

Teams Mobile

Getting the Mobile App

Get to your files from anywhere - at work, at home, or on the go.



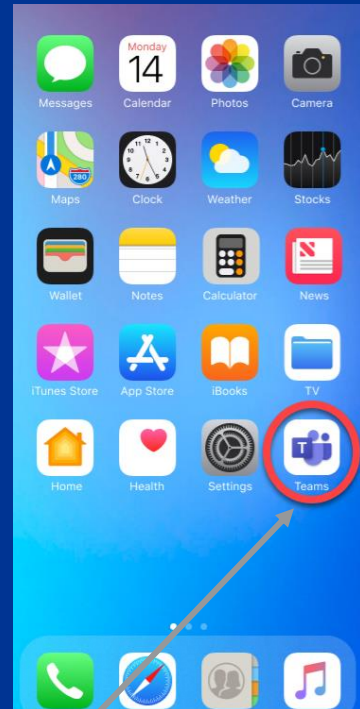
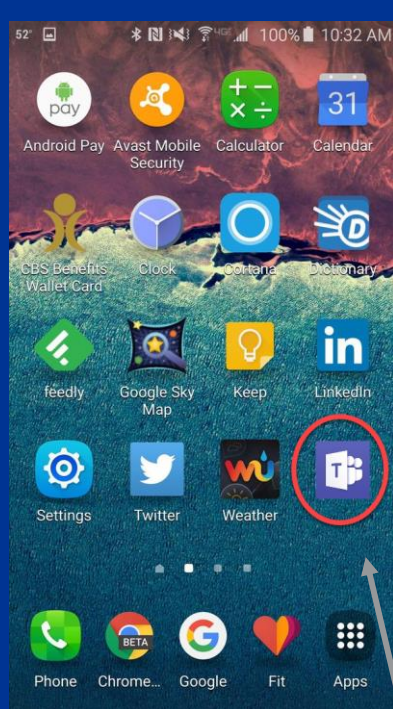
Download for Android¹ at the Google Play Store or at:
<https://play.google.com/store/apps/details?id=com.microsoft.office.officehubrow>

Download for iOS² at the App Store or at:
<https://apps.apple.com/app/microsoft-office/id541164041>

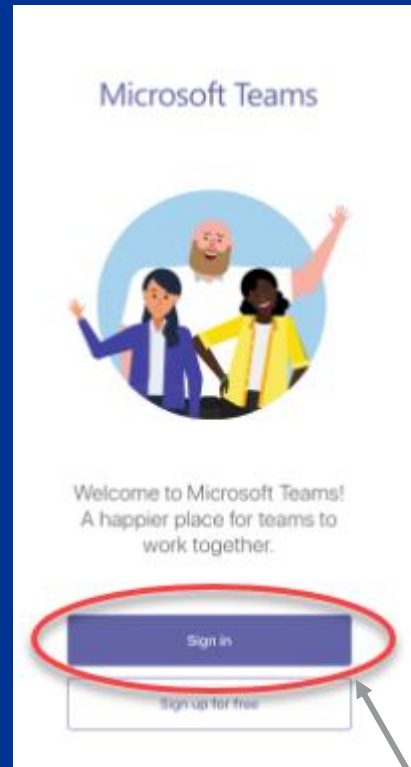
¹Support is limited to the last four major versions of Android. When a new major version of Android is released, the new version and the previous three versions are officially supported.

²Support is limited to the two most recent major versions of iOS. When a new major version of iOS is released, the new version of iOS and the previous version are officially supported.

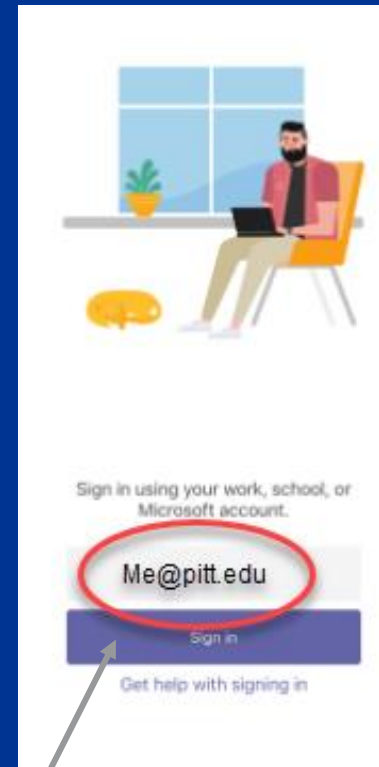
Setting up the Mobile App



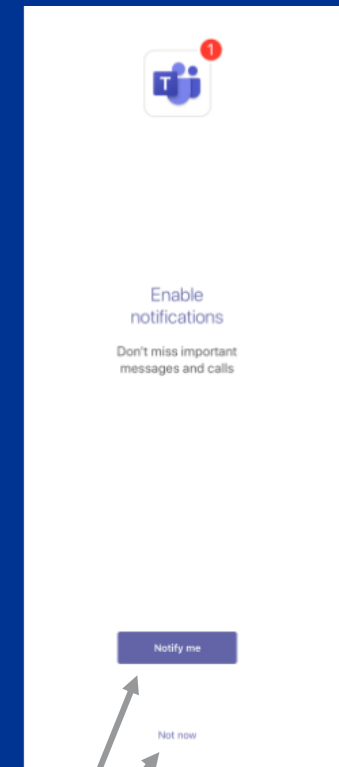
Open the App on your mobile device



Sign into Teams using your Pitt Passport credentials.



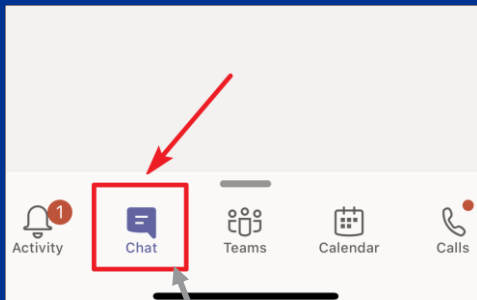
Enable notification, if you wish, or opt out



Starting a New Chat in Mobile

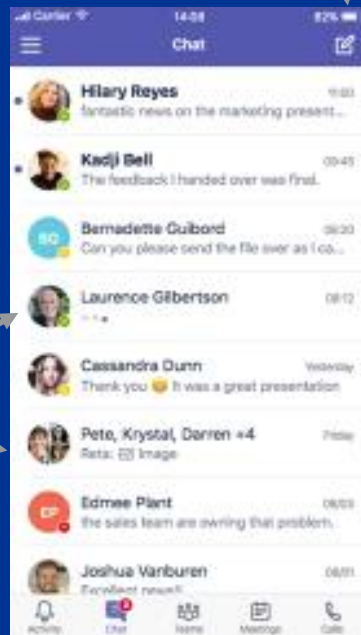
Start a new chat by tapping the “new chat” icon in the top right-hand corner, and search for a participant.

To chat with multiple contacts or a group, start a new chat and then type/select each participant name, just like you would if composing a new email.

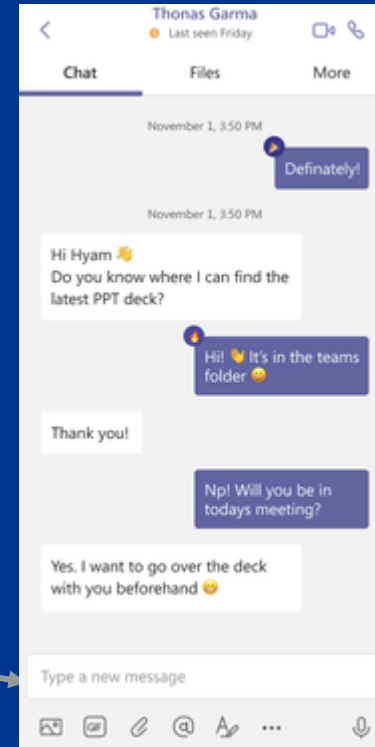


Tap the Chat icon on the bottom of the screen.

Tap an existing Chat stream to continue the conversation with that contact or group.



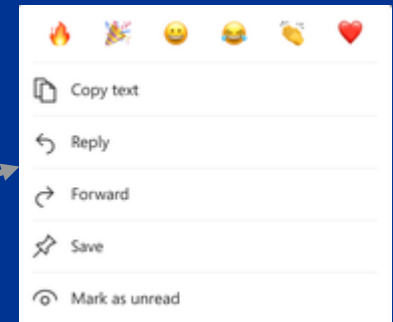
Type your message in the chat box as you would in any other text messaging app.



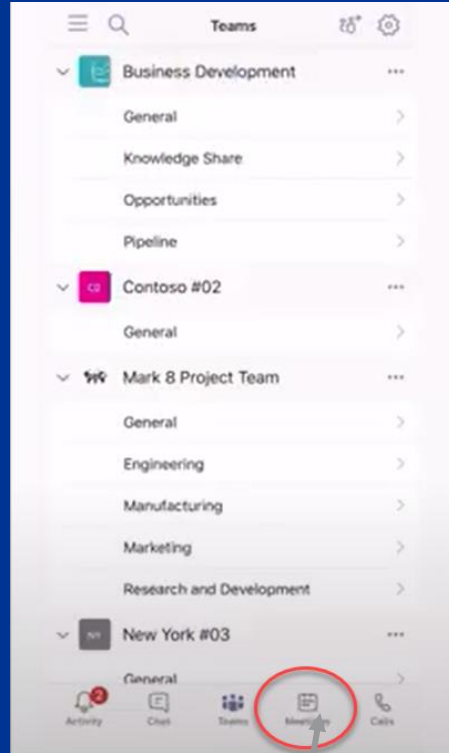
Use the additional controls to insert photos, attach files, insert links, and more.

Tap the “...” to display more chat options.

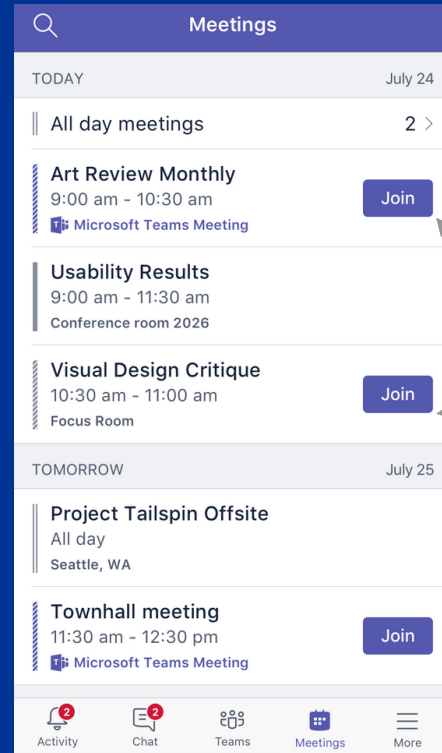
You may use the voice-to-text feature by tapping the microphone icon.



Joining a Teams Meeting on Mobile

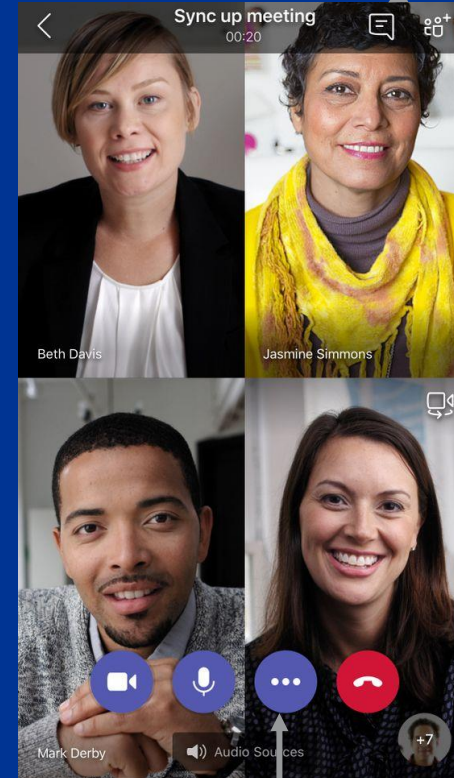


Tap Meetings to view or join a meeting.



Teams syncs with your Outlook calendar. Select "Join" for the appropriate Teams meeting.

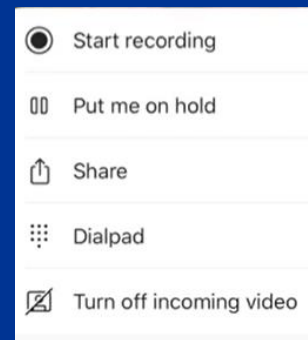
You may initiate/view a meeting chat by tapping the message icon



You may view/add participants on-the-fly by tapping the Add People (+) icon

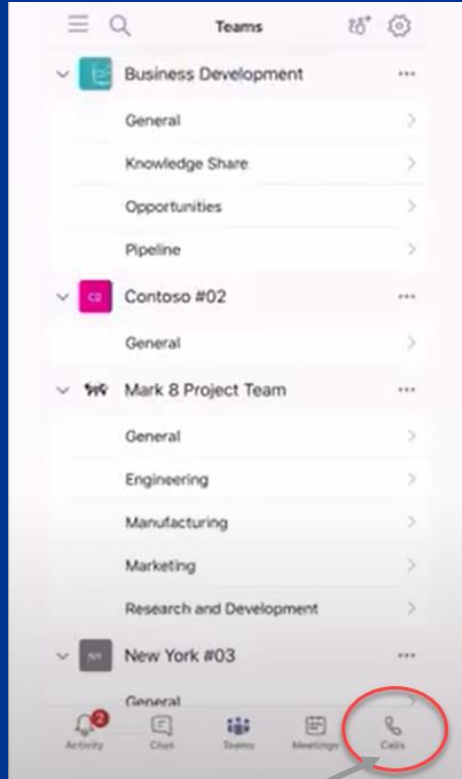
The Meeting screen will behave very similarly to the interface of the desktop or web versions.

Tap anywhere on the screen to display the call controls.



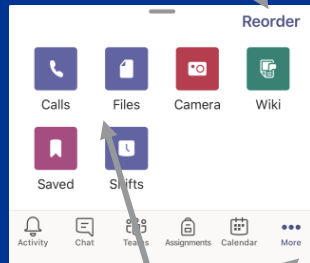
Tap the "... to display more call options.

Making a Teams-to-Teams Call on Mobile



Tap Calls to make a call or view call history, contacts, or voicemails.

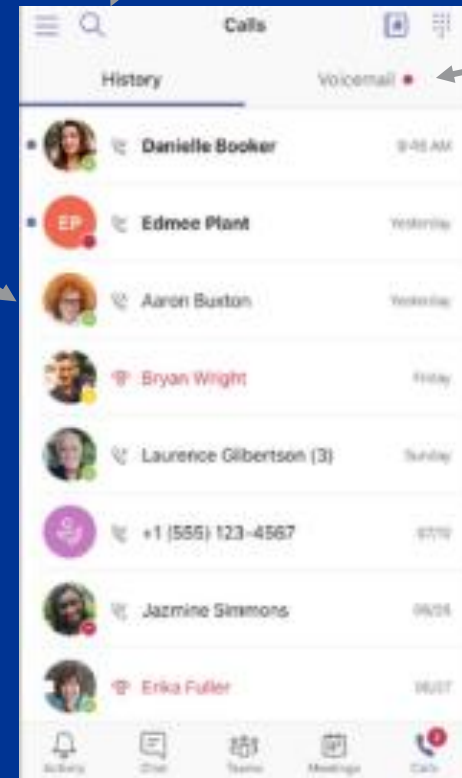
Tap Reorder to rearrange the Teams action shortcuts.



Depending on your existing setting, you may need to tap More to find the Calls option.

You may call a contact by tapping on their Call History listing.

Tap the magnifying glass to search for your Teams contacts.



Access your voicemail messages by tapping the Voicemail tab.

