

Microsoft Teams Mobile App for Android

*UIT is not responsible for charges incurred when using
the Microsoft Teams mobile app on your smart phone.*

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Microsoft Teams for Android

A Microsoft Teams mobile app is available for Android devices through the Google Play Store. If you use the app to make or receive UH calls, your personal phone number will remain private. Caller ID will display the same information that appears when placing a call from your campus phone.

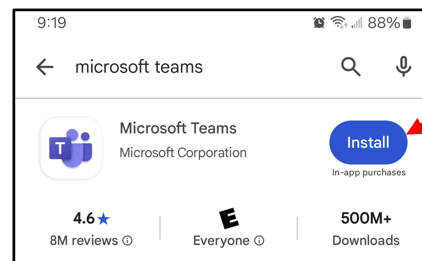
Features of the mobile app include:

- Set and view presence status
- Search for people and contacts
- Start a chat
- Join a Teams meeting
- View shared content, applications, or screen sharing
- Start a group chat
- Transfer calls
- Access voicemail

Install Microsoft Teams

To install the Microsoft Teams mobile app on your phone:

1. Using your phone, access the **Google Play store**.
2. Search for **Microsoft Teams**.
3. Tap **Install**.



Sign into Microsoft Teams

1. In the Sign in Address field, enter **CougarNetID@cougarnet.uh.edu** (your full Microsoft 365 email address).
2. Tap **Next**.
3. Enter your **CougarNet password**.
4. Tap **Sign in**.
5. Tap the **Approve Sign-in prompt** from **Microsoft Authenticator**.
6. Tap **Yes**.

Note: For the initial sign in you will need to tap the next few prompts (Next and Got it!).

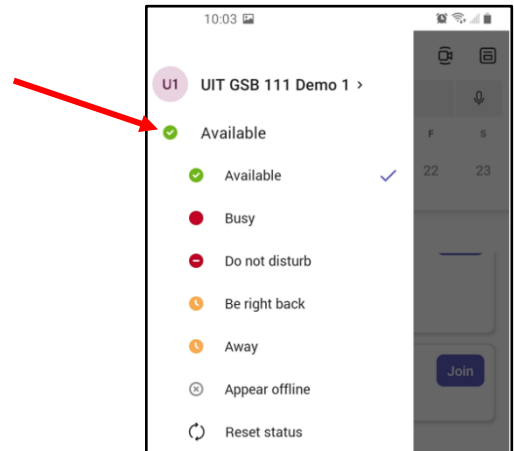
NOTE: To prevent receiving calls after hours, sign out of the Microsoft Teams mobile app. To sign out, tap your profile picture, go to Settings, and select Sign Out.

Manage Your Presence and Message Status

To change your Profile status

You can change your status from **Available** to **Busy**, **Do not disturb**, **Be right back**, or **Away**.

1. Tap your **Profile picture**.
2. Tap the current **Status** to view other options.
3. Select your **desired status**.

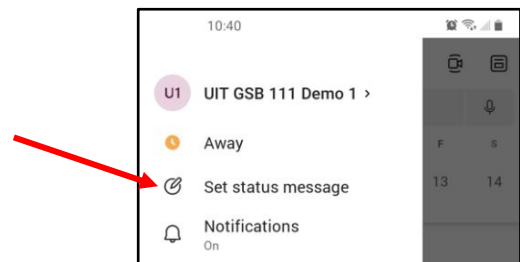


To enter your Profile message note

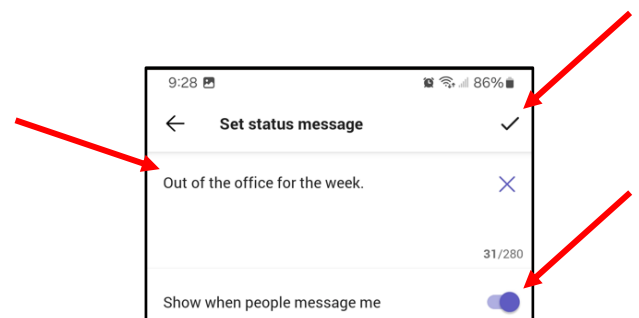
Enter information or a message you would like others to see.

To change your note:

1. Tap your **profile picture**.
2. Tap **Set status message**.

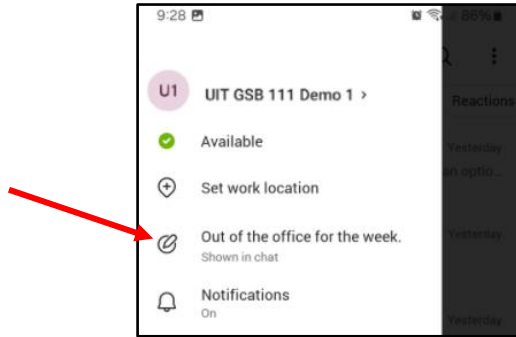


3. Enter a **note**.
4. Tap **Show when people message me**.
5. Tap the **Checkmark**.

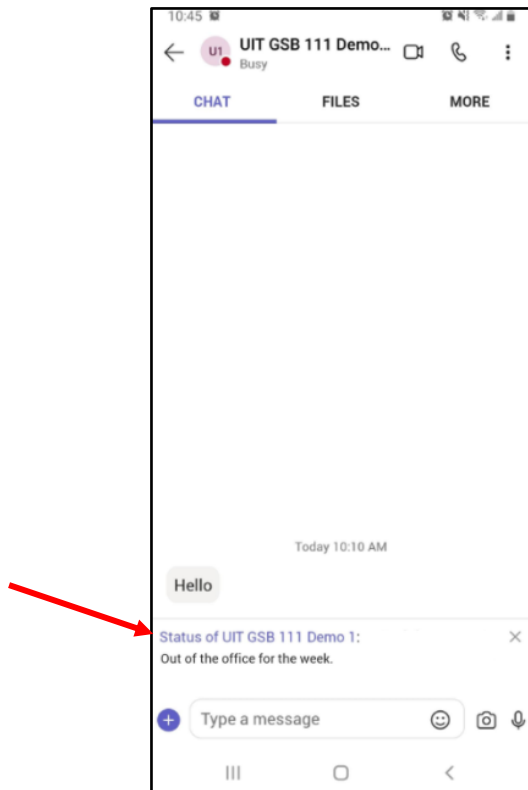


Note: Here are images of what the status message looks like.

- From the main account it would look like this in the Mobile app.



- From the main account of another user, it would look like this in the Mobile app.

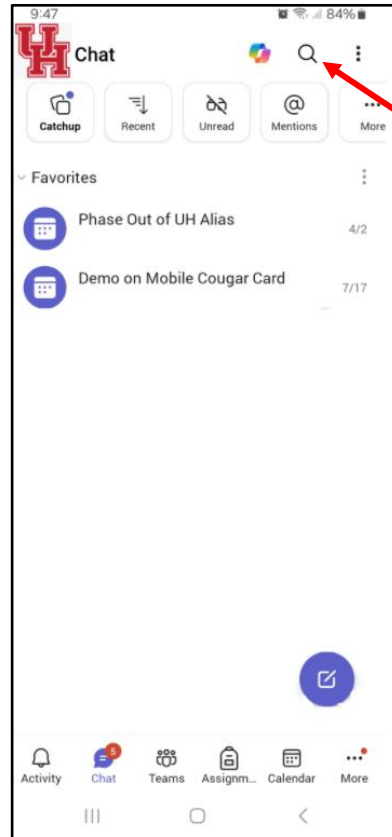


Search for People and View Contact Information

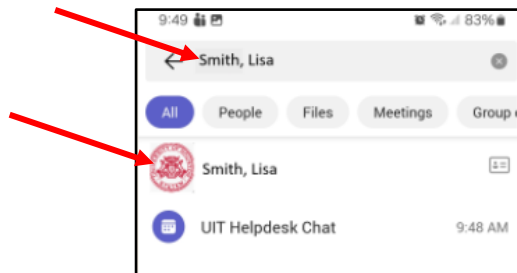
To search for a contact

Your Microsoft Teams contacts are the same on all devices where you use Microsoft Teams.

1. Tap the **Search** icon.



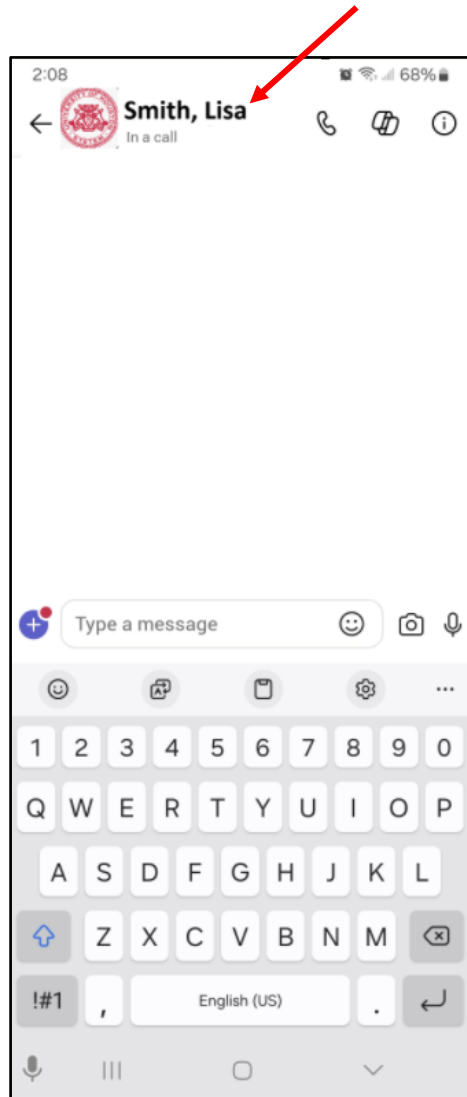
2. In the Search field, enter a **name**.
3. Tap the **person's name**.



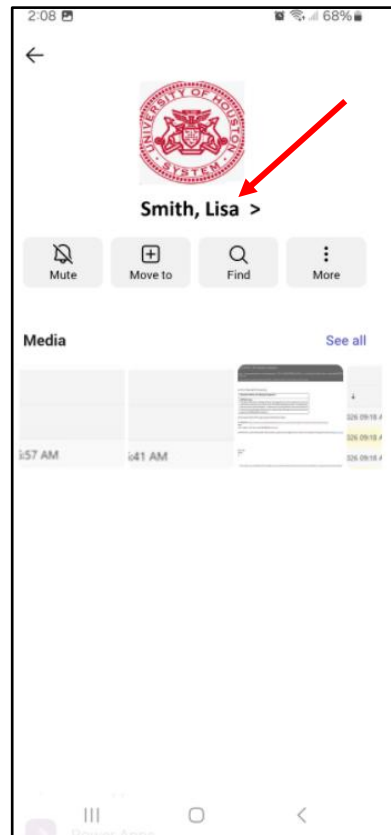
Viewing a Contact Card

To view the Contact Card of a person you have searched for:

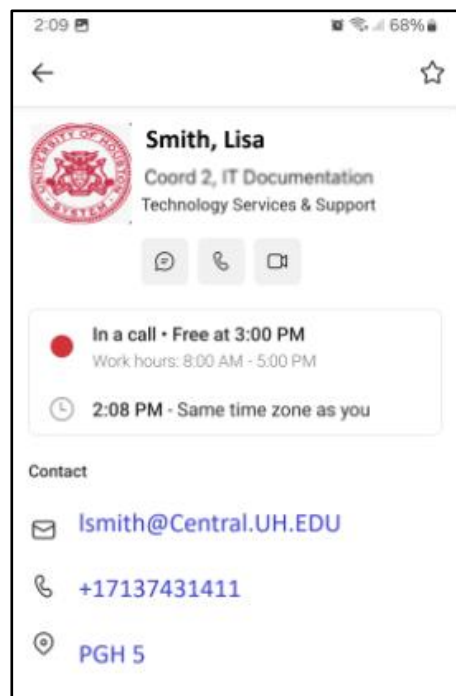
1. Tap the **person's** name.



2. Tap the **person's** name again.



Note: The contact card displays the person's details, including when they were last active online.

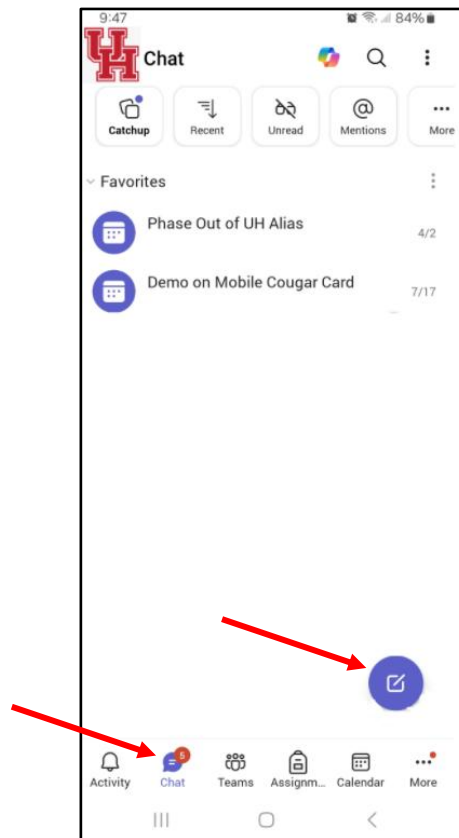


Start a Chat

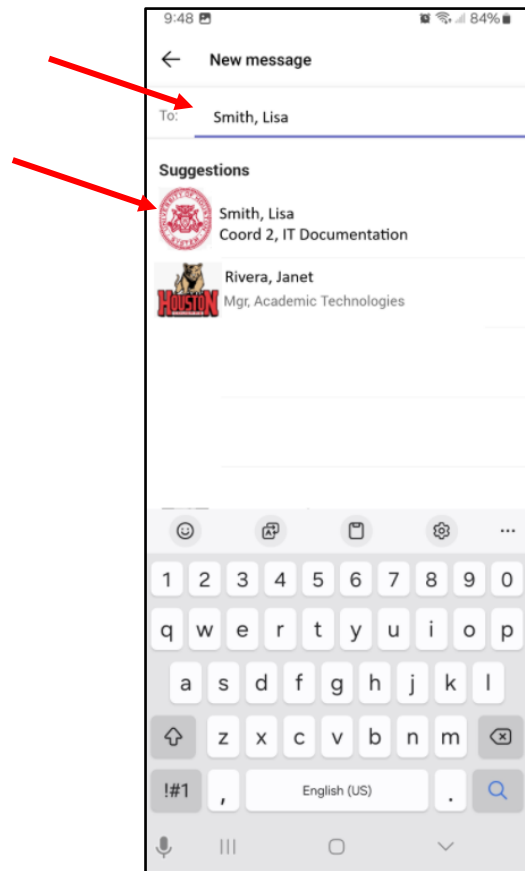
There are several ways to start a chat. You can tap the Search icon at the top of the screen to find a contact or tap Chat and then select the New Message button. In this example, the Chat option is used.

To start a new chat:

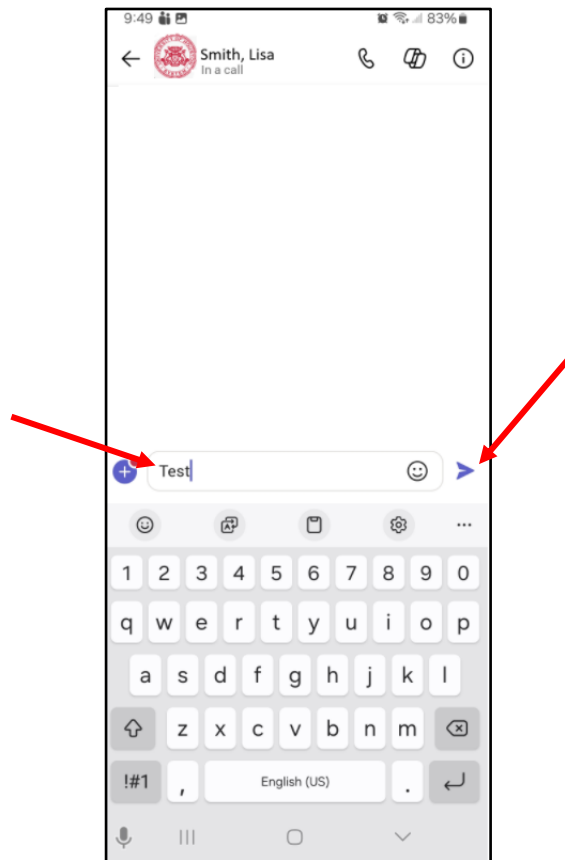
1. Tap **Chat**.
2. Tap **New message**.



3. In the Search field, enter a **name**.
4. Tap the **person's** name.



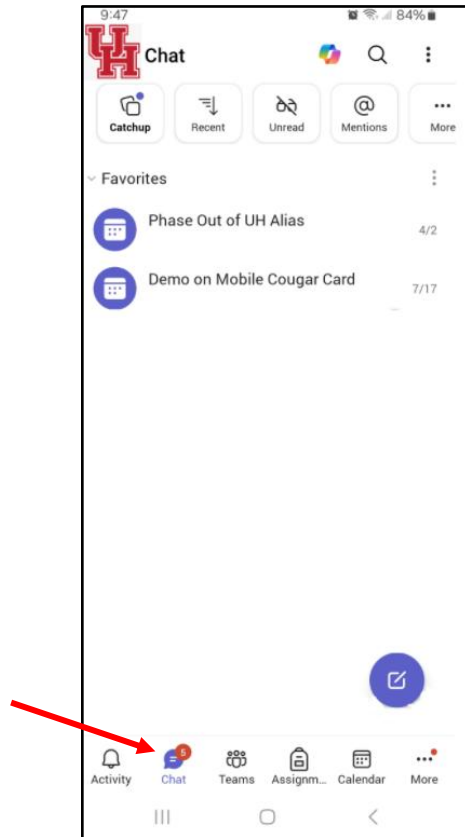
5. Enter a **message**, then tap the **arrow** to send it.



Receive a Chat Message

When someone sends you a chat message, Teams displays a notification to alert you to the new message.

- To view a chat message, tap the Chat notification at the bottom of the screen.



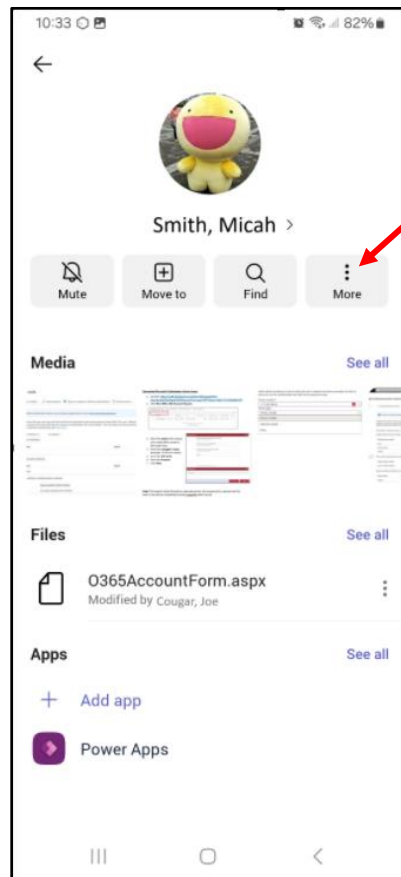
Add People to an Existing Chat Conversation

To add someone to an existing chat conversation:

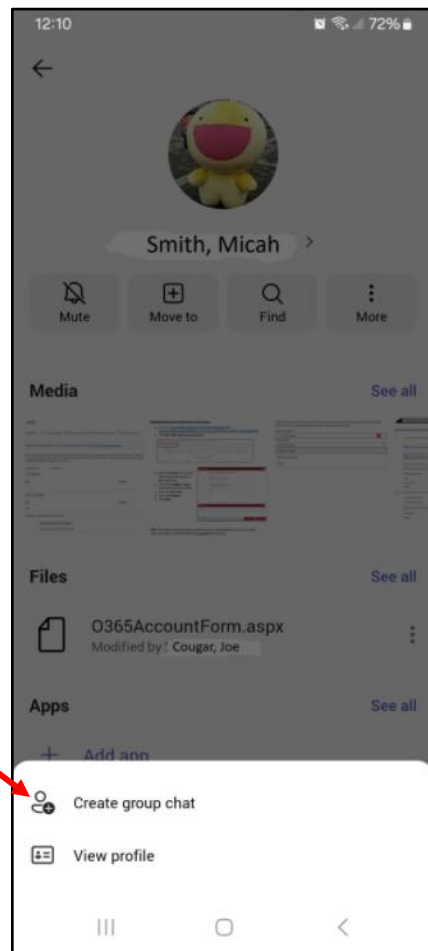
1. From the chat conversation screen, tap the **i** icon in the upper-right corner.



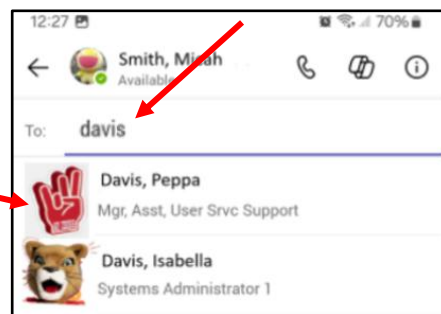
2. Tap **More**.



3. Tap **Create group chat**.



4. Enter the name of the **person** you want to invite.
5. Tap the **person's name**.



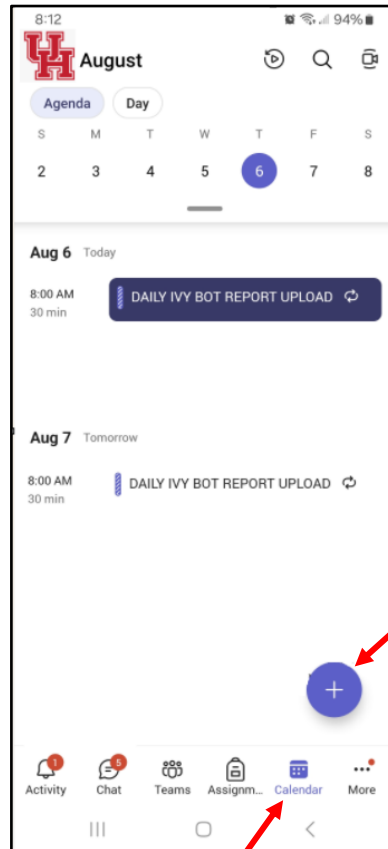
Note: Once the first message is sent, the group chat opens and notifies all added participants.



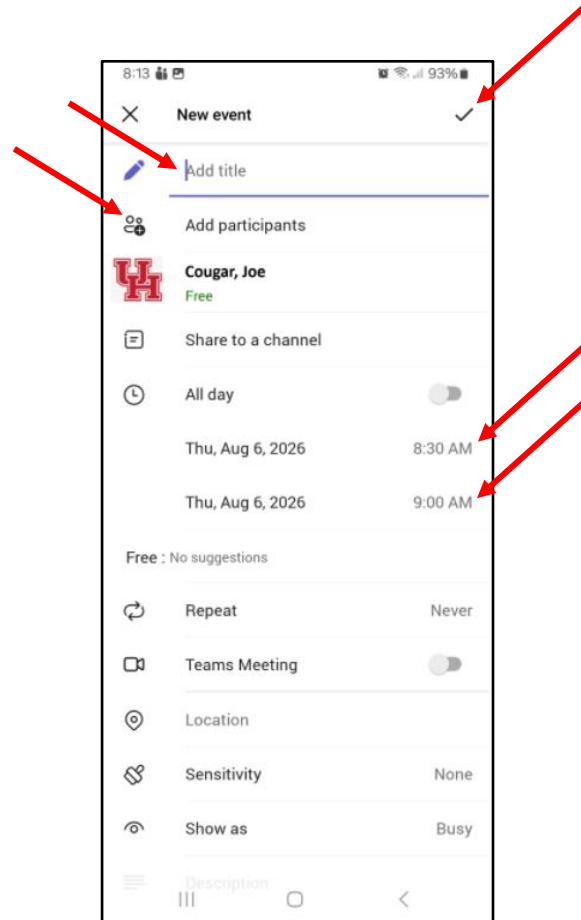
Teams Meetings

To schedule a meeting

1. Tap **Calendar**.
2. Tap the **plus** symbol.



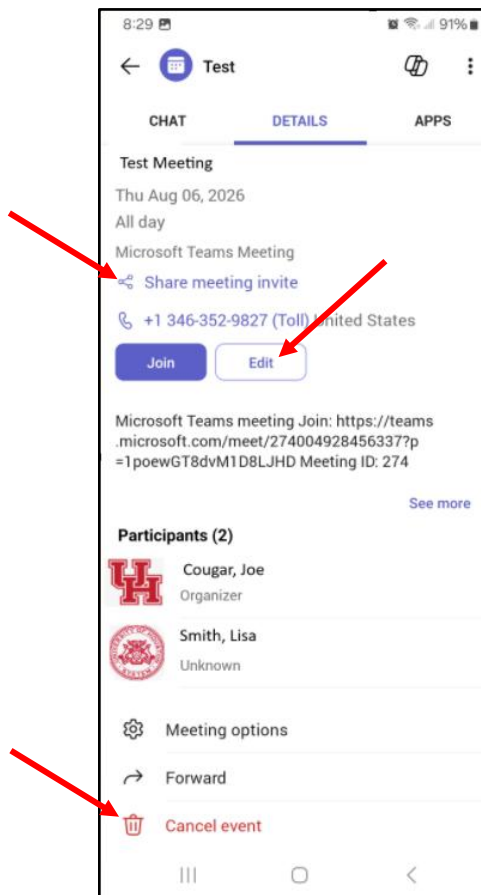
3. Add meeting **details**:
 - Title
 - Participants
 - Start/end time
4. Tap the **checkmark** when done.



Note: After the meeting is created, everyone invited will receive an email notification with the option to accept or decline the invitation.

To edit, cancel or share a calendar event

1. Tap the **event** in Calendar to open it.
2. Select either **Edit**, **Cancel event**, or **Share meeting invite**.

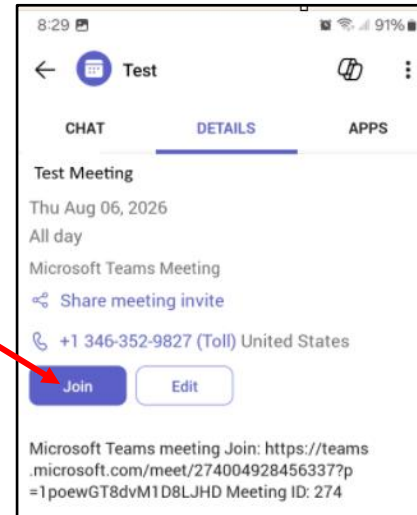


Joining a Meeting

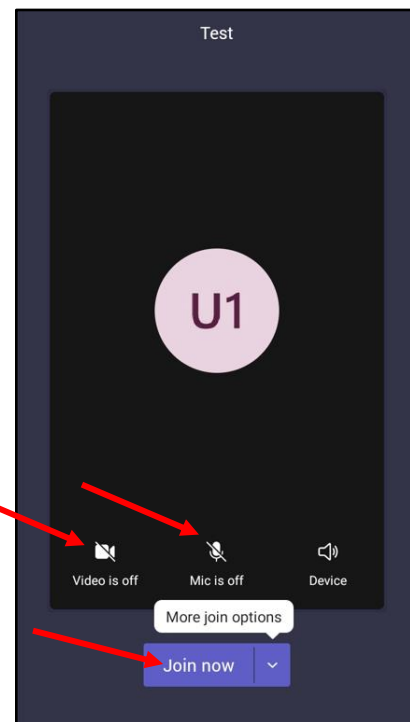
Use your Android phone to join Microsoft Teams meetings with audio and video. You can also view shared content during the meeting, including screens, applications, and presentations.

To join a meeting:

1. In your Calendar, open the desired **Meeting**.
2. Tap **Join**.



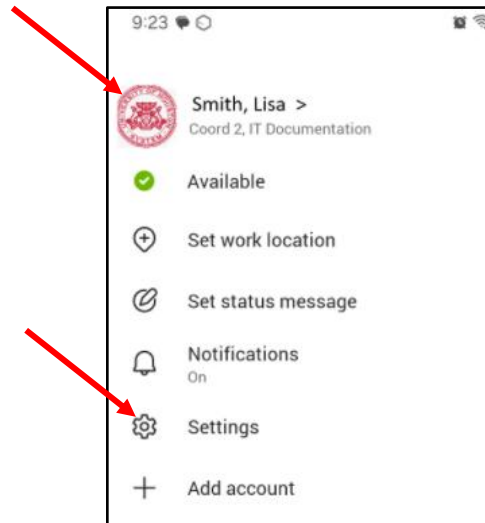
3. Tap **Allow**.
4. Tap either **Mic** or **Video**.
5. Tap **Join now**.



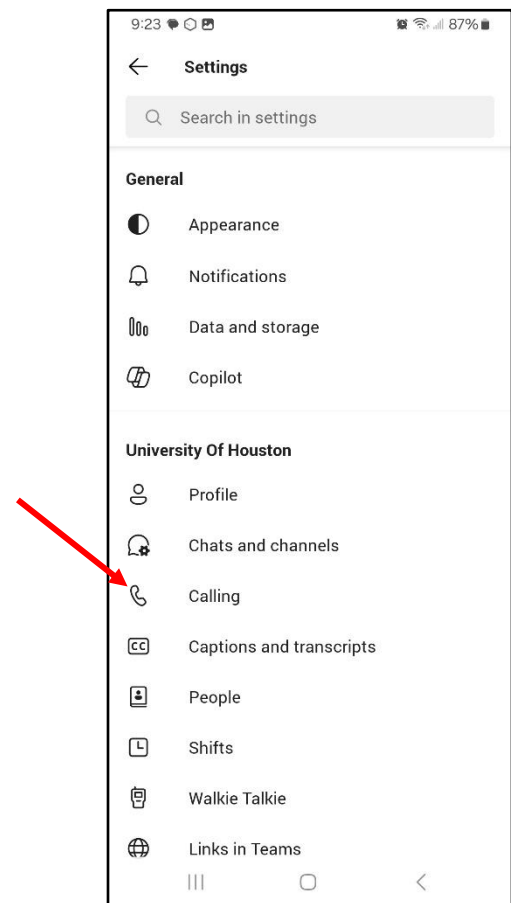
Manage Call Forwarding

To forward your call:

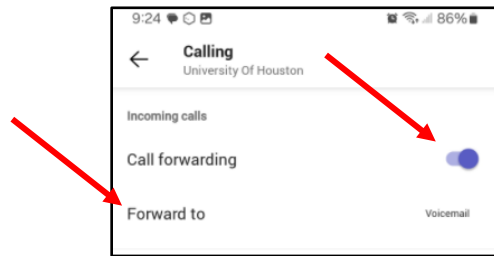
1. Tap your **Profile picture**.
2. Tap **Settings**.



3. Tap **Calling**.



4. Tap **Call Forwarding**.
5. Tap **Forward to**.



6. Choose a **forwarding** option.

