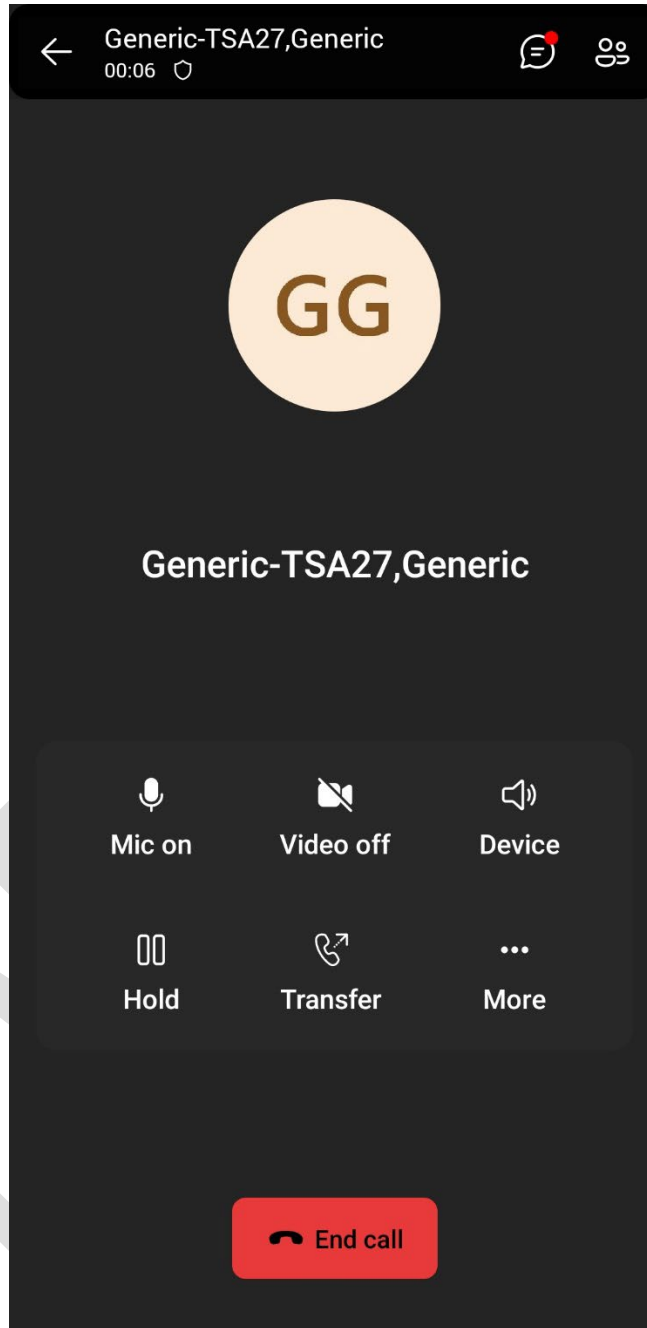
Much like the desktop app, your mobile device will alert you if you have an incoming call. If you are having problems receiving incoming calls, make certain to double check your permissions for the Teams app.

To receive calls:

1. Your phone will prompt you if you are receiving a call.



2. Press the **Answer** button to accept the call.



3. If you press the **Decline** button, the incoming call will be forwarded to your voicemail.

Once you sign in to Teams, your status will automatically be set to **Available**. This means that calls will automatically come in, even after hours. It is important to make sure you set your status to either **Available** or **Do Not Disturb**.