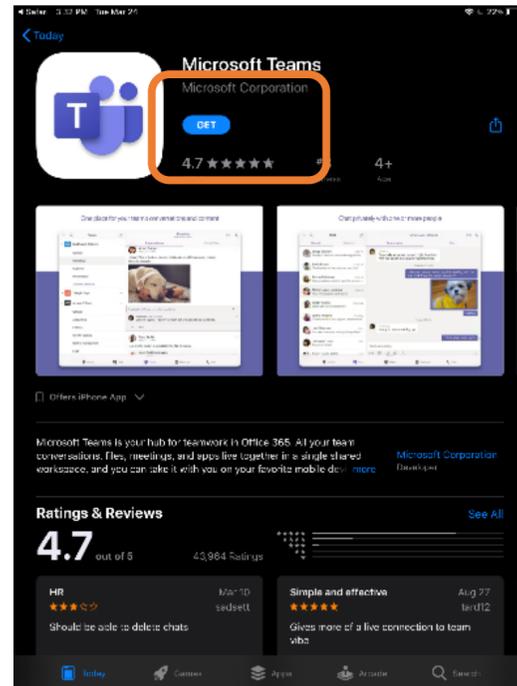




iPhone/iPad: Installing Teams

Step 1: Find and install Teams



Go to the App Store and search for Microsoft Teams

Click on the Get button to start the download

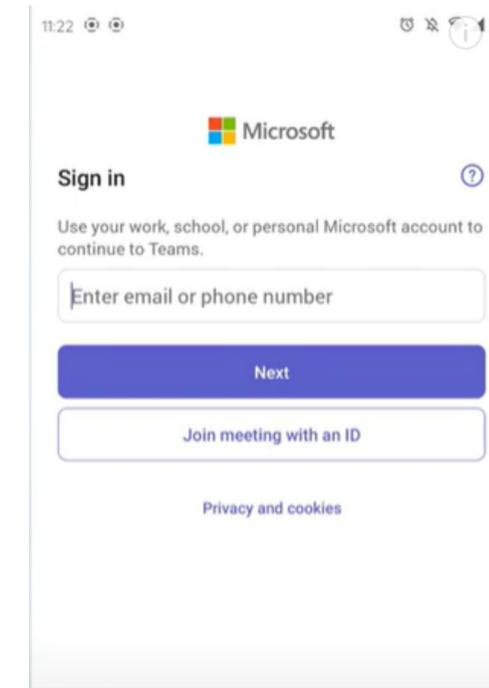
Step 2: Start Teams



You can now find Teams on your iPhone or iPad.

Tap on the app to get started

Step 3: Sign in

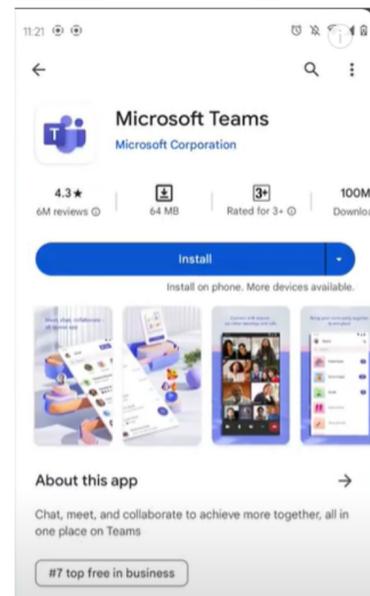


When prompted use your MyBVC email and password to sign in and start using Teams



Android: Installing Teams

Step 1: Find and install Teams



Go to the Google Play store and search for Microsoft Teams

Tap on the Install button to start the install

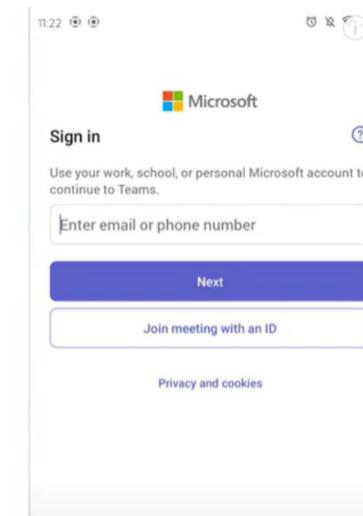
Step 2: Start Teams



Teams is now installed on your Android phone/tablet

Tap on the app to start Teams

Step 3: Sign in



Sign in with your MyBVC email and password



Using Teams

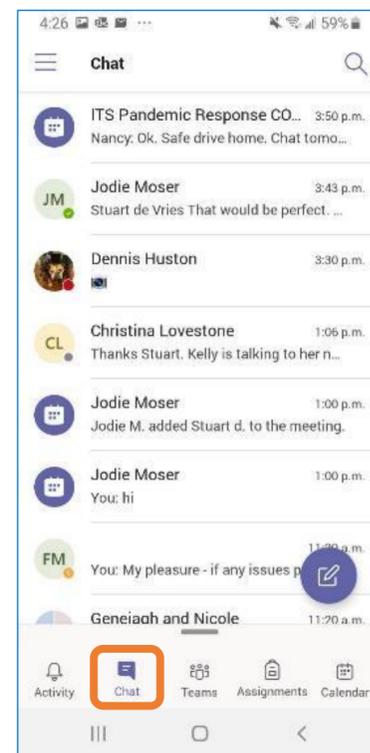
Microsoft Teams on mobile is very similar to the desktop version on your computer.

Activity Things you missed



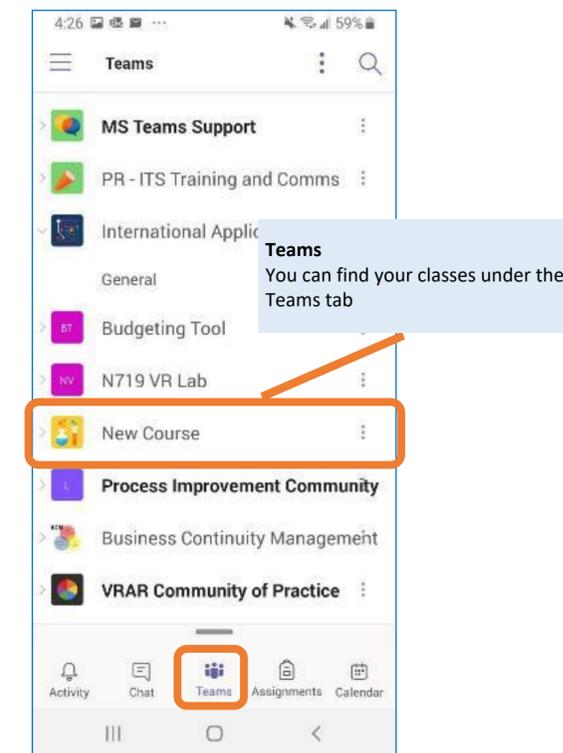
Activity
Check your activity feed to see what you missed

Chat Send and receive messages



Chat
Tap on a person's name to open the chat history and send a message

Teams Find your classes



Teams
Your classes will show up in the Teams tab.

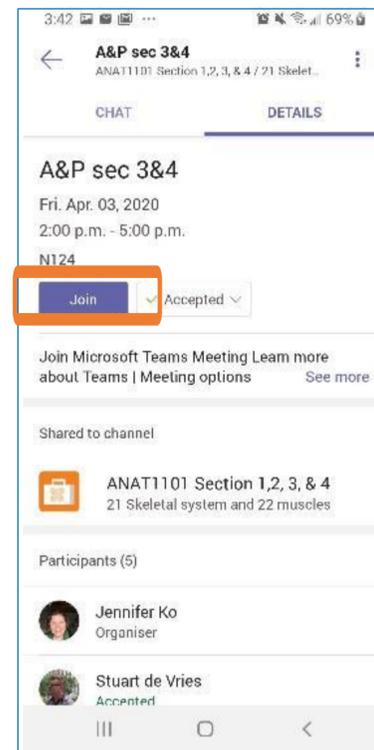
Tap on the Class name to open the team. Your instructor may use Teams for updates and chats, schedule meetings for your class, or share PowerPoints and handouts



Joining a Class/Meeting in Teams

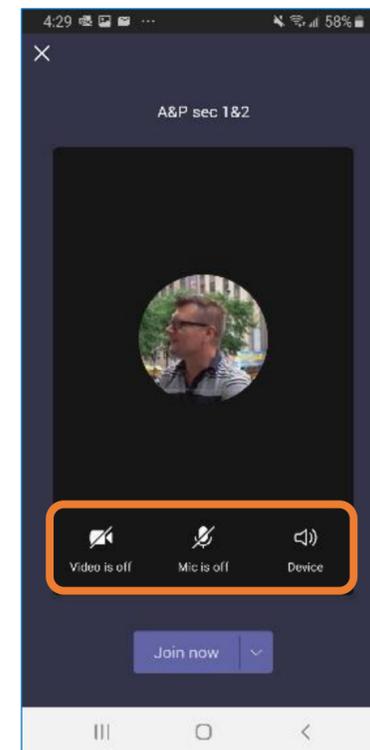
It's important that the only presenter is the Instructor. Before you join your Meeting/Class, remember to turn off your microphone and video

Step 1: Join the Meeting



Tap on the **Join button** to join the meeting

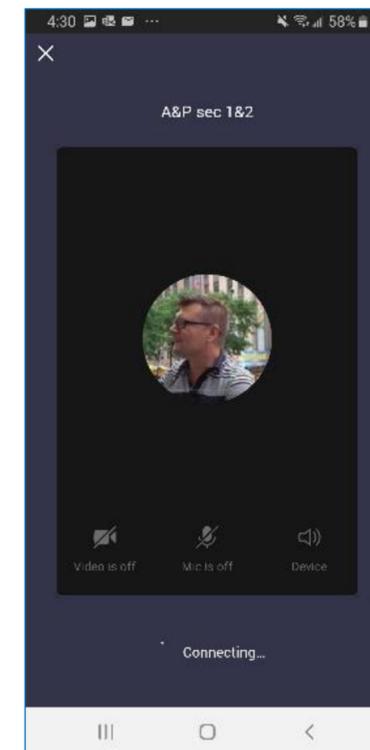
Step 2: Pick your settings



Before you join, mute your microphone

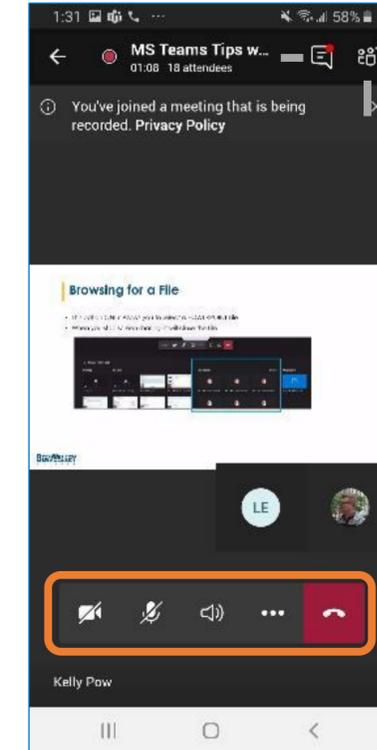
You can also turn your camera on/off before joining the meeting

Step 3: Connect



When you're ready, tap on the **Join Now button** to connect to the meeting.

Step 4: Meet



During the meeting, you can turn your camera and microphone on/off using the controls at the bottom of the screen

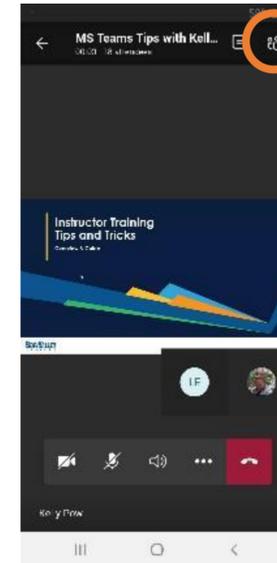
Using Teams: Using Teams in the Class

Tip 1: Interact with chat



Use the Chat icon to open the Chat and send a message

Tip 2: Interact with people

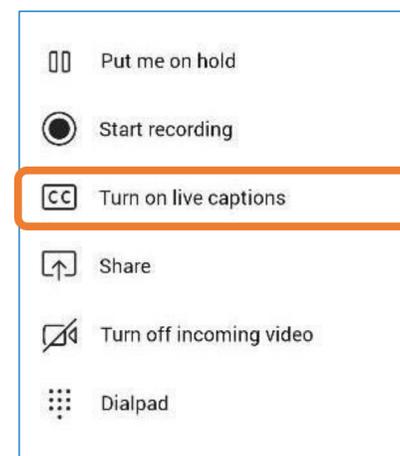


Use the Attendees icon to see who's in the class/meeting

Tip 3: Turn on Live Captions

Live captions add closed captions and can help if you have trouble hearing or want to follow along with a text transcript

Click the ellipses and **Turn on live captions** to try it out





Using Teams: Where to find help

Library

ask@bowvalleycollege.libanswers.com

The library can help with technology support and questions about using Microsoft Teams.

ITS Service Desk

403-410-1611

helpdesk@bowvalleycollege.ca

The ITS Help Desk can help with password resets, questions about your BVC account, and general computer support.