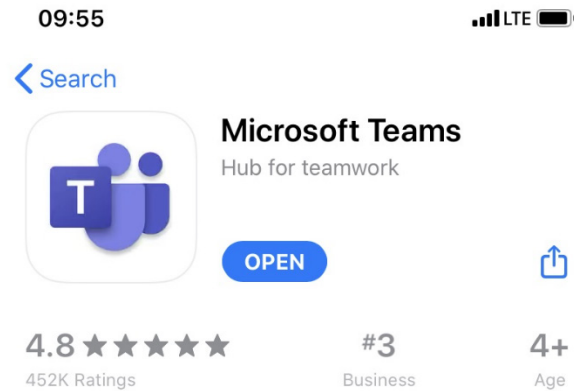
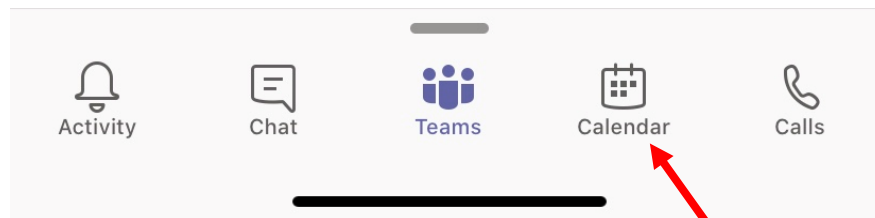


## Instructions for Using Teams On iPhone/iPad:

- If you do not already have the app, you will need to download the Microsoft Teams app from the Apple App Store. It looks like this:



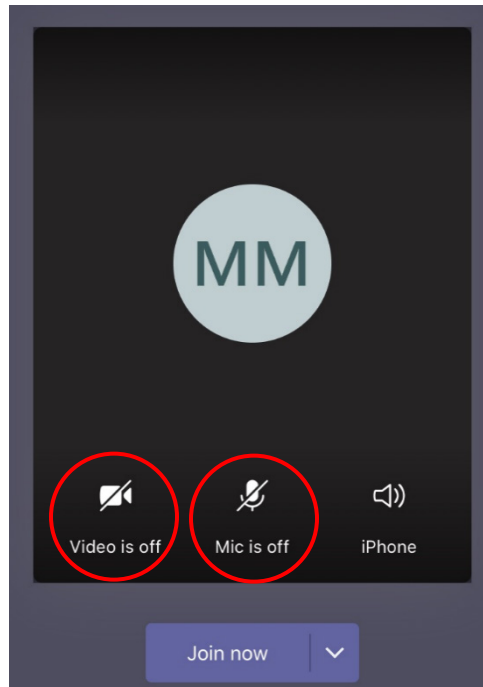
- After it is downloaded, you will need to login. All that is needed is your email address and it *should not* prompt you with a password.
- Once you are logged in, everything should be the same as logging into the computer version.
  - Teams, Calendar, Chat, etc. are listed at the bottom tool bar.



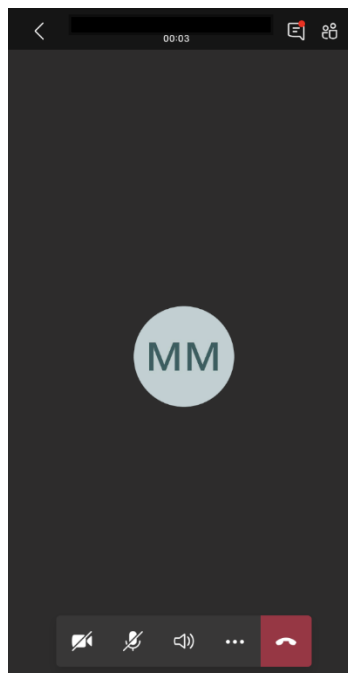
- If you responded to the RSVP, the meeting would show up on your calendar. Select the Calendar tab on the toolbar as shown above.
- The meeting will be listed underneath the date April 21<sup>st</sup>. There will be a prompt to join off to the side that looks like this:



- Once you have clicked to join the meeting, please turn your camera **OFF** and **MUTE** your microphone. At the bottom, click Join Now



- Once you are in the meeting, your screen will look like this:



- During the training you are more than welcome to ask questions. If at some point you would like to talk, just unmute yourself and everyone should be able to hear you. If you do not want to speak, but still ask a question, you can type in the chat box.

