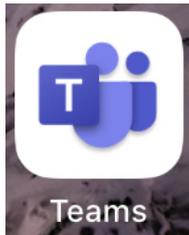
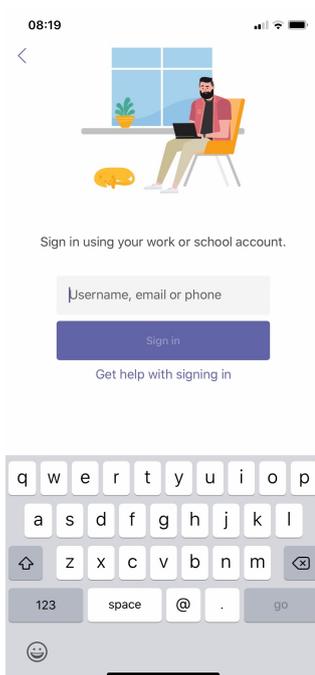


How to install and configure Microsoft Teams for iOS devices

1. Visit the Apple App store, search for and download Microsoft Teams.
2. Microsoft Teams will then install on your device (this may take a while).
3. Once the application has installed you can find it on your device screen by tapping on the following icon.



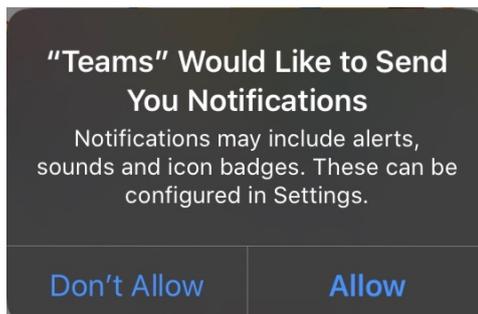
4. If you already have Microsoft Outlook with your school e-mail account configured on your device please go to step 9 otherwise please go to step 5.
5. The application will now load and display a log in screen (see below)



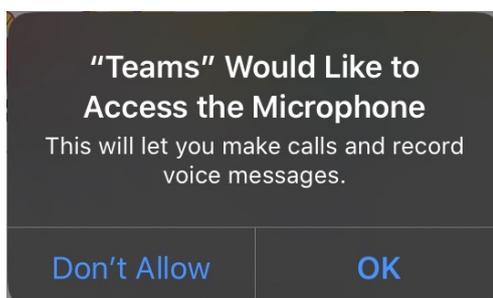
Type in your school e-mail address in full and tap the Sign in button.

6. Next enter your password and tap Sign in.

7. Once you have logged in you will be presented with two pop up alerts (see below).



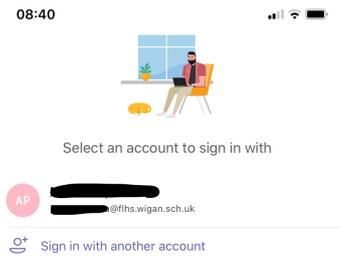
Tap Allow to let the application send you Notifications such as an alert when a call has been missed or a reminder when one is due to take place.



Tap Allow to let the application have access to your Microphone so that you can engage in audio conversations.

8. You will now be presented with a brief overview of Microsoft Teams, tap next on each or swipe through until you reach the end of the slides. Microsoft Teams is now configured on your device.
9. If you have already set up Microsoft Outlook on your device and receive your school e-mail on it please consult the following steps below to set up Microsoft Teams on your device:

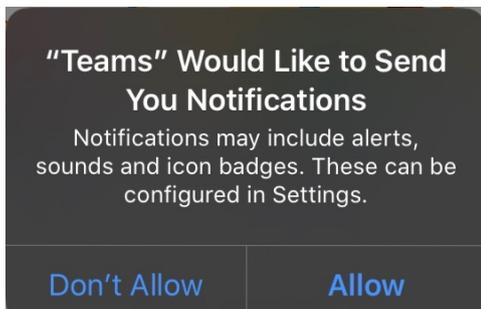
When Microsoft Teams is opened you will be displayed with a screen similar to the one below (see next page).



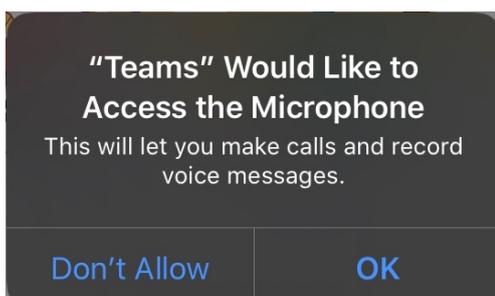
You will notice that your school e-mail account is already displayed on the screen. To log in tap on it.

10. Next enter your password and tap Sign in.

11. Once you have logged in you will be presented with two pop up alerts (see below).



Tap Allow to let the application send you Notifications such as an alert when a call has been missed.



Tap Allow to let the application have access to your Microphone so that you can engage in audio conversations.

12. You will now be presented with a brief overview of Microsoft Teams, tap next or swipe through until you reach the end of the slides. Microsoft Teams is now configured on your device.

For more information and user guides on how to use Microsoft Teams please visit the following webpage on our school website:

<https://flhs.org.uk/wordpress/common-it-questions-and-answers/microsoft-teams/>