

Microsoft Teams Mobile App for iPhone

*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 iPhone

The Microsoft Teams app is available for free in the Apple App Store. When you use the app to make or receive UH calls, your personal phone number remains private. Instead, caller ID displays the same information that appears when calling from your campus phone.

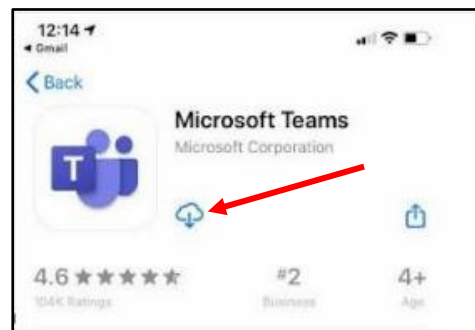
Features of the mobile app include:

- 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 app on your phone:

1. Go to the **App 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**.

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

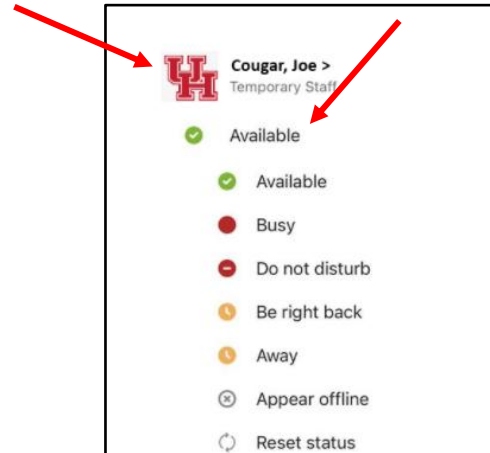
Note: To prevent receiving calls after hours, sign out of the Microsoft Teams mobile app. To sign out, tap your profile picture, go to Settings, and select Sign Out.

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 current **Status** to view more options.
3. Select your **desired status**.

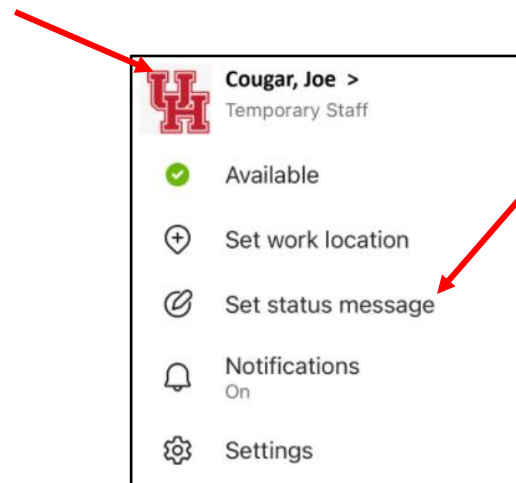


To enter your Profile message note

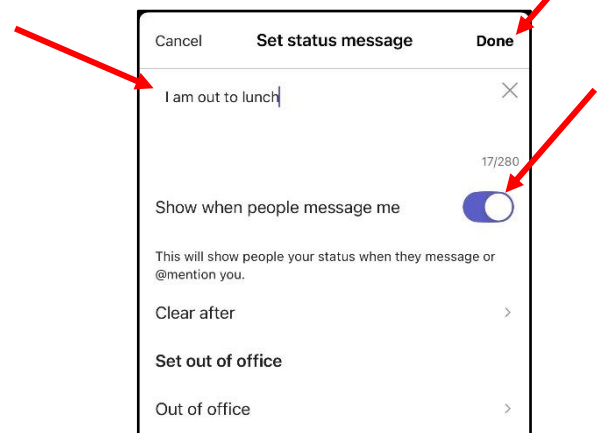
Enter information or a message you would like others to see.

To change your note:

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

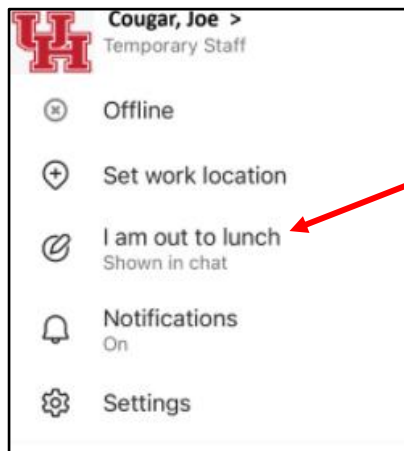


3. Enter a **note**.
4. Tap **Show when people message me**.
5. Tap **Done**.

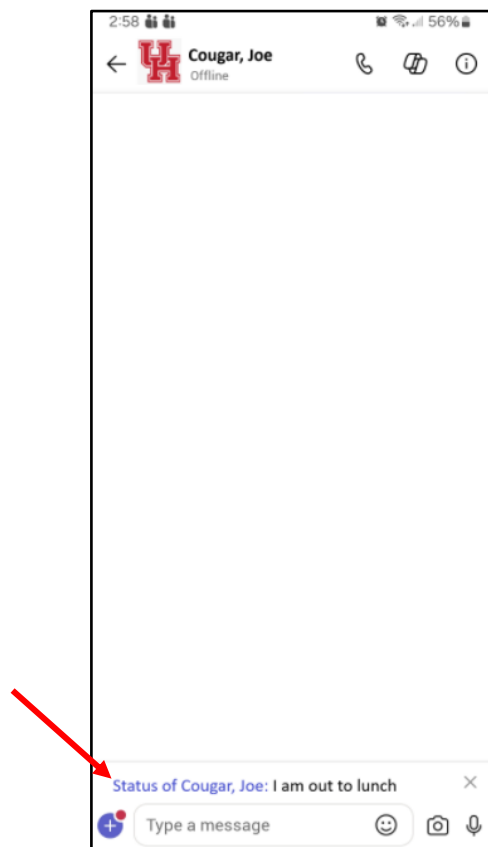


Note: The images below show what a profile status message looks like.

- 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.

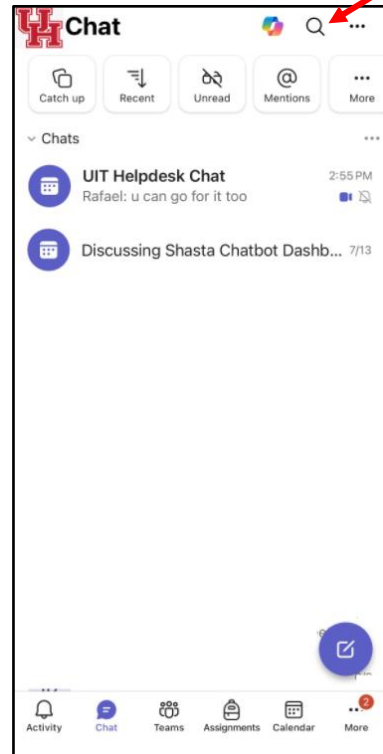


Search for People and View Contact Information

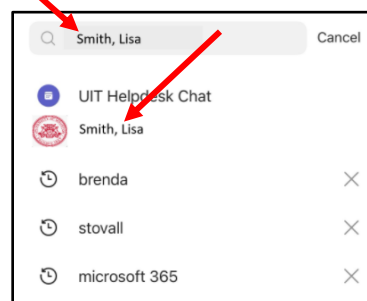
To search for a contact

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

1. Tap the **Search** icon.



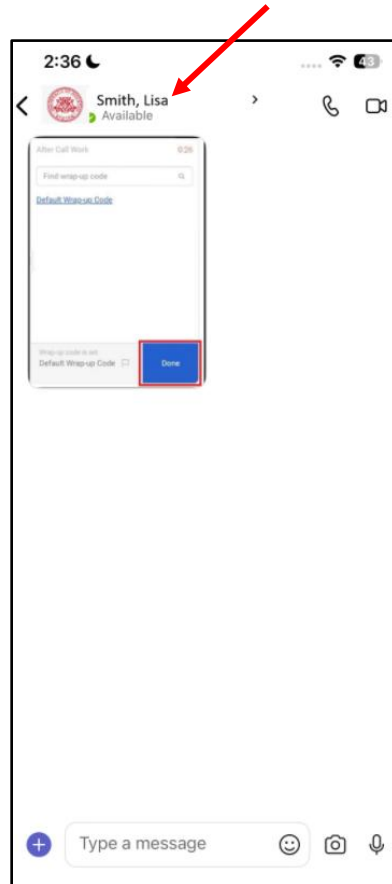
2. In the Search field, enter a **name**.
3. Tap the **person's name**.



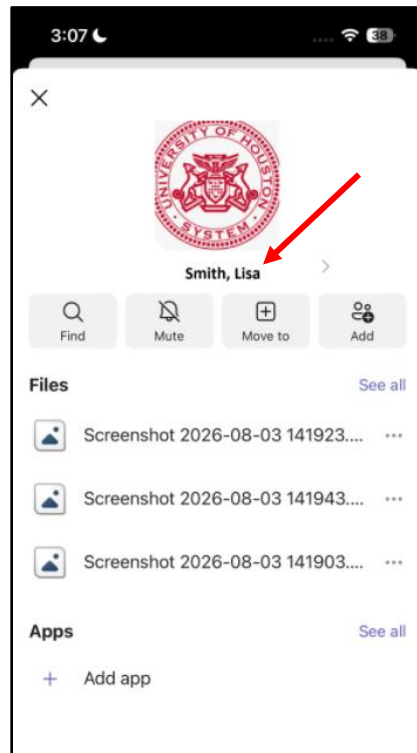
Viewing a Contact Card

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

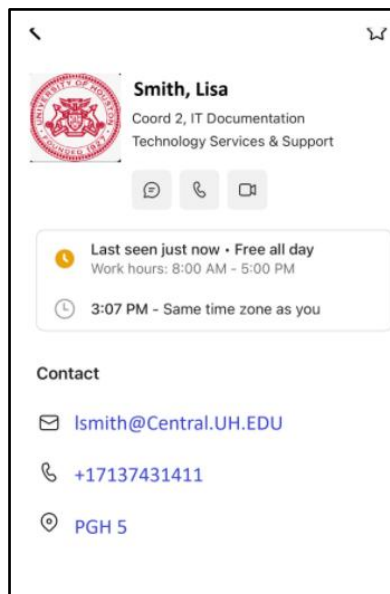
1. Tap the **person's** name.



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



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

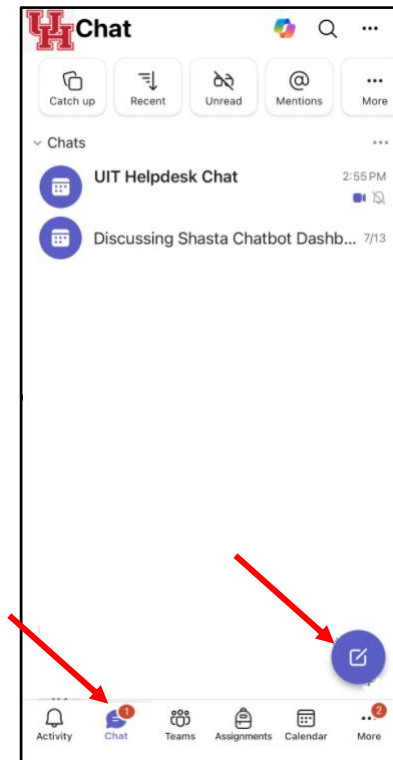


Start a Chat

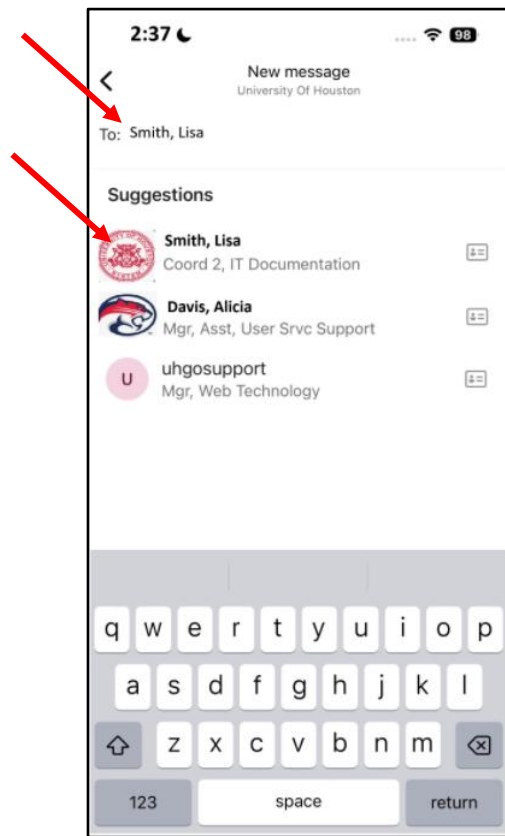
There are several ways to start a chat. You can tap the Search icon at the top of the screen to find a contact or tap Chat and then select the New Message button. In this example, the Chat option is used.

To start a new chat:

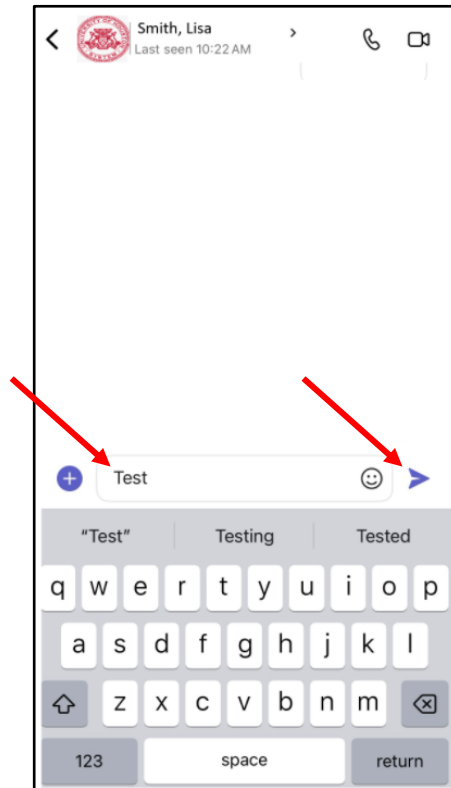
1. Tap **Chat**.
2. Tap **New message**.



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



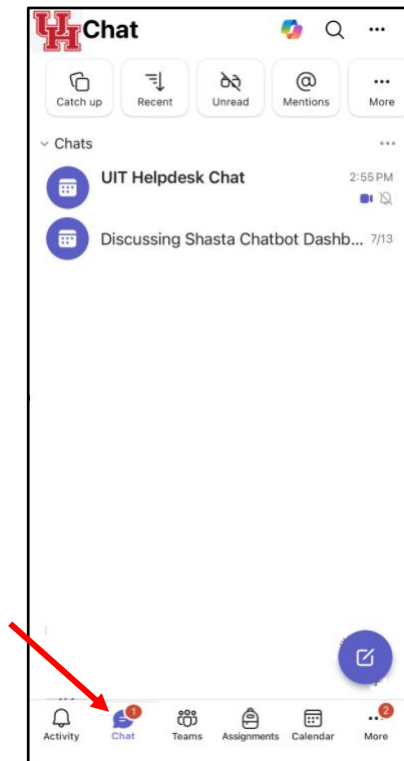
5. Enter a **message**, then tap the **arrow** to send it.



Receive a Chat Message

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

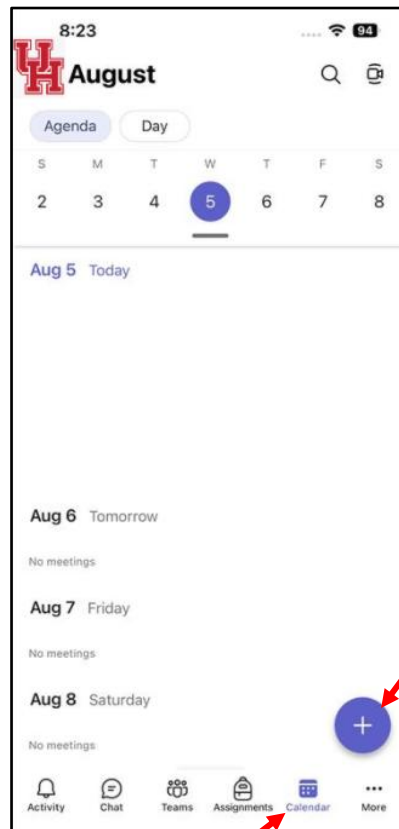
- To view a chat message, tap the **Chat** notification at the bottom of the screen.



Teams Meetings

To schedule a meeting

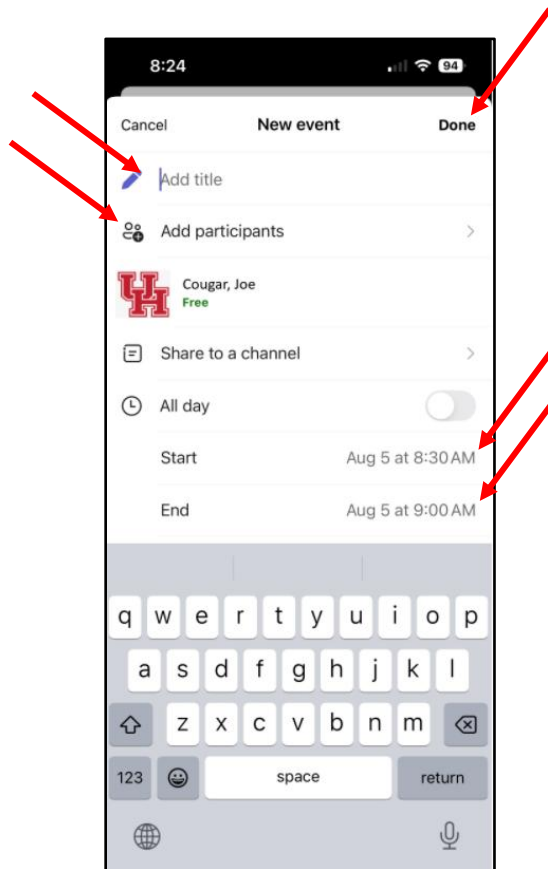
1. Tap **Calendar**.
2. Tap the **plus** symbol.



3. Add meeting **details**:

- Title
- Participants
- Start/end time

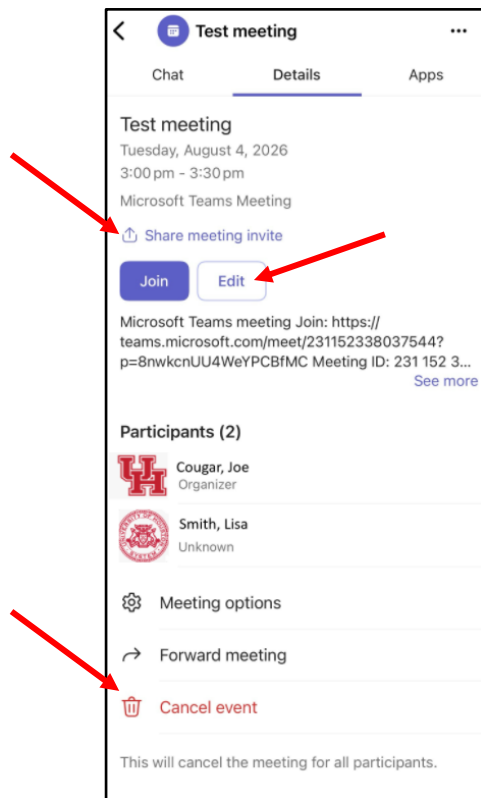
4. Tap **Done**.



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**.

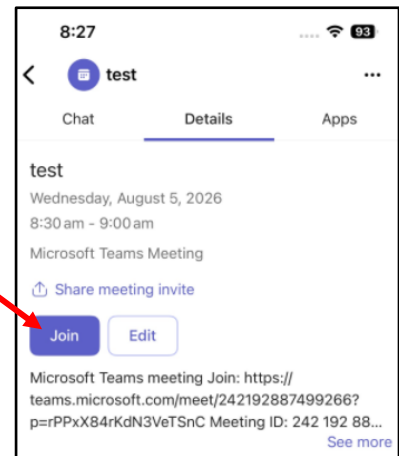


To join a Meeting

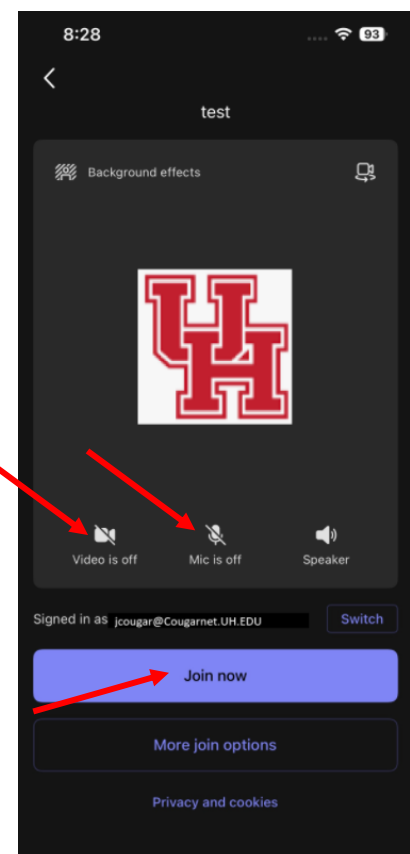
Use your iPhone to join Microsoft Teams meetings with audio and video. During a meeting, you can also view shared content, such as screens, applications, and presentations.

To join a meeting:

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



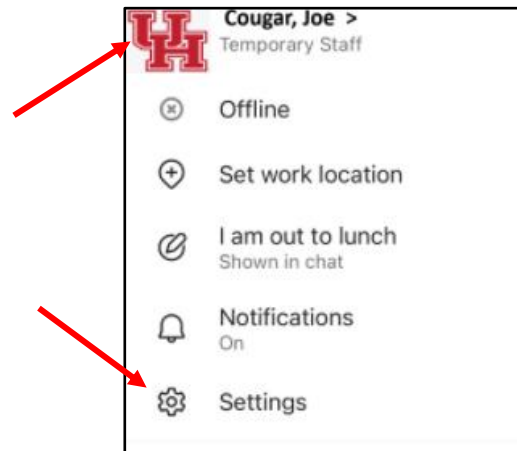
3. Tap **Allow**.
4. Tap either **Mic** or **Video**.
5. Tap **Join now**.



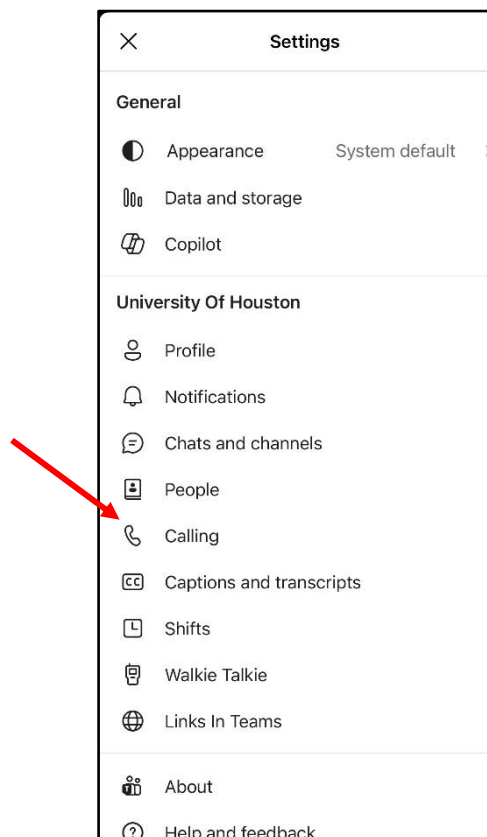
Manage Call Forwarding

To forward a call:

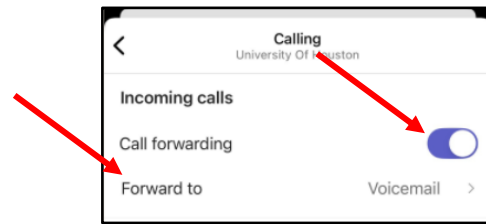
1. Tap your **Profile picture**.
2. Tap **Settings**.



3. Tap **Calling**.



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



6. Choose a **forwarding** option.

