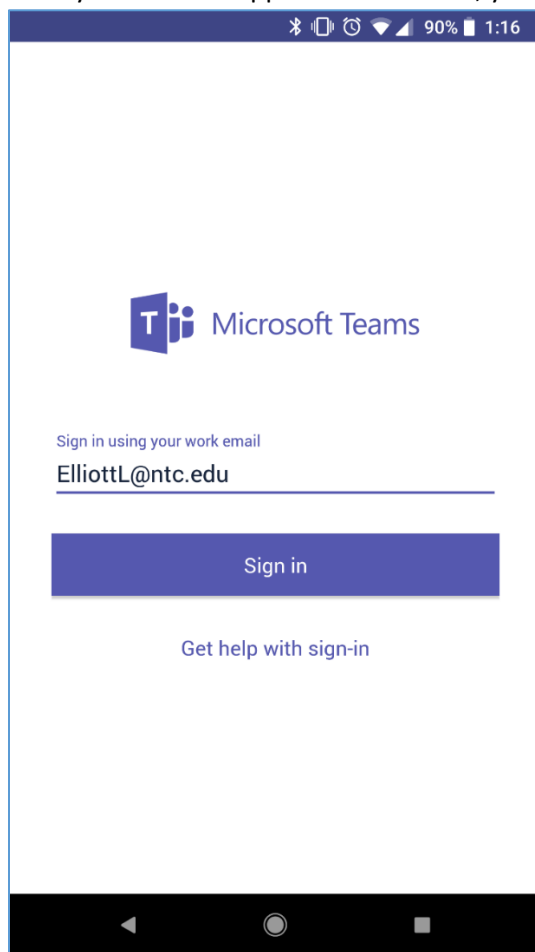


Microsoft Teams

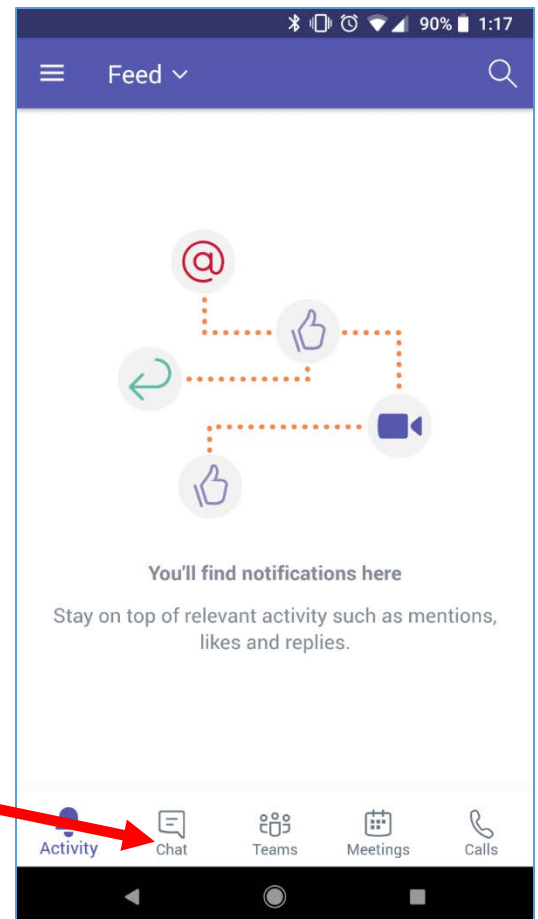
Mobile Apps

Microsoft Teams has mobile apps for both Android and Apple iOS. Search for Microsoft Teams in the Play Store or Apple App Store or click this link to download and install the app on your smart phone or tablet: <https://aka.ms/getteams>.

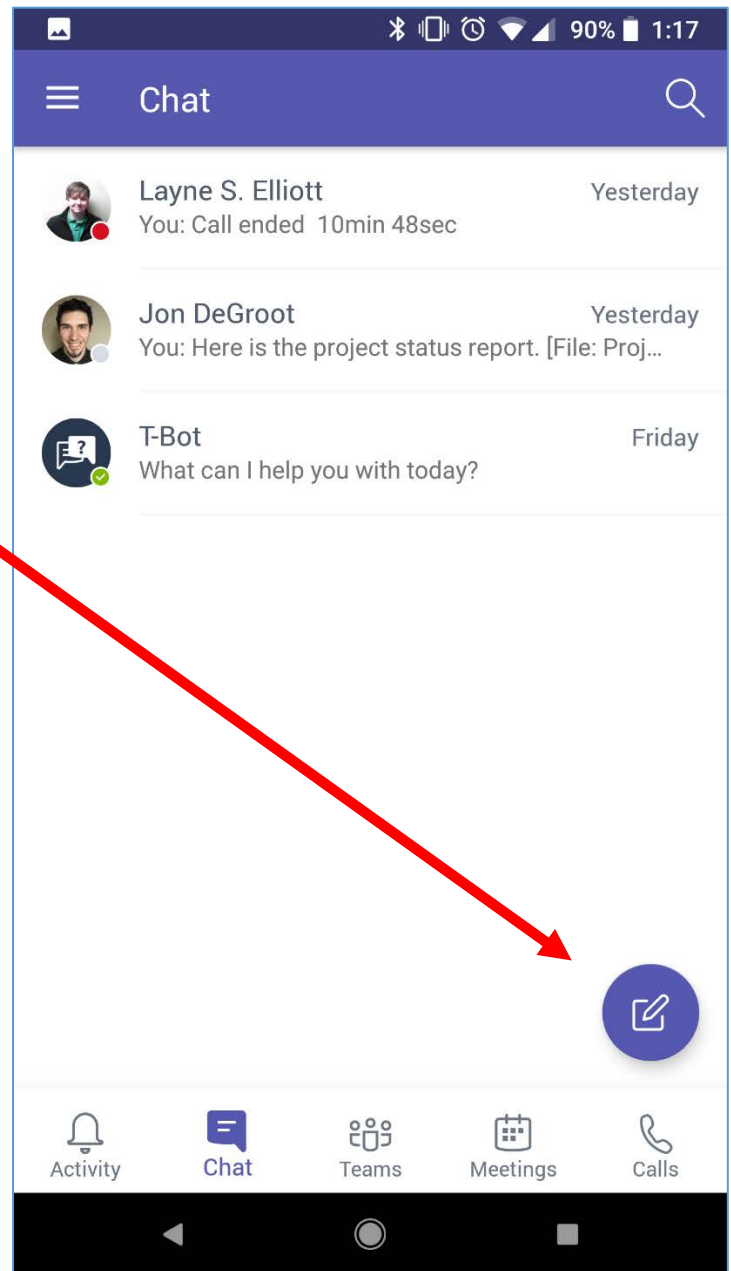
1. Once you have the application installed, you will be asked to sign-in. Enter your NTC email and password.



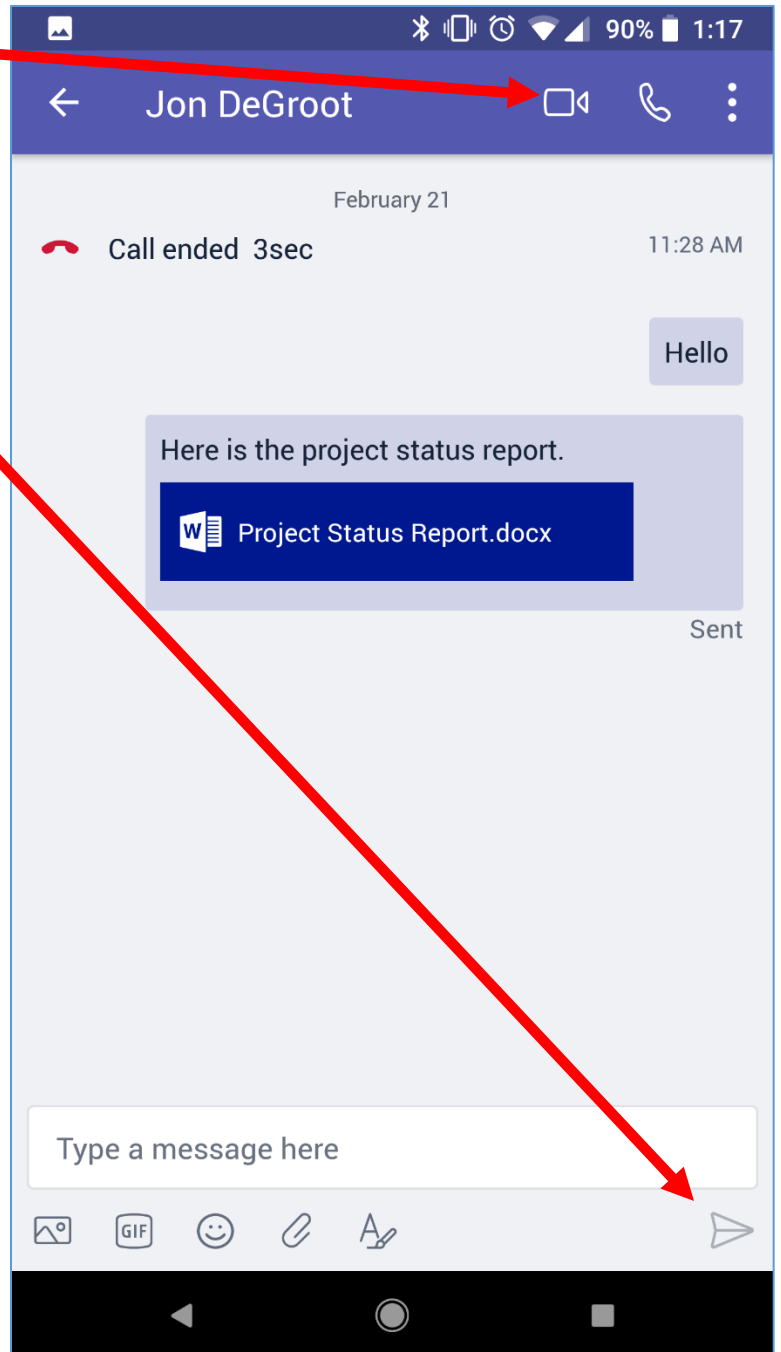
2. After you have signed-in, Teams will open to the Activity tab where you will see recent messages.
3. Click on the Chat tab to view your conversations.



4. Click on a conversation to send a message or view new messages.
5. Click on the New Chat icon to start a new conversation.



6. Click on the video or phone icon to make a call. Otherwise type your message below and press the send button.



7. Click on the Teams tab to view all of your teams.

