

Using Teams on Mobile

When you click on the meeting link, Teams will prompt you to download the app. Once you download the app, go back to the meeting link and click on it. You will be directed to the Teams landing page.

Select either “Join as a guest” or “Sign in and join.” If you don’t have a Microsoft account, select “Join as a guest” and type your name when prompted.

Microsoft Teams



Meeting time!
How would you like to join?

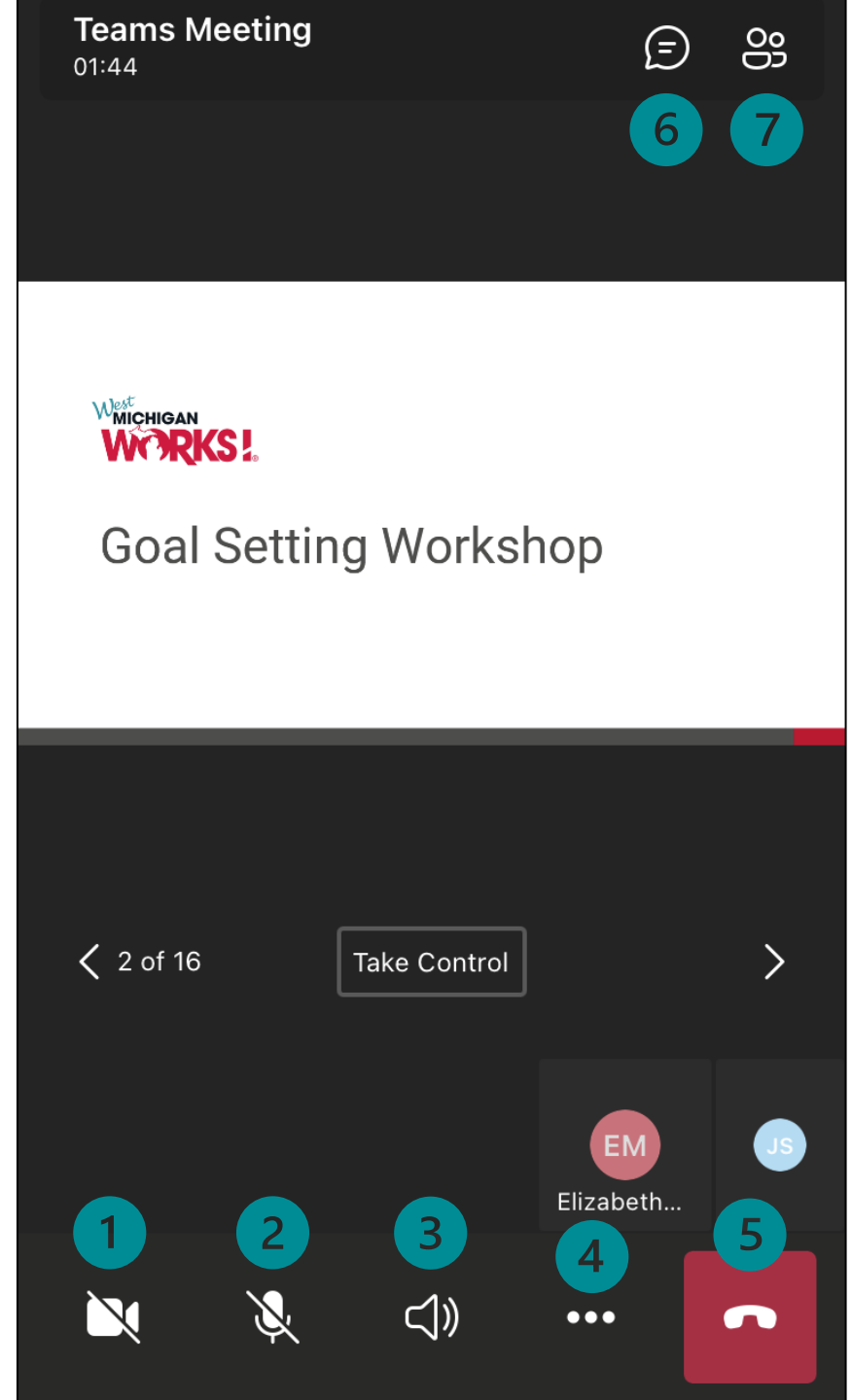
Join as a guest

Sign in and join


Teams Toolbar on Mobile

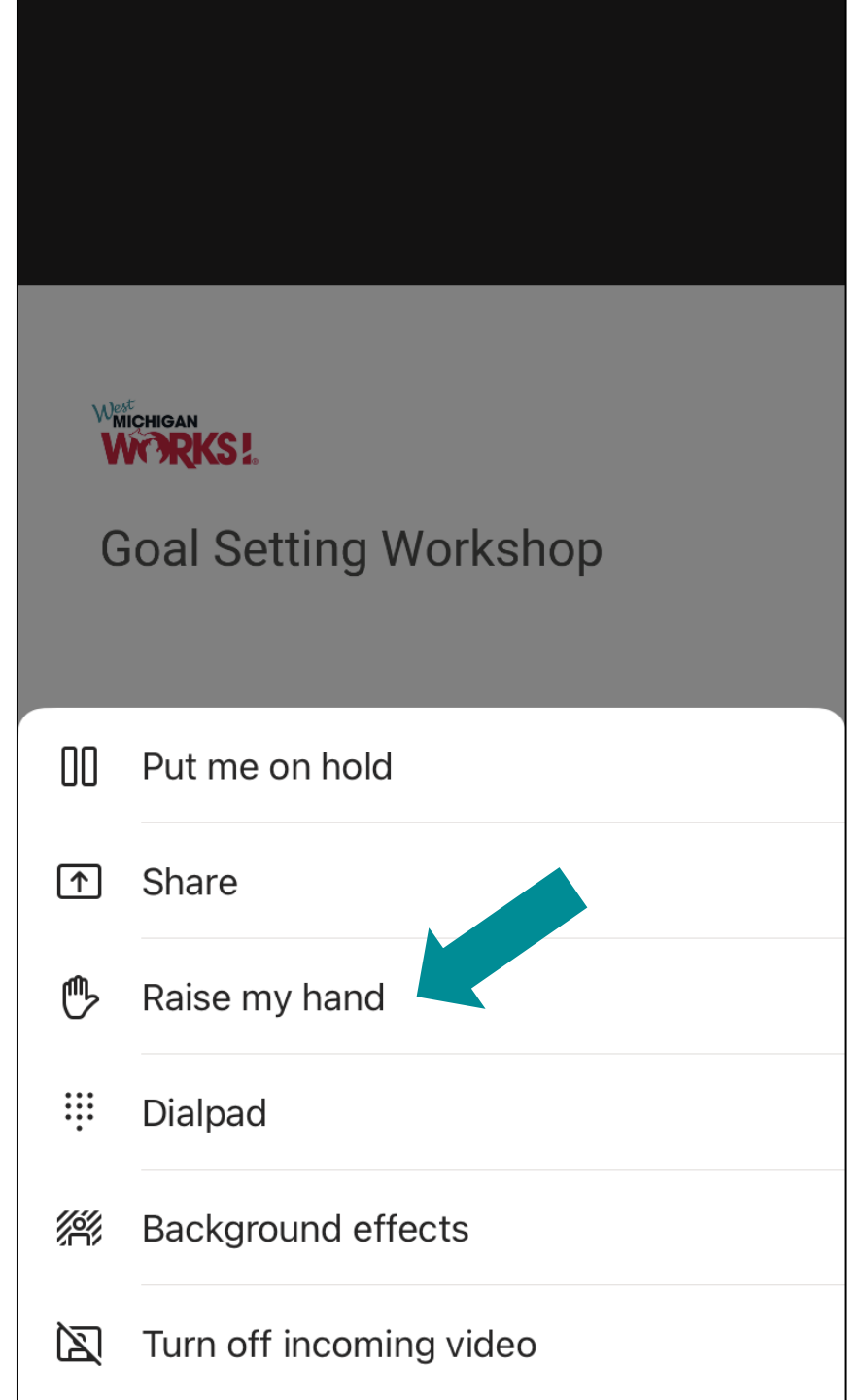
1. Show/Hide Your Video
2. Mute/Unmute Your Microphone
3. Turn Audio On/Off
4. Additional Options (including Raise My Hand)
5. Leave Meeting
6. Open Chat*
7. Show Participant List*

*If you don't see the Chat and Participant List icons at the top, tap your screen to make them appear.



Raise Your Hand

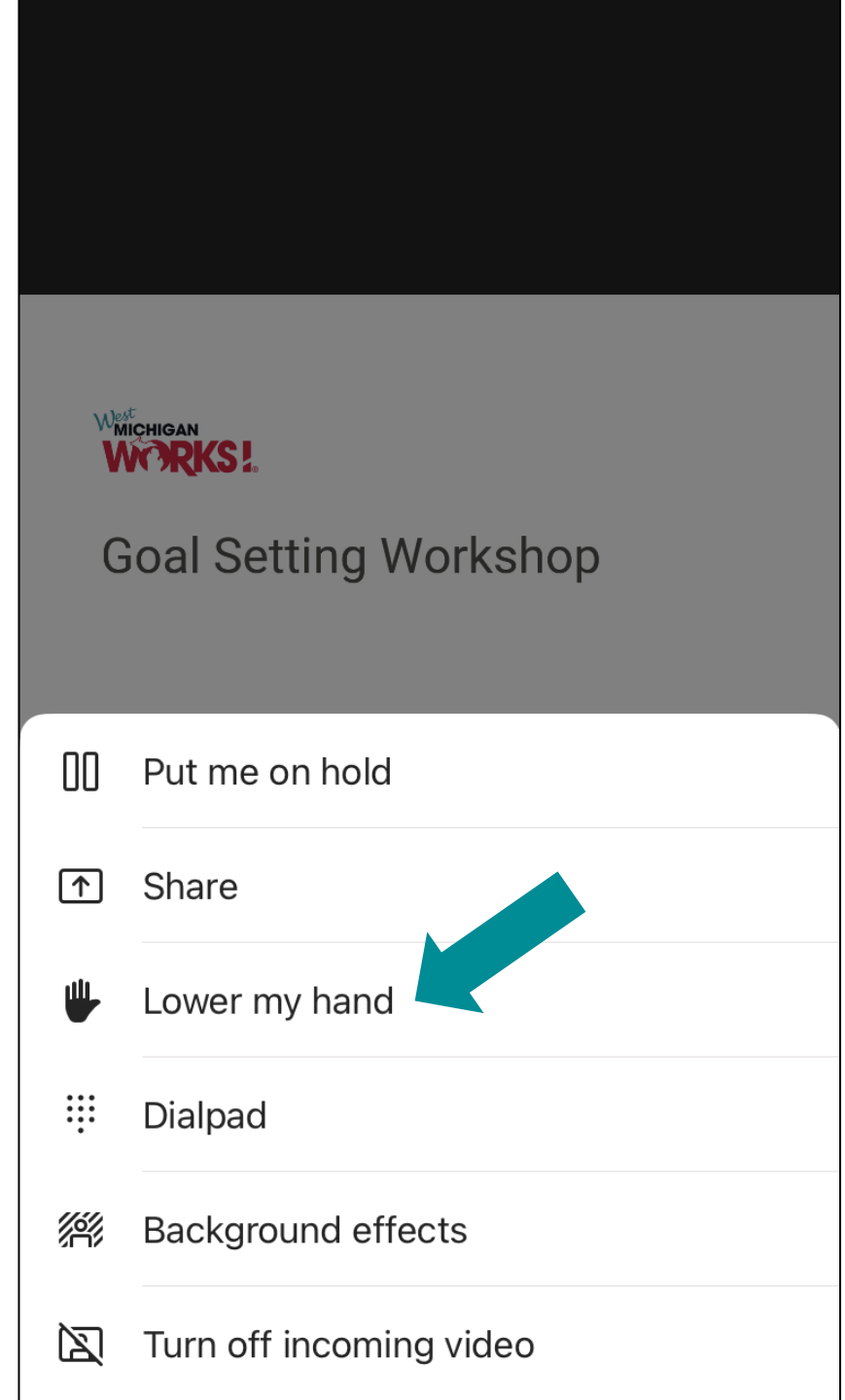
To virtually raise your hand, tap the Additional Options icon  and then select Raise My Hand.




Lower Your Hand

Tap Lower My Hand to put your hand down.

To make the Additional Options disappear, tap near the top of your screen.



Using the Chat

To open the chat, tap the Chat icon . If you don't see the Chat icon, tap your screen once to make it appear at the top.

Type your message and then tap the Send button. Once you hit send, everyone will be able to see your message.

To return to the presentation screen, tap the arrow button in the top left corner.

