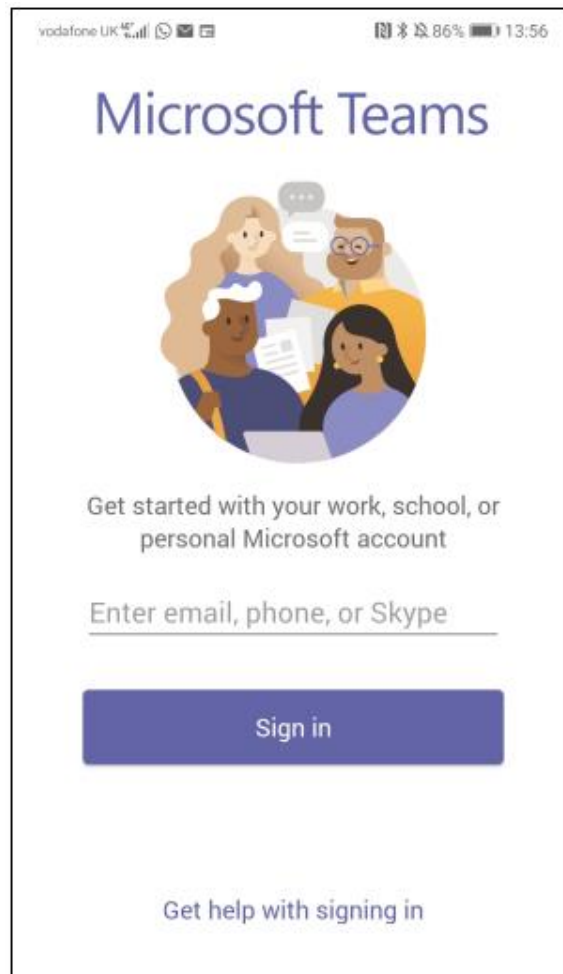
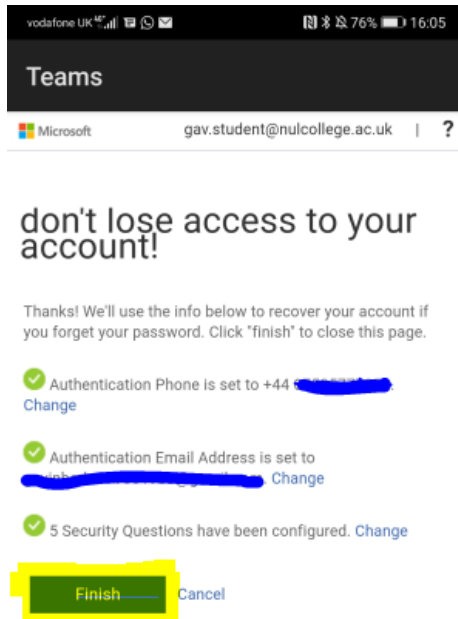


Quick Guide to Teams for Students on Phone / Tablet

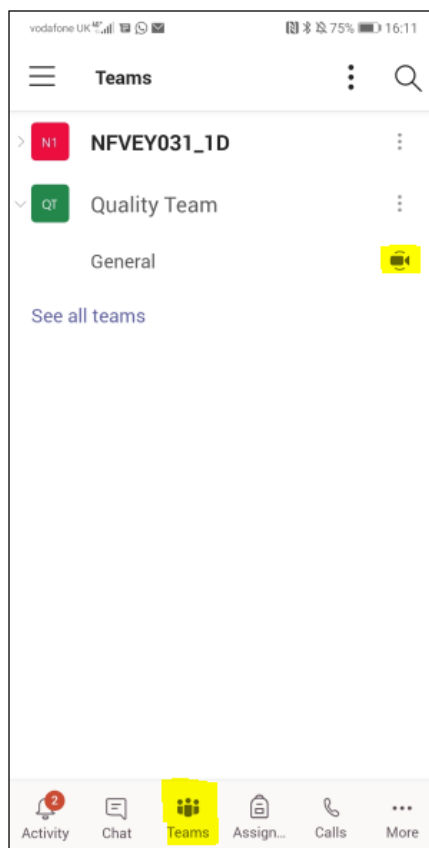
1. Download the MS Teams App from Play Store or App Store
2. Click on the MS Teams App to MS Teams and login using your College E-Mail and password (**PLEASE NOTE** – you must have logged in to your College account either inside college or via the student gateway to update your password and activate your account).



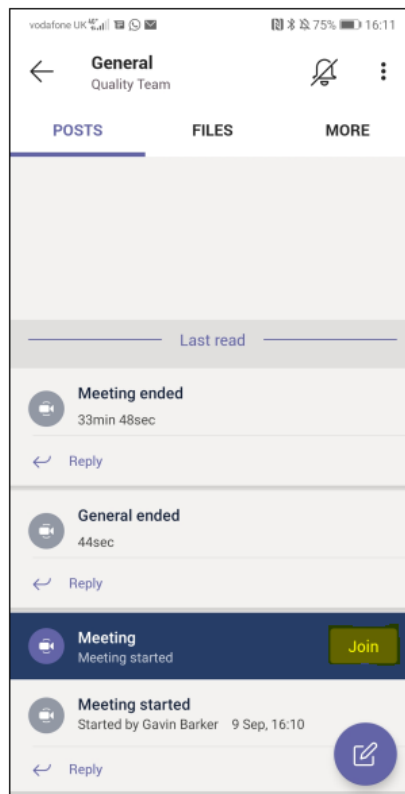
- Once you have logged in for the first time you will be asked to complete a series of tasks to authenticate your account. You will be asked for your phone number, email address and security questions. Please follow the prompts and click “Finish” once done.



- Click through the next screens. Once in the Teams App, click on the Teams tab at the bottom and then click into the Team. When a lesson or chat is ready to join, you will see the camcorder symbol, click this to join the Team lesson.



5. On the next screen, click the Join button.



6. Please ensure your mic is off and video is on. Participate in your lesson.

