

Home and Community Care Support Services **NORTH EAST**

Joining a Microsoft Teams Meeting using an Android Tablet or Cell Phone

1

DOWNLOAD THE MICROSOFT TEAMS APPLICATION.

Download the Microsoft Teams application (MS Teams app) by going to the Google Play store and searching Microsoft Teams. Click **'Install'** and allow it to fully install. If you already have MS Teams installed on your device, go to Step 3.



2

STOP AND GO TO YOUR EMAIL.

Once the app is fully installed, you'll be prompted to uninstall or open. Stop here and go to your email.

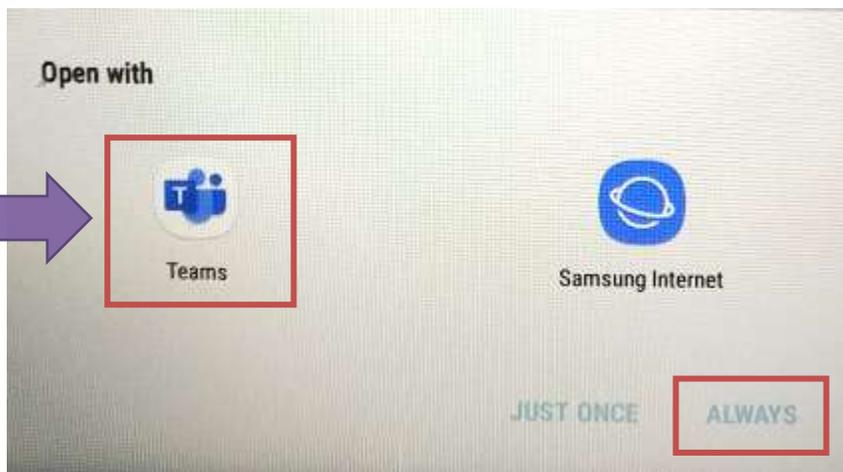


3 CLICK THE LINK 'JOIN MICROSOFT TEAMS MEETING' FROM WITHIN THE EMAIL THAT YOU WERE SENT.

[Join Microsoft Teams Meeting](#)
[Learn more about Teams](#) | [Meeting options](#)

4 CLICK 'TEAMS' AND 'ALWAYS'.

You may be prompted to launch the meeting using the browser (chrome, samsung internet, or other) or the teams application.



5 CLICK 'JOIN MEETING'.



Meeting time!
How would you like to
join?

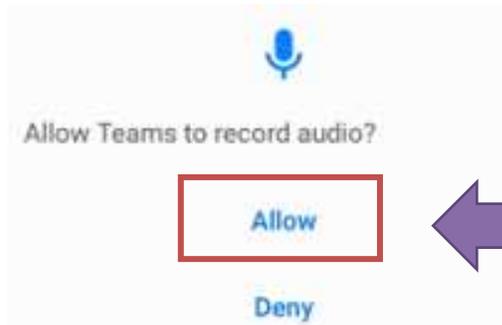
Join meeting
Sign in and join

6 TYPE YOUR NAME THEN CLICK 'JOIN AS A GUEST' OR 'JOIN MEETING'.



7 CLICK THE BUTTON TO TURN ON YOUR AUDIO AND THEN 'ALLOW TEAMS TO RECORD AUDIO?' APPEARS. CLICK 'ALLOW'.

NOTE: your audio is not being recorded but it is necessary to click **'Allow'** to enable audio. If the options for audio and video are greyed out, make sure you are using the Teams app and not using a different browser. See Step 4.



8 ONCE THE MEETING STARTS, CLICK THE BUTTON TO TURN ON YOUR VIDEO CAMERA AND THEN 'ALLOW TEAMS TO TAKE PICTURES AND RECORD VIDEO?' APPEARS. CLICK 'ALLOW'.

NOTE: your video is not being recorded but it is necessary to click **'Allow'** to enable video.

