

Teams Access on a mobile phone or tablet

ICT Acceptable Use

When using Teams please remember to adhere to the same policies for acceptable ICT use.

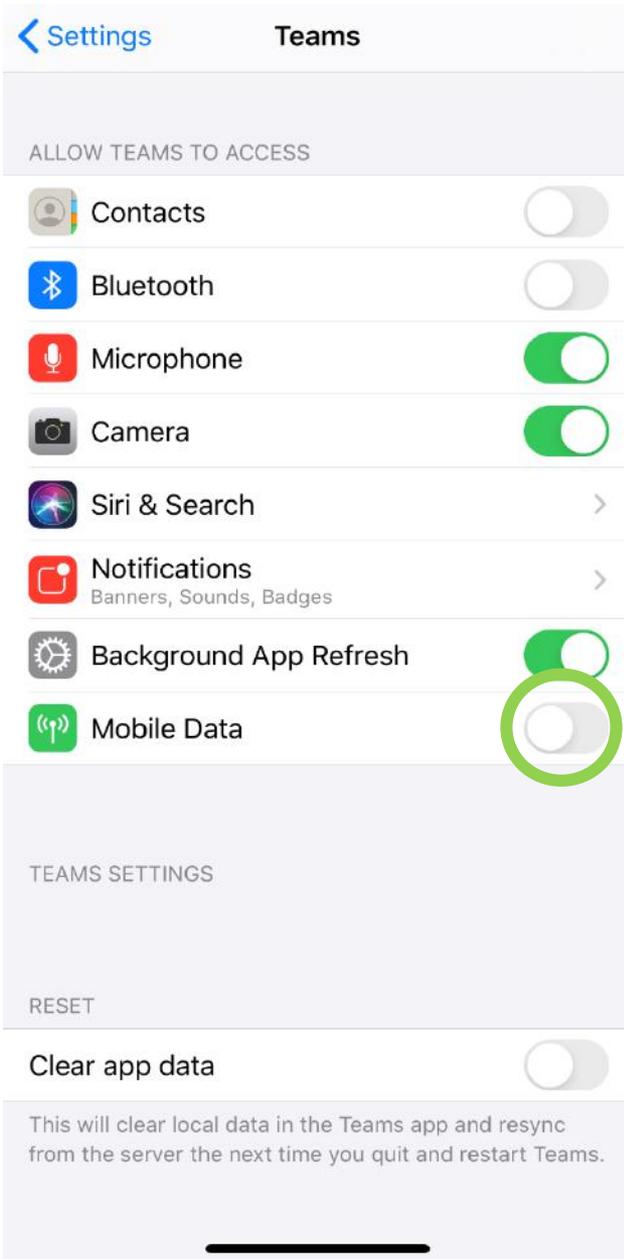
Use on a device which is not an Apple iPhone/Apple iPad

These instructions are based on using an Apple iPhone and have only been tested on this type of device. The instructions should work in a similar manner on other devices such as a mobile phone or tablet which is running Android.

Teams Access on a mobile phone or tablet

Mobile data usage (recommended on WiFi only)

When using your mobile phone for Teams you need to be aware of your mobile data allowance as it could occur charges depending on your data/mobile plan therefore it is best to ensure you are connected to WiFi to avoid any data plan charges occurring as school cannot be accountable for these.



Mobile data usage (recommended on WiFi only) Turn off Mobile Data for the Teams App

Go to Settings and scroll down to the list of Apps and look for Teams.

If the Mobile Data setting is green, press the toggle button to grey to turn it off.

Q microsoft teams X Cancel



Microsoft Teams

Hub for teamwork

★★★★☆ 183K

GET

Chat privately with one or more people



One place for your team's conversations and content



Connect face to face



Microsoft Teams



Welcome to Microsoft Teams!
A happier place for teams to work together.

Sign in

Search for Microsoft Teams on the App store

Launch the App and press Sign in.



Sign in using your work, school, or Microsoft account.

srb@lhs.lancs.sch.uk

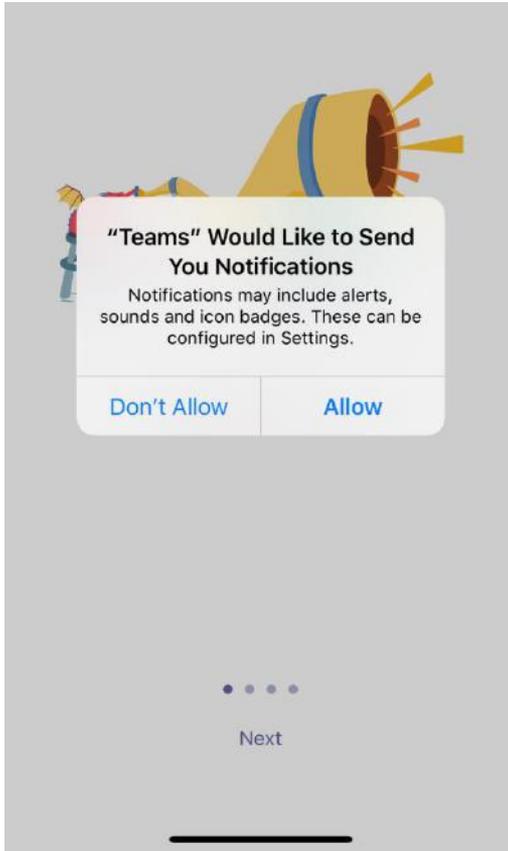
Sign in

Enter your school email address and press Sign in and then enter your password.

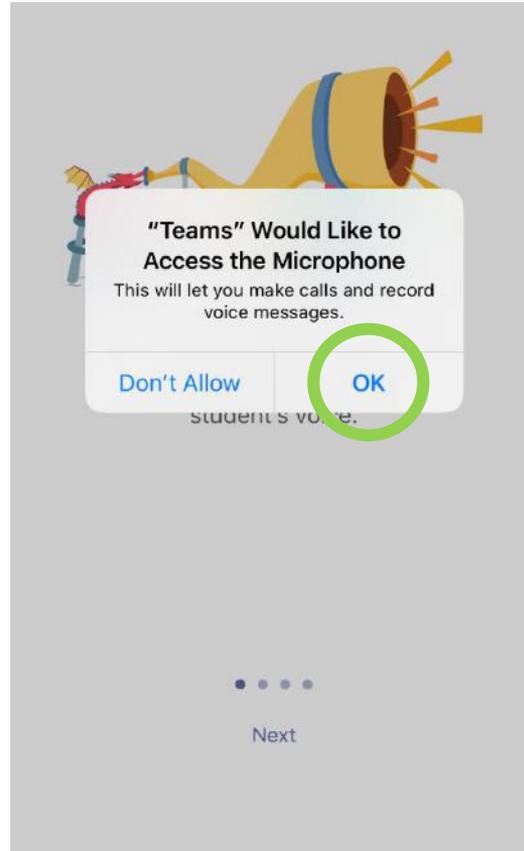
Your email address is your username which you use to access school computers followed by @lhs.lancs.sch.uk

Your email address is:
yourname@lhs.lancs.sch.uk
for example:
johnsmith@lhs.lancs.sch.uk

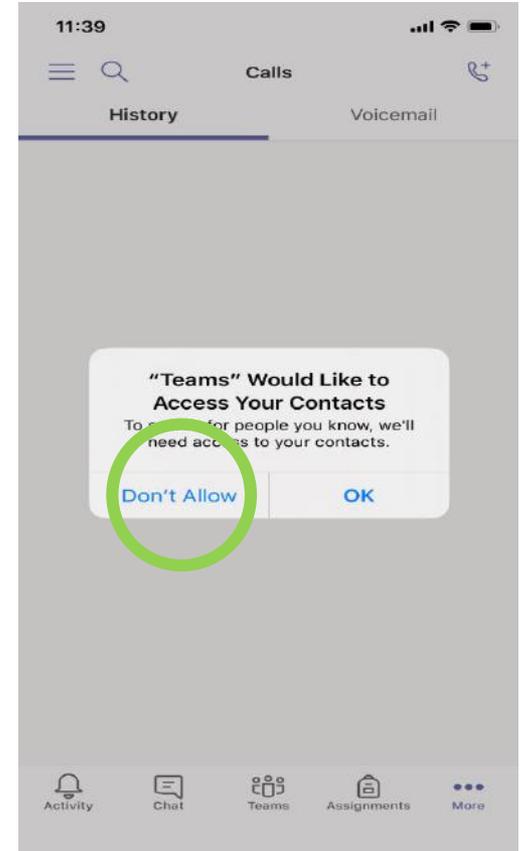
To log into this email address, you use the PASSWORD that you use to access the computers in school when you need to log in.



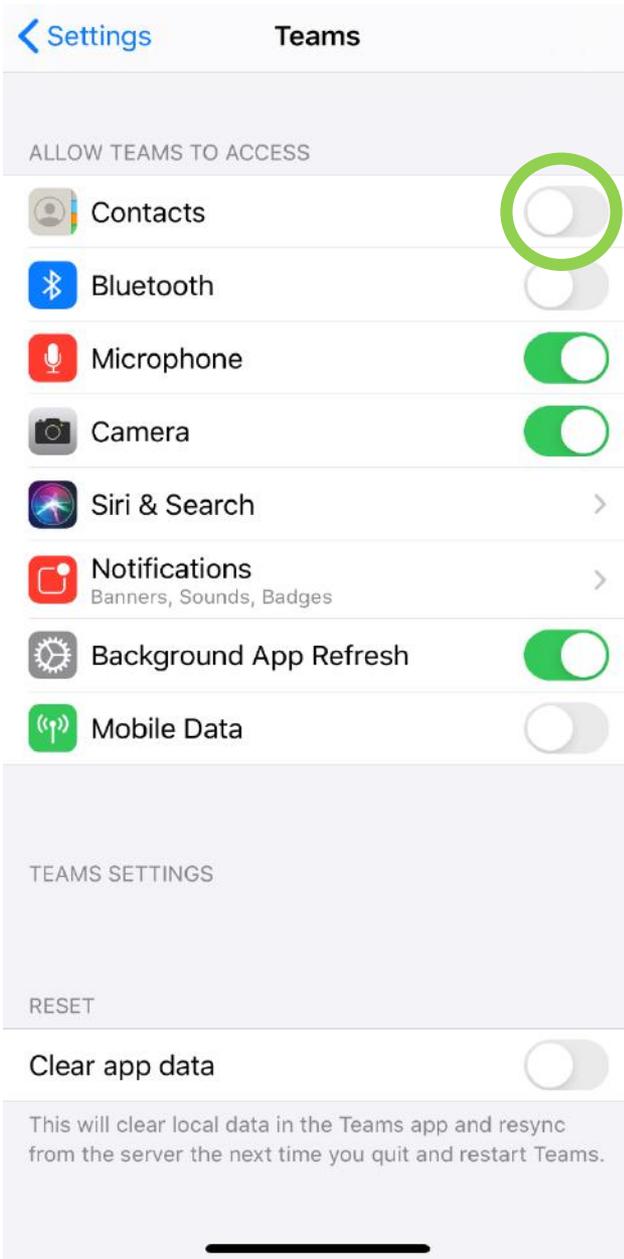
Press your desired choice for notifications.



You need to allow access to your Microphone however you should only use your Mic when instructed to do so by your teacher.



Press Don't Allow for this so that it doesn't add your personal contacts as Teams is only for school purposes.



After configuring the App you can check that Teams is not accessing your contact.

To do this, go to Settings and scroll down to the list of Apps and look for Teams.

If the Mobile Data setting is green, press the toggle button to grey to turn it off.

When you have joined a Teams meeting you need to ensure that your Microphone is turned. You must only turn on your microphone when your teacher asks you.

To access the settings, press on the screen and the options will appear.



Ensure they have the line through them to indicate they are turned off.

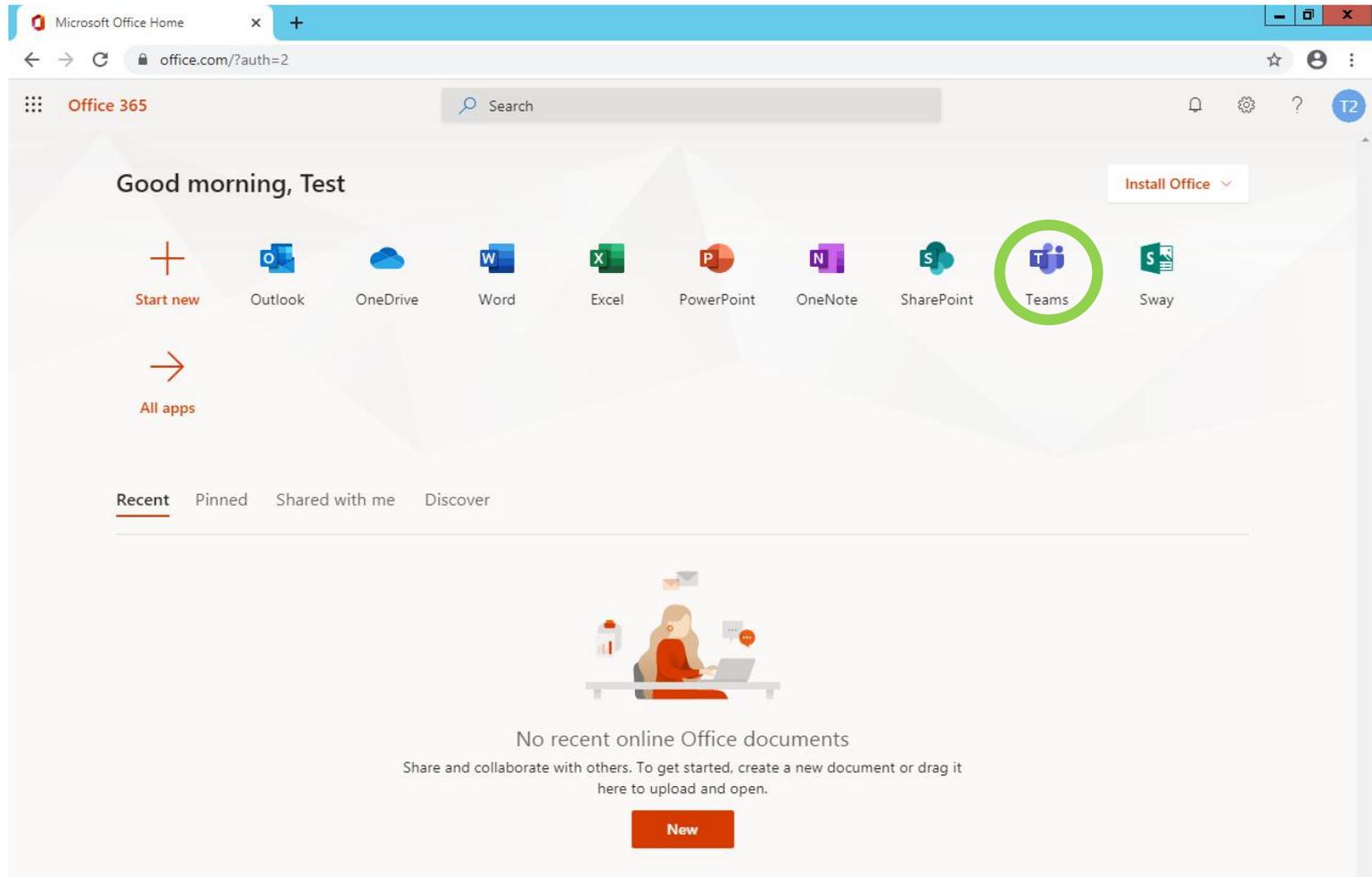
Teams Access on a Windows 10 Laptop with a built in webcam

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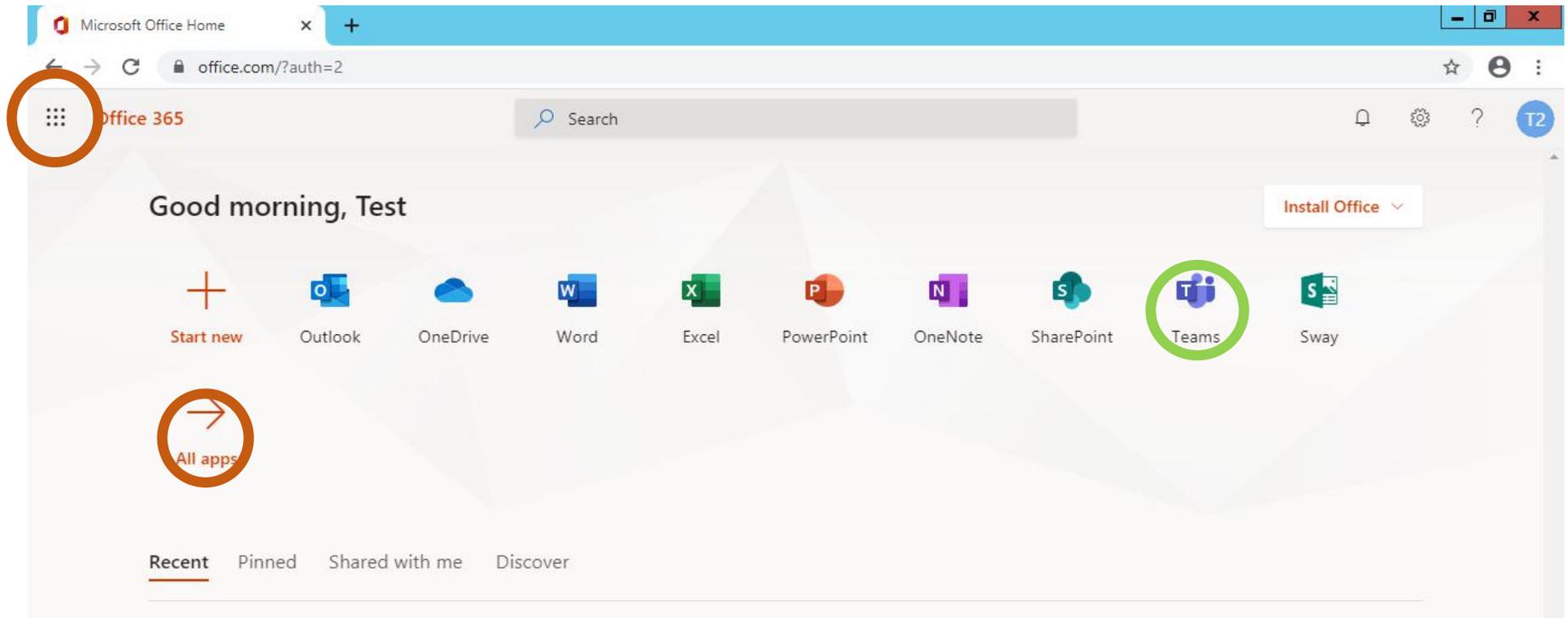
Use on a device not running Windows 10

These instructions are based on using a Windows 10 laptop with a built in webcam and have only been tested on this type of device and operating system. The instructions should work in a similar manner on other devices such as an Apple Mac etc... You can use Teams on a computer, instead of a laptop but this is dependant of the computer having a webcam and microphone installed.



This gives you access to Word, PowerPoint etc... for use within the web browser without the need to have Office installed on your device.

Visit office.com and sign in with your school email address and password as you would for email access through the web browser.



The Team App should show on the home screen, if not press the tiles icon or All apps.