

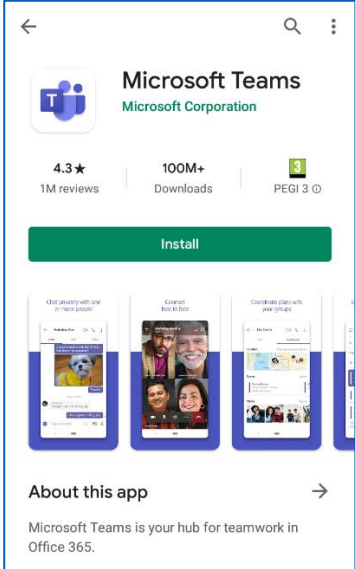
Access Teams Meeting via Mobile App (Android)

Teams can be accessed via a mobile device such as phone or tablet. When it is not possible to use a PC or laptop to join a meeting, the mobile app can be used. However, there is a workaround that will need to be followed if work email or calendar is not set up on the device.

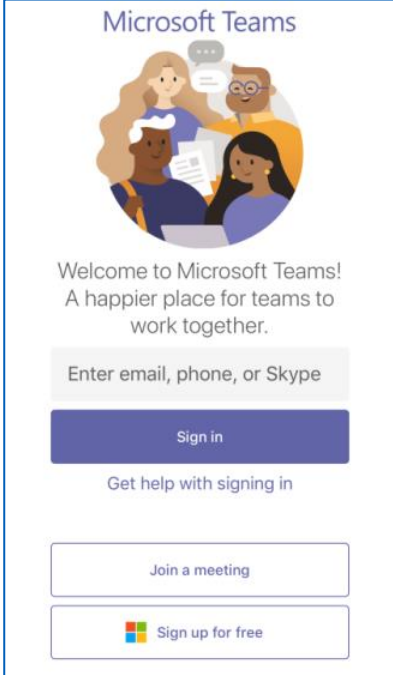
Quick Reference Guide

Install the Teams App

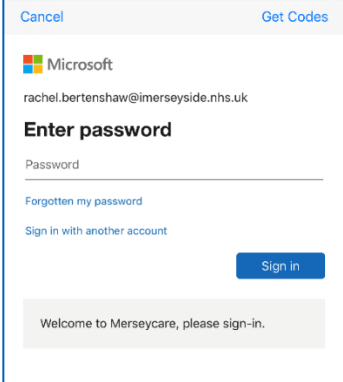
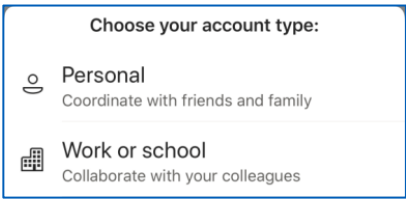
- Open the mobile device Play Store → search for **Microsoft Teams**.



- Open the Teams App.



Choose your account type:

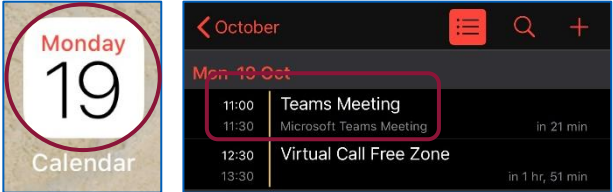


Join a Meeting Link Options

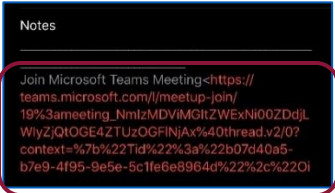
If a work calendar or email has been set up on the device, Teams meetings can be accessed easily via a calendar, Teams App or posted link.

Access via the Calendar App

- Open the **Calendar App** → select the meeting appointment.



- Click **Join Microsoft Teams Meeting link**.

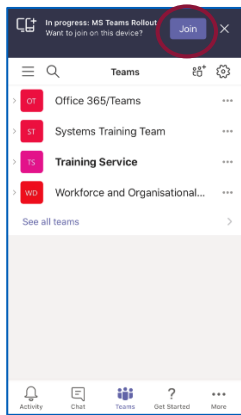




If a personal email account is active on the mobile device, the invite could be forwarded to it if required.

Access via Teams App

When the meeting is due to start, the Teams App will show a join link.



Click Join

The Teams App will launch on the device.

Access via Pasted Meeting Link

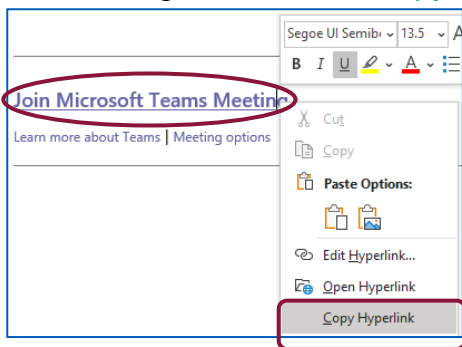
If calendar or email has not been set up on the device, a meeting link can be posted in a Teams Chat or Channel.



This is a workaround process and can be done by yourself if you have access to Teams on a PC or Laptop or by a colleague if you don't.

Copy Meeting Invite Link

- Go to Outlook → right click on the meeting link → select Copy Hyperlink.

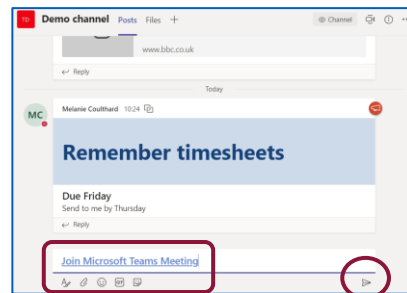


- Select an appropriate Teams Channel or Chat → paste the meeting link → click the Airplane to send.

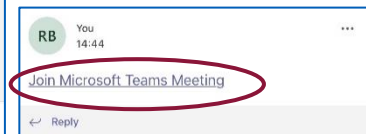
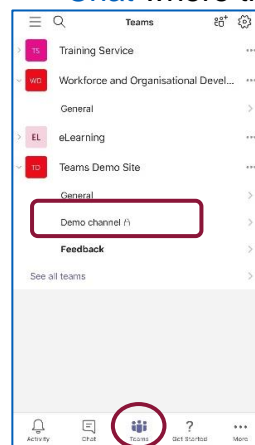
The Teams App will launch on the device.



When a meeting link is posted in a Channel or Chat, be aware that it is accessible to other people.



- Go to the Teams App on the mobile device → navigate to the Channel or Chat where the link has been posted.

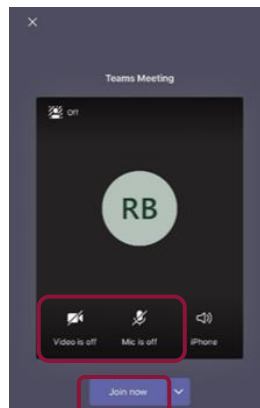


- Click Join Teams Meeting link.

The Teams App will launch on the device.

Join Teams Meeting

- Switch Video and Mic on or off.
- Click Join now to enter the meeting.



To book training or speak to a trainer, please get in touch via:
e training@imerseyside.nhs.uk