

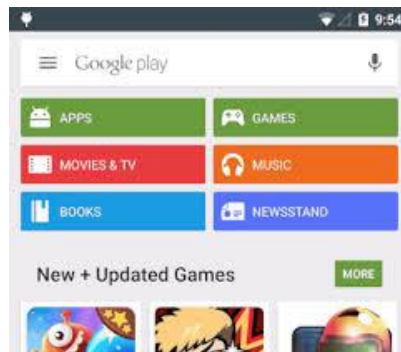
External Providers – Guidance how to install Microsoft Teams

Android Devices

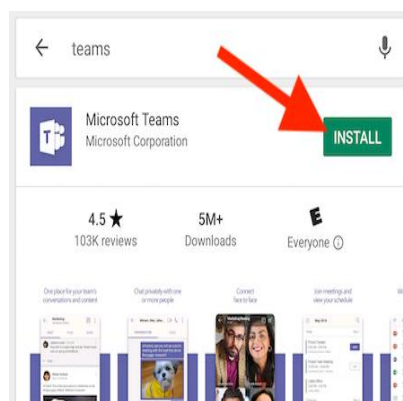
Open the Google Play Store on your Android Device:



Tap the search icon in the Google Play Store and then enter '**Microsoft Teams**':



Tap the **install** button to **install** the app on to your device:



Once Microsoft Teams has finished downloading/installing, tap the Open button on the **Microsoft Teams app**.



<https://blogema.org/amp/how-to-use-microsoft-teams-app-on-iphone-android/>

Enter your email address/phone number, if you are using an organisation email address/organisation phone number check with your ICT/IT department as they may have some permissions to activate.

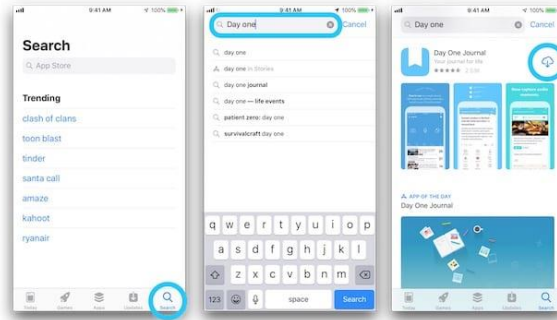
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Apple I-Phones

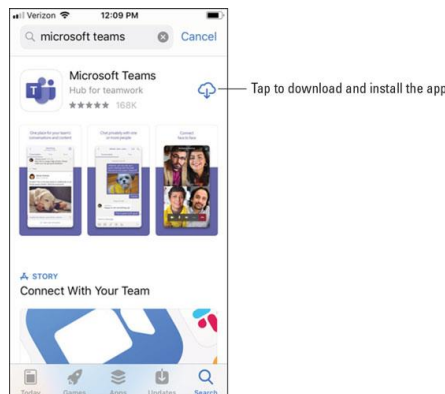
Open the Apple Apps Store:



Tap the search icon in the Apple Apps Store:



Tap the **install** button to **install** the app on your device:



Once Microsoft Teams has finished downloading/installing, tap the open button on **Microsoft Teams app**.



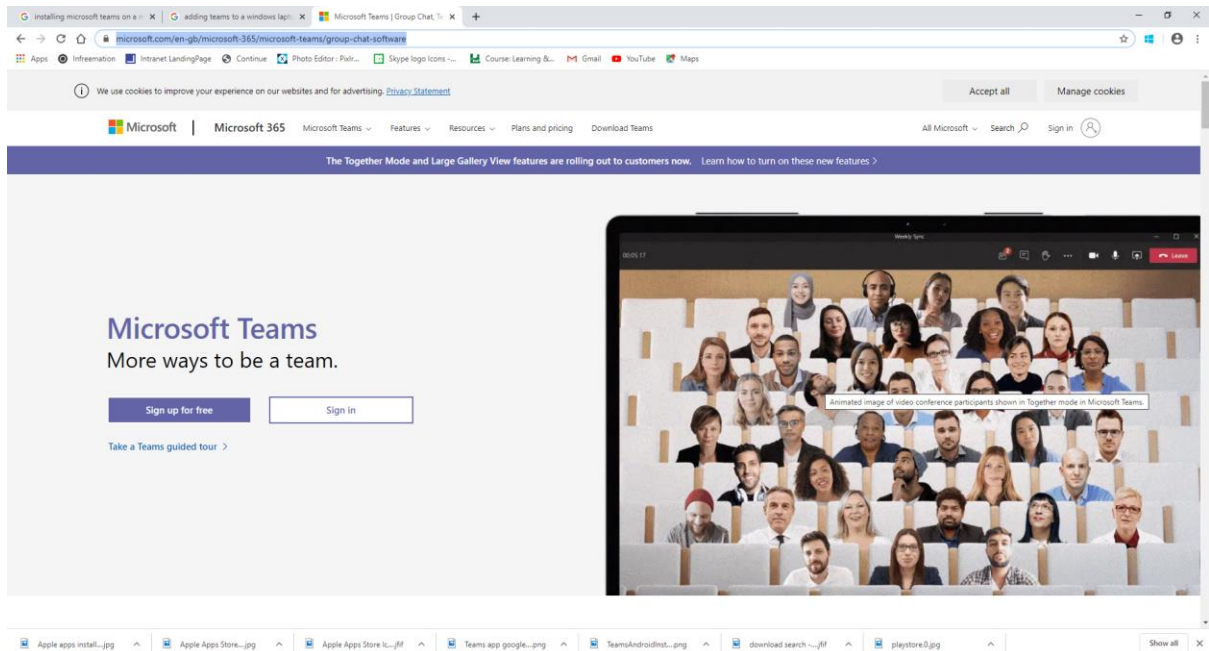
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Adding Microsoft Teams to your laptop:

You can either download the application from the Microsoft website:

<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/group-chat-software>



If you already have the application on your laptop or tablet ensure you sign into the Microsoft teams app. Depending you organisation check with your ICT/IT department before installations are taking place on your laptop.