


Access Teams Meeting via Mobile App (IOS)

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

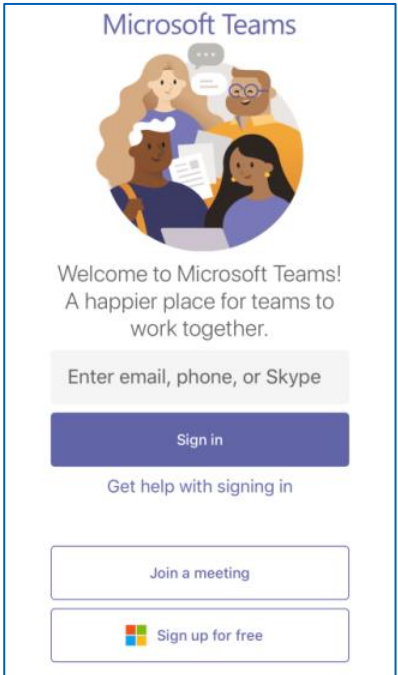
- Open the mobile device App Store → search for **Microsoft Teams**.



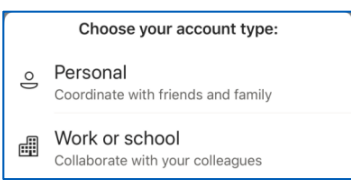
Click Get



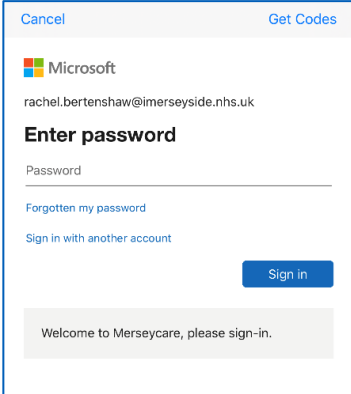
Click Open



Enter email → Sign in



Select Work or school



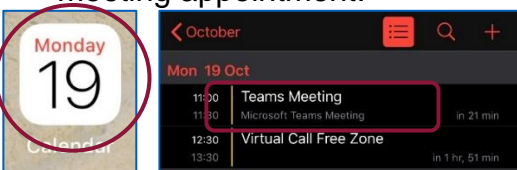
Enter Password → Sign In

Join a Meeting Link Options

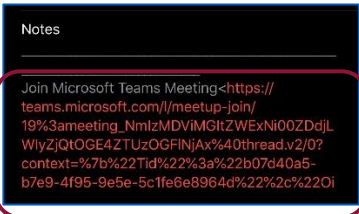
If a work calendar or email has been set up on the device, Teams meetings can be accessed easily via a calendar, Teams App or posted link.

Access via the Calendar App

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



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



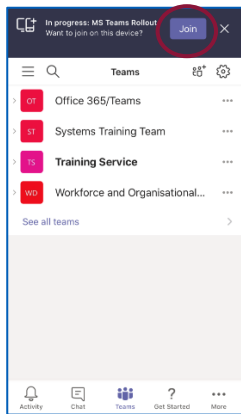
The Teams App will launch on the device.



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

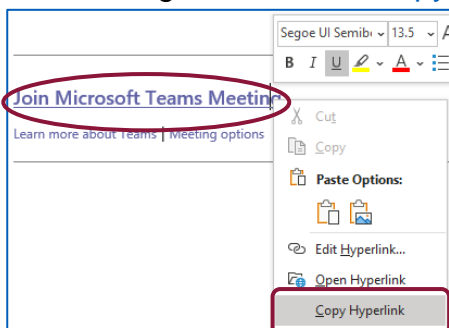
If calendar or email has not been set up on the device, a meeting link can be posted in a Teams Chat or Channel in the Desktop App.



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

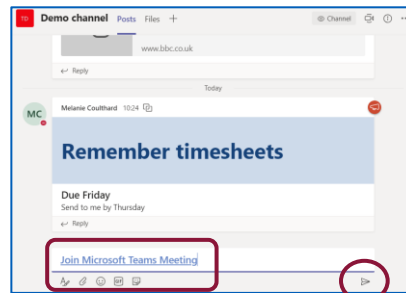
- Go to **Outlook** → right click on the meeting link → select **Copy Hyperlink**.



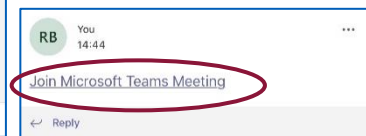
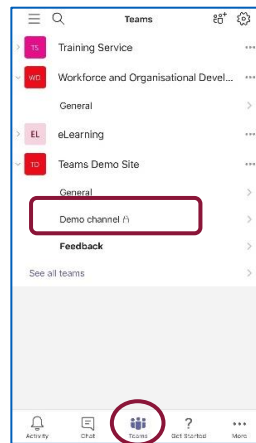
- Select an appropriate **Teams Channel** or **Chat** → paste the meeting link → click the **Aeroplane** to send.



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.

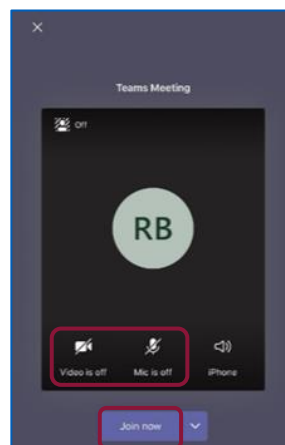


- Click **Join Teams Meeting** link.

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