How to Install Microsoft Teams for iOS Devices

1. Open the App Store app on the iOS device (iPhone or iPad)

2. Click the Search icon at the bottom and search for "Microsoft Teams"

3. Once the search finds Microsoft Teams and is opened, this is the screen that will allow you to download and install the app.
   If you have never downloaded the app, click on "GET" to download the app
   a. You may be asked to use Touch ID, Face ID or enter the password associated with your Apple ID
   b. If you have downloaded the app and deleted it, the cloud icon as shown above will appear. Click on the cloud to download the app again.
   c. If you already have the app installed, the "GET" or cloud will not be there. Rather, you will see the words "OPEN"

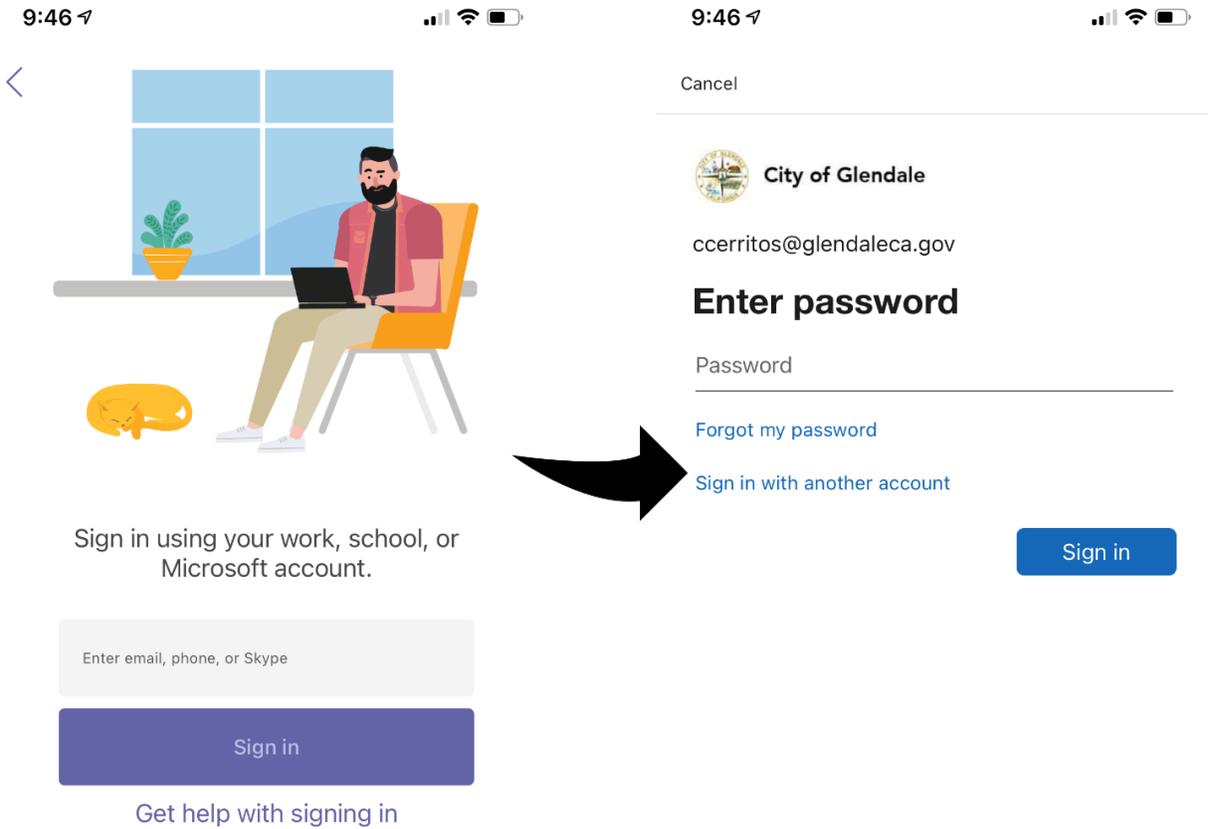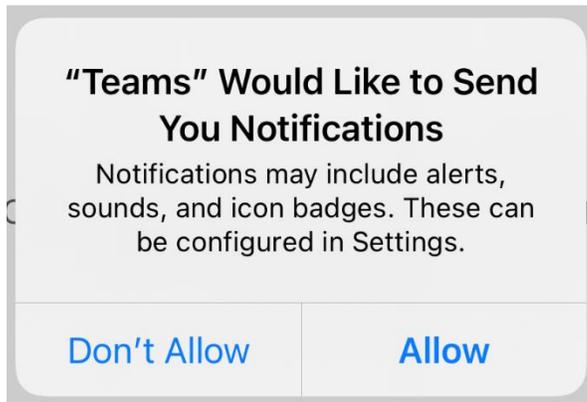4. After the step above has been fulfilled, the app will begin to download and install on your device
5. Once installed, the app icon will look like this on your home screen and be named "Teams"

6. Open the app and Sign in
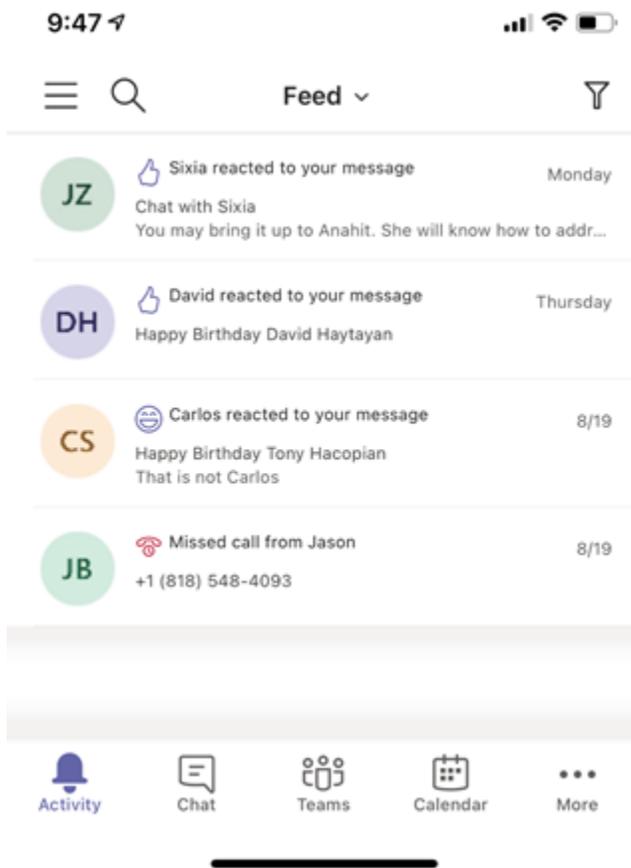   a. Use your City email address and password
   b. Click Sign in

9:46 ⏱

Sign in using your work, school, or Microsoft account.

Enter email, phone, or Skype

Sign in

Get help with signing in

9:46 ⏱

Cancel

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ccerritos@glendaleca.gov

Enter password

Password

Forgot my password

Sign in with another account

Sign in

7. Once signed in, you may be asked to allow "Teams" to access the microphone and/or send you notifications. Click "Allow" for both.

"Teams" Would Like to Send You Notifications

Notifications may include alerts, sounds, and icon badges. These can be configured in Settings.

Don't Allow   Allow

8. Click "Next" through the intro/explanation screens

9. Once you are through the tutorial, the Teams Activity screen will be displayed

10. Click on the hamburger ≡ menu in the upper left-hand corner for more options
    a. You can update your status
    b. Set a status message for your peers to read
    c. Shortcut to configure notifications
    d. Settings (see step 11)
    e. Read what's new with Teams
11. Within Settings you can change Notifications, themes, and sign out

If you have any questions, please contact the ISD Help Desk at help@glendaleca.gov or (818) 548-4085