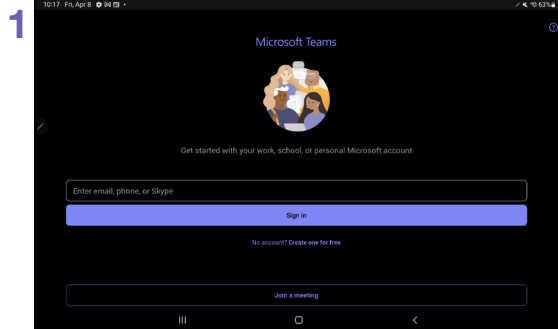


## Installing Microsoft Teams for Android

The **Microsoft Teams** mobile application can be downloaded from the *Google Play Store* on your *Android* device. To install *Microsoft Teams* to your Android mobile device or tablet, *navigate* to the **Google Play Store** and select the **Search** icon. In the *search box*, enter **Microsoft Teams** and then click the **Install** button next to the *Microsoft Teams* app.

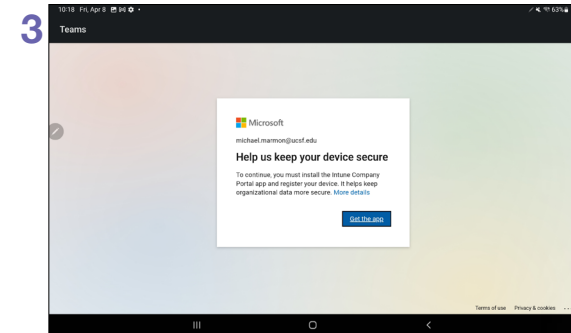
**NOTE:** To use Microsoft Teams on your Android device, you will need to *download* and *install* the **Intune Company Portal** app as well.



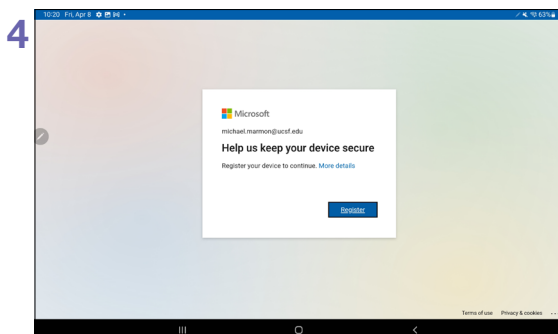
1 After loading *Teams*, you will be prompted to **login** with your **UCSF** username and **password**.



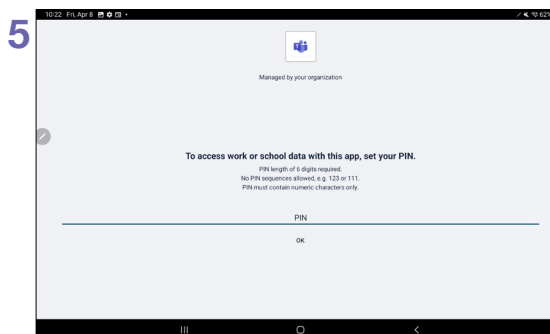
2 A **UCSF** login screen will load and you will be **required** to login with your **UCSF** username and **password**. You will need to accept a **Duo Push** request for this device.



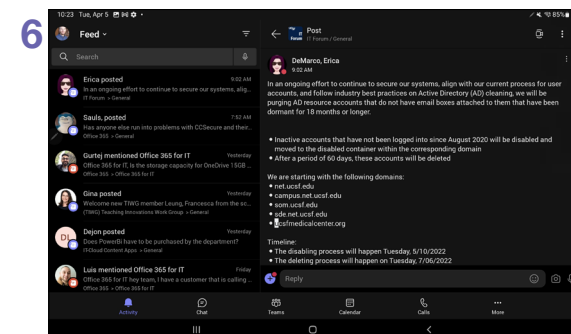
3 If the **Intune Company Portal** app is not installed, select the **Get the App** button to **download** the *application*.



4 Click the **Register** button to complete the *registration* process with the *Intune Company Portal*.



5 Once registered, enter a **PIN** number to *secure* *Teams* on your device. You will **confirm** the *PIN* after clicking **OK**.



6 After clicking **Next** through the next *four* *screens*, your **Activity Feed** will load in *Teams*. **Congrats**, you have installed **MS Teams**!

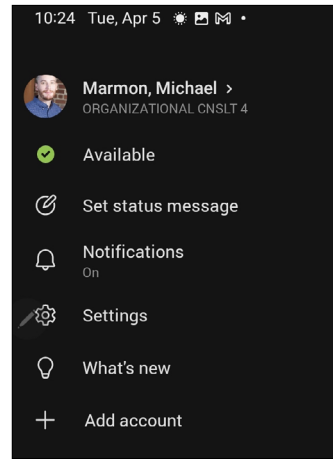
# Getting Started with Microsoft Teams Mobile

## Settings

Select your **Profile Picture** (or initials icon) to access the *settings* for Teams.

On this screen, you can change your **Status** or set a **Status message**. You can also *enable notifications*.

Select the **Settings** link to adjust other settings for Microsoft Teams.



## Navigation




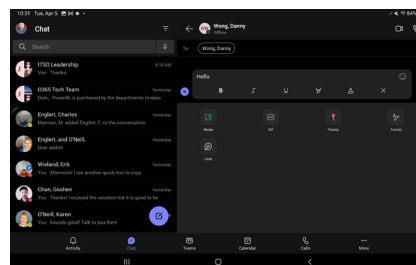
The *navigation* in Teams is located at the **bottom** of the application. You can easily access your *Activity Feed*, *Chat*, *Teams* and *Calendar* by selecting the *applicable* tab.

Once selected, the related screen will open above the navigation bar.


## Meetings

Teams mobile application supports the use of *Teams meeting add-ins*.

To start a **Teams Meeting**, simply click the  icon in the right corner of a **Chat**.




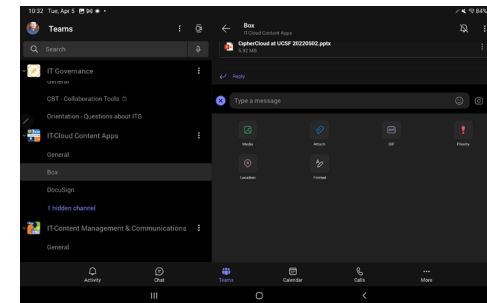
## Sending a Chat

To send a *chat* to another user in Teams is easy. Select the **Chat** tab and then  button to open a chat window.

**Enter** and then **tap** the **User's name** to *add* them to a chat.

Select the **+** for additional options including **Media** and **Format** to enhance your message.


Click the  icon to **send** the message.



## Creating a Channel Post

To create a *channel post*, select the **Teams** icon and then select the **channel name** under the desired **Team**.

Once in the *channel*, click the **New Post** button to enter your post. The **+** icon can be selected to **attach files** and **format your post** among other options.

Click the  icon to **post** the message to the channel.

