Using Microsoft Teams for iOS

Installing Teams on your device:

1. On your iOS device, bring up the App Store:
2. Click Search, then type **Microsoft Teams** in the search field.
3. Select Microsoft Teams and Click **Get**.
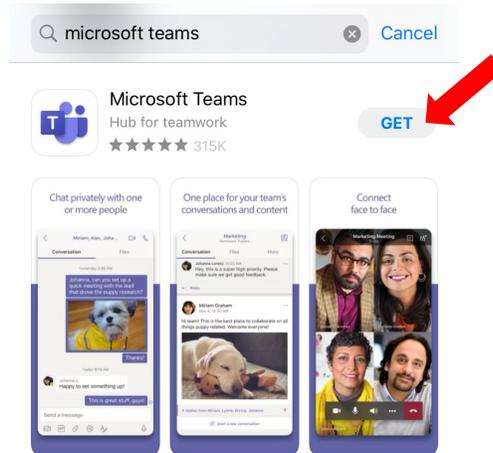
4. Use your apple id password or Touch ID to install the app.
5. Once the app is downloaded, click the Teams icon on your Home screen to open the app.
6. On the welcome screen, click **Sign in** and enter your First.last@utsa.edu email address, followed by your passphrase.
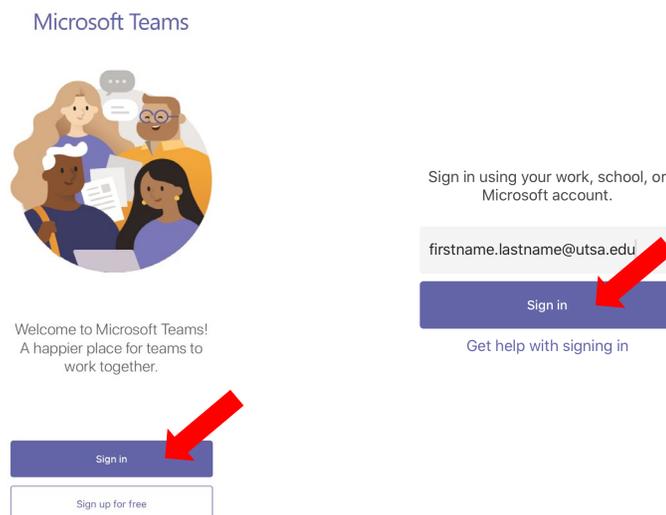
7. **Optional:** decide whether you would like to allow Teams to send you notifications and access to your device's microphone.

"Teams" Would Like to Send You Notifications
Notifications may include alerts, sounds, and icon badges. These can be configured in Settings.

Don't Allow   **Allow**

"Teams" Would Like to Access the Microphone
Microsoft Teams needs to use your microphone so others can hear you on a call.

Don't Allow   **OK**
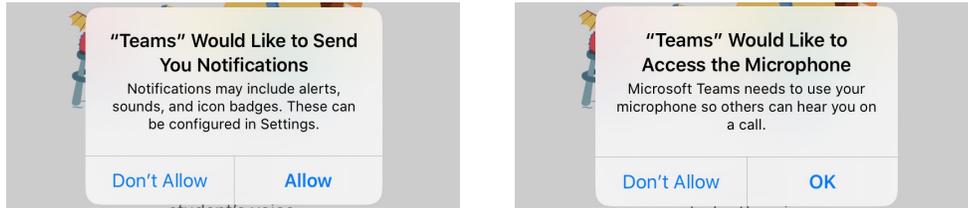
Note: Enabling notifications and your device's microphone is recommended so that you are alerted when colleagues reach out to you, and so that others will hear you on a call via Teams.

8. 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
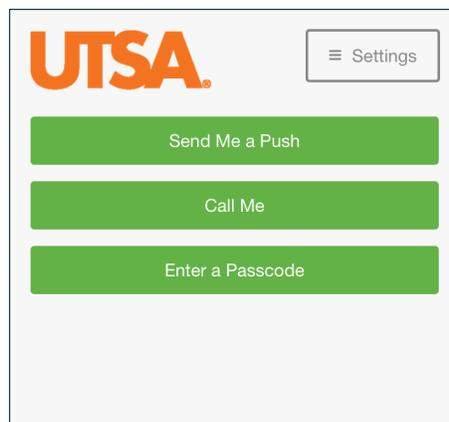
Note: If you have not setup your DUO account, please go to https://passphrase.utsa.edu and select "Begin Setup", instructions can be found here https://security.utsa.edu/duo-setup/

9. Click **Next** through the intro pages and **Got It** when at the end to enter the Microsoft Teams app.

The class stuff you need, when you need it.

Got it

To conduct a meeting in Teams on your iOS device:

1. Select the **Chat** icon on the bottom of your screen.
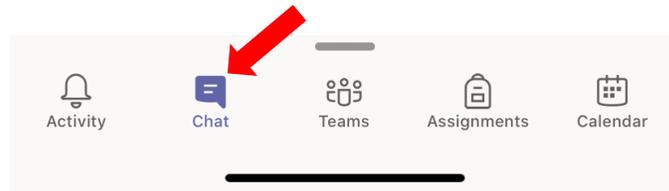
2. Select the **New chat** icon in the top right corner of your screen.
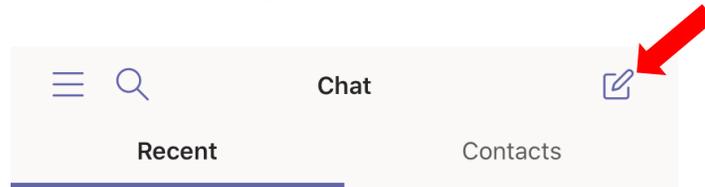
3. Enter the name, email, or group you'd like to communicate with.
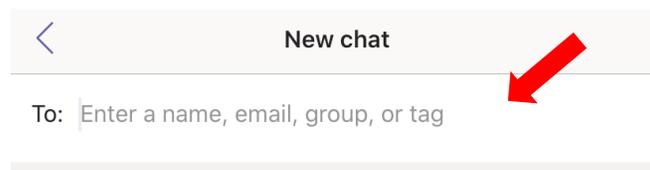
   Note: a Teams conversation can include up to 100 participants

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.
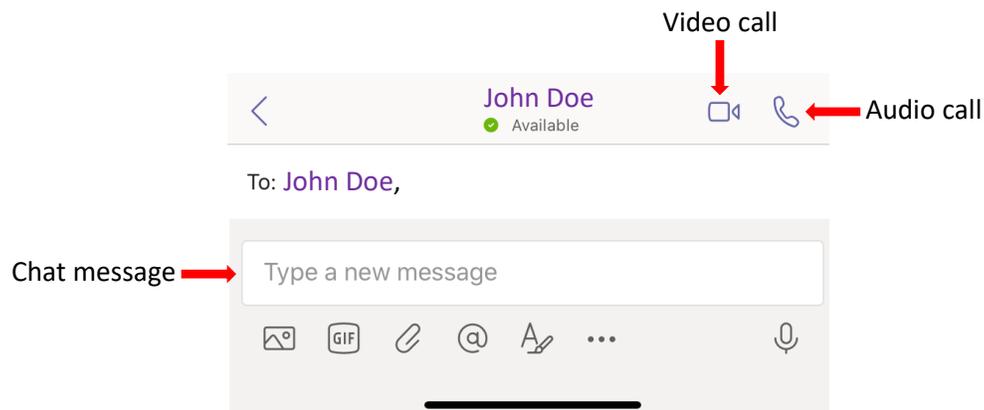
5. **Note:** you may be prompted to allow Teams to access your camera; click "OK" to allow Teams to access your camera so that you can participate in video chat.
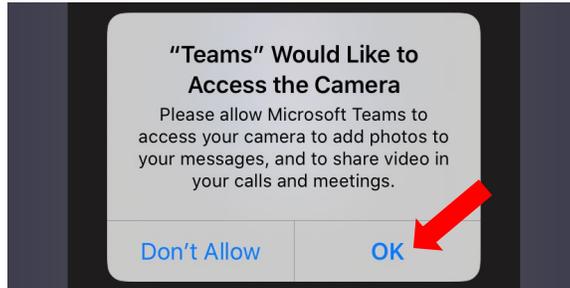
To join a meeting in Teams that is scheduled on your calendar:

1. Select the Calendar icon in the bottom right of the Teams app.
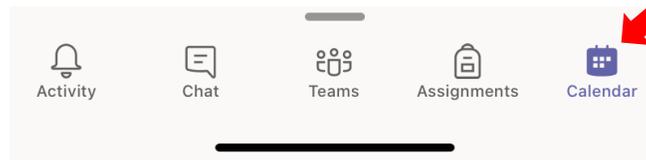
2. Select the scheduled meeting that you would like to Join and click **Join**.
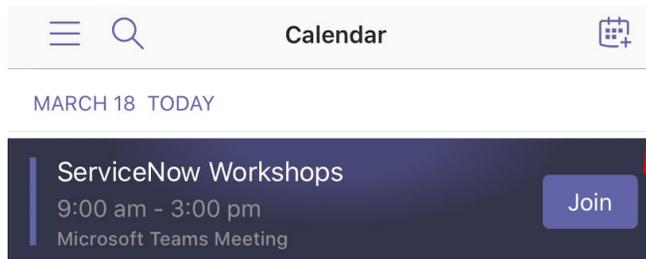
3. On the next screen, click **Join Now** to enter the meeting. Use the icons on the bottom of the screen to enable or disable your camera and microphone, or to change the speaker you are using in order to hear the meeting.
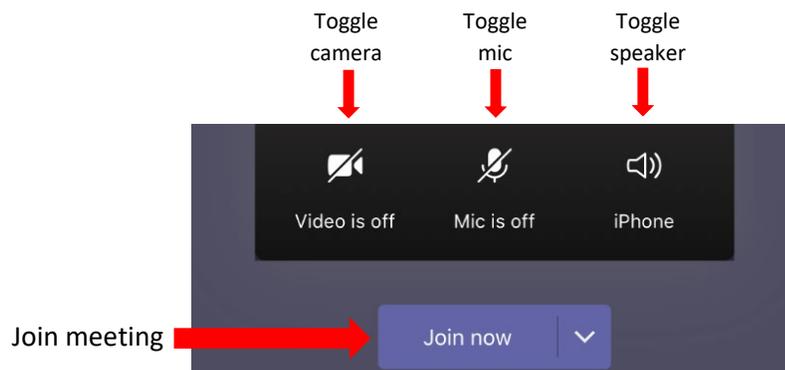
NOTE: Simply click the associated icon to toggle the camera, microphone, or speaker on or off.

To use your device to schedule a Teams meeting:

1. Select the Calendar icon in the bottom right of the Teams app.
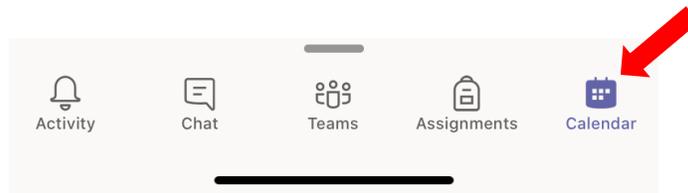
2. Select the Calendar icon in the top right corner of the screen.
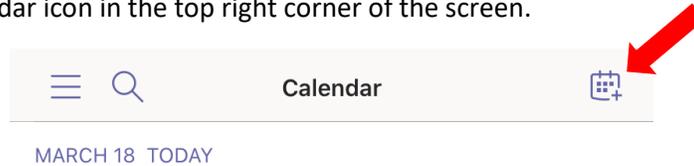
3. Use the subsequent menu to add participants, choose a Team channel, set start and end times, and add a description. Event scheduling in Teams functions in much the same way as event scheduling in Outlook. Select **DONE** when you are ready to create the meeting.