
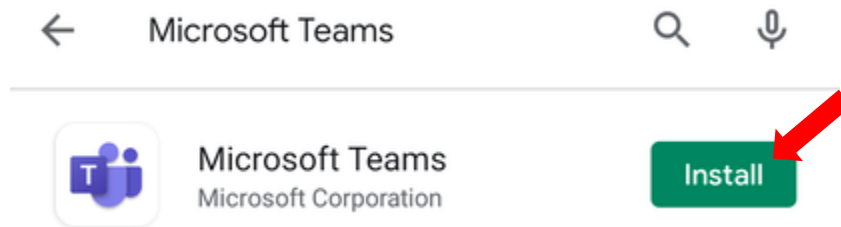


Using Microsoft Teams for Android

Installing Teams on your device:

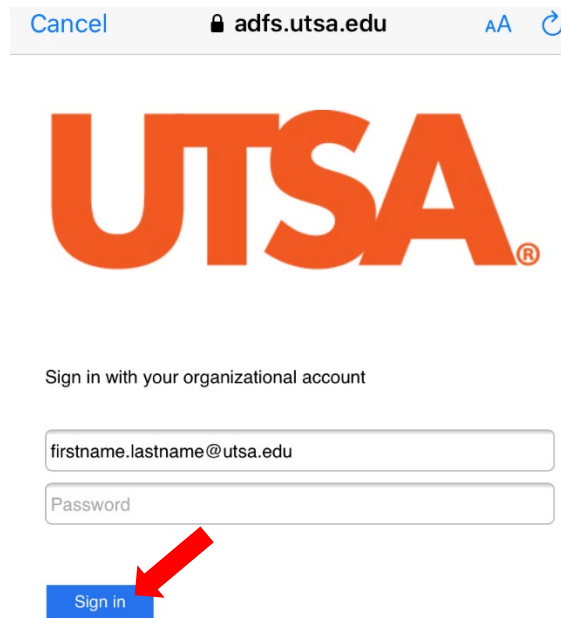
1. On your Android device, bring up the Google Play Store:
2. In the “Search for apps & games” field type **Microsoft Teams** and select **Search**.
3. Select  Microsoft Teams and select **Install**.
 - a. *If prompted, enter your Google Password*



4. Once the app is downloaded, select the Teams icon on your home screen to open the app.
5. Select **Sign in** and enter your firstname.lastname@utsa.edu .



6. On the next sign in screen, enter your firstname.lastname@utsa.edu and passphrase and select **Sign In**.



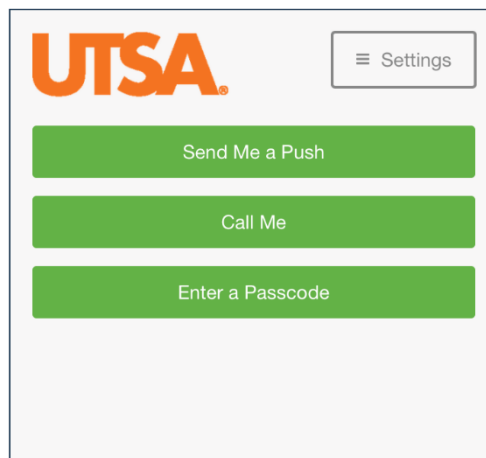
Cancel adsf.utsa.edu AA ↻

UTSA[®]

Sign in with your organizational account

Sign in

7. You will be prompted for Duo Two Factor authentication, select one of the following options:



UTSA[®] Settings

Send Me a Push

Call Me

Enter a Passcode

Note: If you have not setup your DUO account, please go to <https://passphrase.utsa.edu> and select “Begin Setup”, instructions can be found here <https://security.utsa.edu/duo-setup/>

8. Select **Next** through the intro pages and **Got It** .

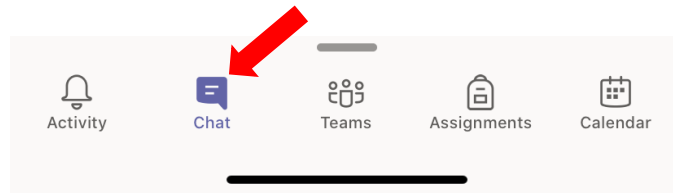


The class stuff you need,
when you need it.

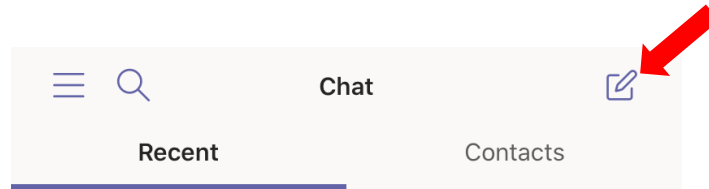


To conduct a meeting in Teams on your Android device:

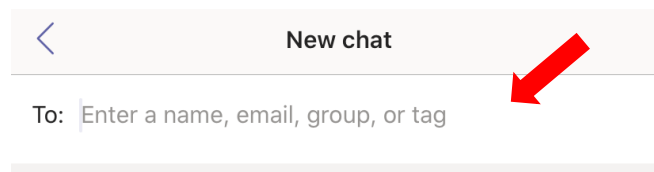
1. Select the **Chat** icon on the bottom of your screen.



2. Select the **New chat** icon in the top right corner of your screen.

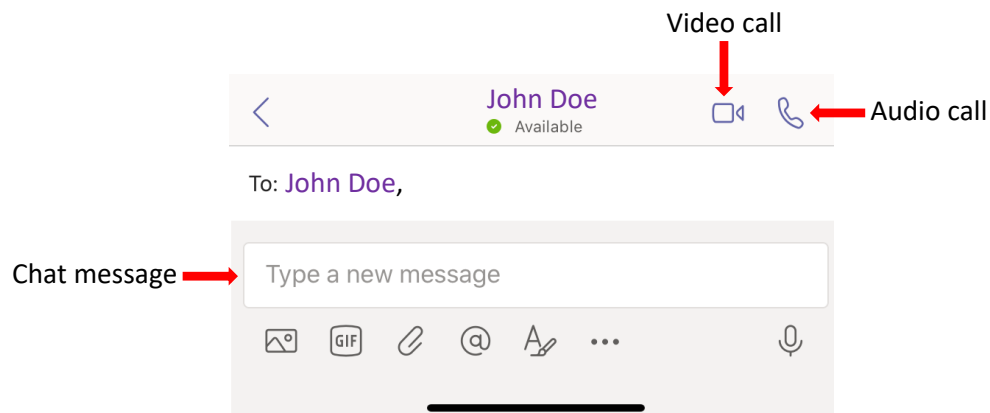


3. Enter the name, email, or group you'd like to communicate with.

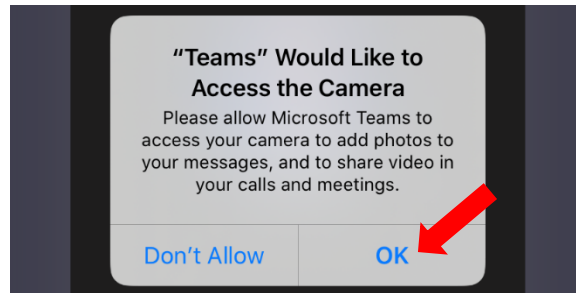


Note: a Teams conversation can include up to 100 participants

4. After selecting a participant, you may either enter your chat message, or make a video or audio call by selecting either the Camera or Phone icons in the top right corner of the screen.

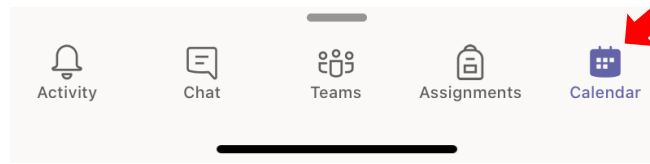


5. **Note:** you may be prompted to allow Teams to access your camera; click “OK” to allow Teams to access your camera so that you can participate in video chat.

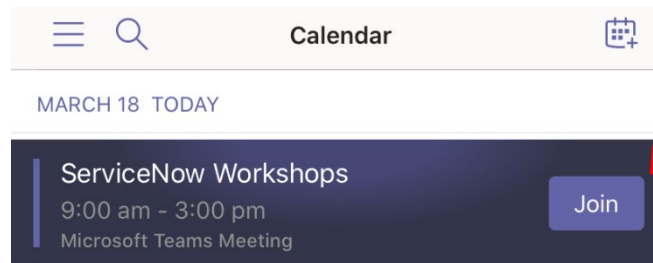


To join a meeting in Teams that is scheduled on your calendar:

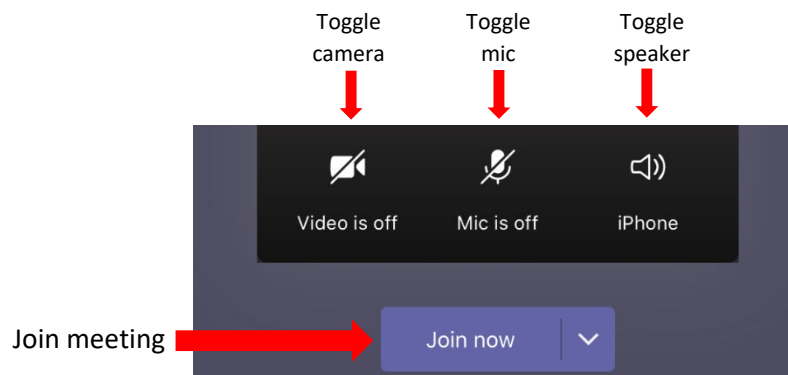
1. Select the Calendar icon in the bottom right of the Teams app.



2. Select the scheduled meeting that you would like to Join and click **Join**.



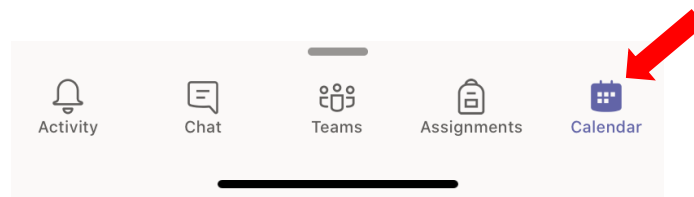
3. On the next screen, click **Join Now** to enter the meeting. Use the icons on the bottom of the screen to enable or disable your camera and microphone, or to change the speaker you are using in order to hear the meeting.



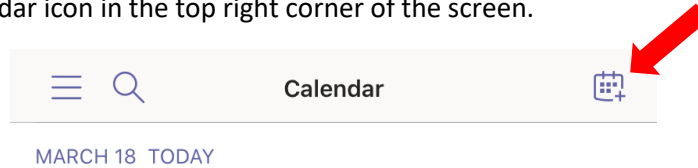
NOTE: Simply click the associated icon to toggle the camera, microphone, or speaker on or off.

To use your device to schedule a Teams meeting:

1. Select the Calendar icon in the bottom right of the Teams app.



2. Select the Calendar icon in the top right corner of the screen.



3. Use the subsequent menu to add participants, choose a Team channel, set start and end times, and add a description. Event scheduling in Teams functions in much the same way as event scheduling in Outlook. Select **DONE** when you are ready to create the meeting.

