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 on a Mobile Device

A Microsoft Teams app is available for free in the iPhone App Store. If you use the app to make and receive UH calls, no one will see your personal phone number. The caller ID information will display the same information that appears when you call someone from your campus phone. Features of the mobile app include:

- Publish and view status
- Search Global Address Book/Personal Contacts
- Initiate instant messages (IM)
- Participate in multi-party IM
- Initiate email to a Contact
- Microsoft Teams - Microsoft Teams audio and video
- Click Join in the meeting reminder to join a meeting or conference call
- View shared desktop or program
- Start an unscheduled group conversation with multiple participants directly from your client or device
- Transfer a call
- Access voice mail

Install Microsoft Teams

To install the Microsoft Teams app on your phone:

1. Using your phone, access the **App Store**.
2. Search for **Microsoft Teams**.
3. Tap **Install**.
4. Enter your **Apple ID** and **password**.
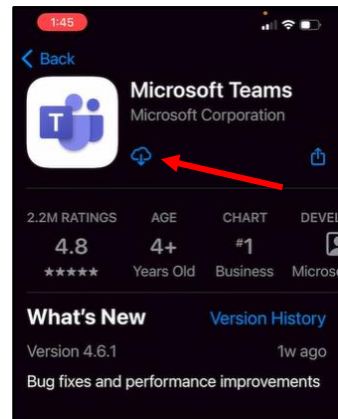
Sign into Microsoft Teams

While connected to a cellular or Wi-Fi network:

1. Locate the **Microsoft Teams app** on your Home screen.
2. Tap the **app**.
3. In the Sign in Address field, enter **[your_cougarnet_ID]@cougarnet.uh.edu** (your full email address).
4. In the Password field, enter **[your_cougarnet_password]**.
5. 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 from getting calls after hours make sure to sign out of the Microsoft Teams mobile app. To sign out of the Microsoft Teams mobile app tap Your profile picture -> Settings > Sign Out.

Set Your Status

You can change your status from **Available** to **Busy**, **Do not disturb**, **Be right back**, or **Away**. Do Not Disturb is the only status condition that prevents the app from ringing your phone.

To change your status:

1. Tap **Your profile pic**.
2. Tap the current **Status** to view more options.
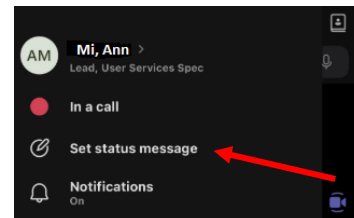3. Select the **desired status**.
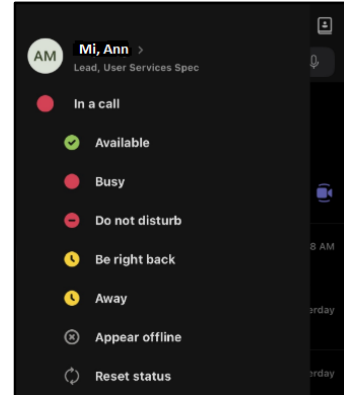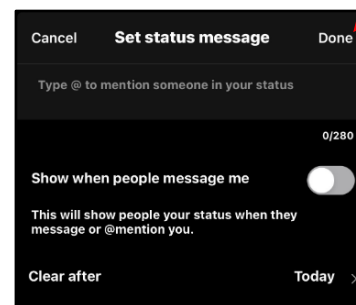
Enter Your Note

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

To change your note:

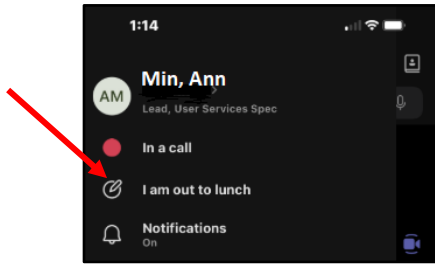1. Tap **Your profile picture**.
2. Tap **Set status message**.

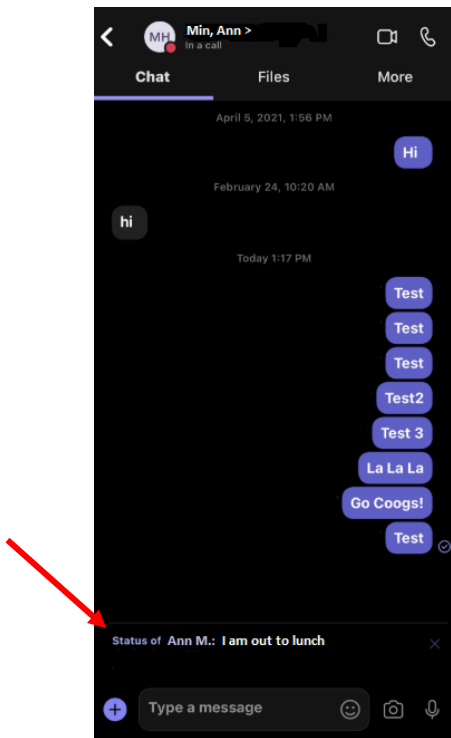3. Enter a **note**.
4. Tap **Done**.

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Note: Here are images of what the 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.

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Search Contacts

Your Microsoft Teams contacts are the same no matter which Microsoft Teams device you are using. If a Microsoft Teams contact is added using a Microsoft Teams client on your computer or desk phone, the contact will appear in the Contacts List on your iPhone.
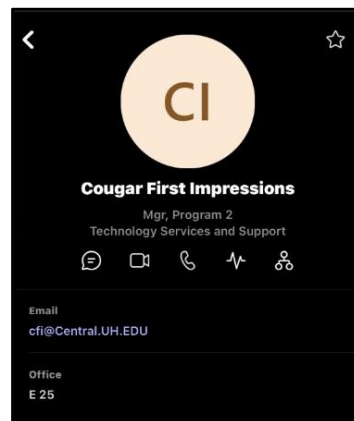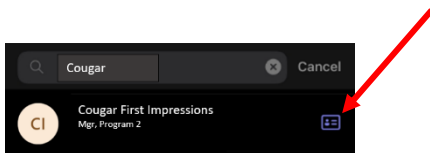
To search for a contact:

1. Tap **More** (the three dots) at the bottom.
2. Tap **Calls**.
3. In the Search field, enter a **name**.
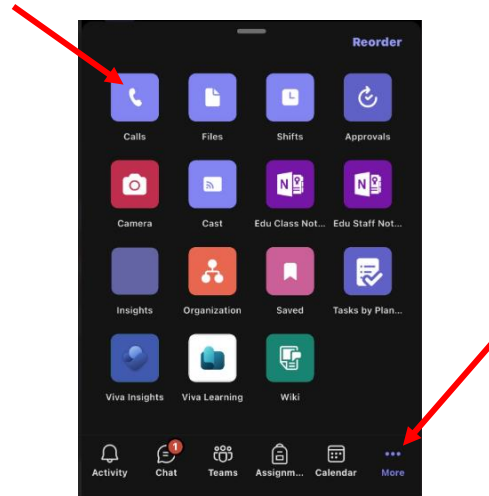
View a Contact Card

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

- Tap the **Contact Card** icon.

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Call or Send an Instant Message (IM)

To call or send an Instant Message (IM) to a contact:

1. Tap **More** (the three dots) at the bottom.
2. Tap **Calls**.
3. In the Search field, enter a **name**.
4. Tap the **person's name**.
5. Tap the **IM** icon, **Phone** icon, or tap the **phone number** if it's listed below.
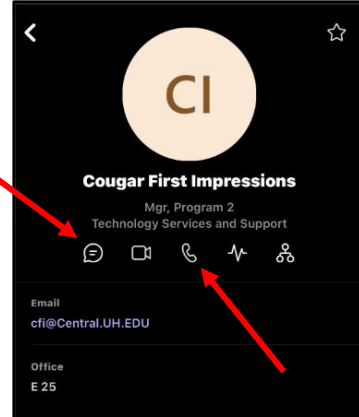
Receive an Instant Message

When someone sends you an instant message (IM), an IM alert appears at the bottom of the screen.
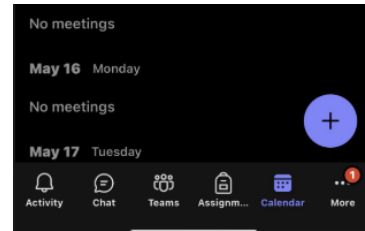
- To view an IM, Tap the **Chat** alert at the bottom of the screen.

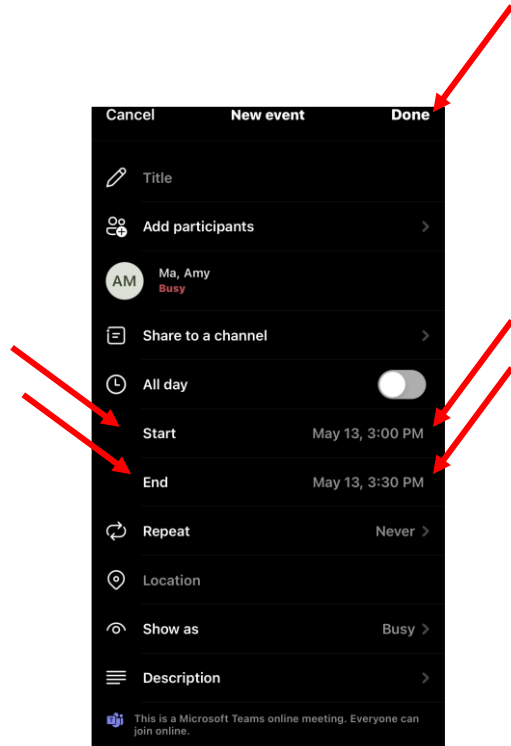Microsoft Teams Mobile App for iPhone
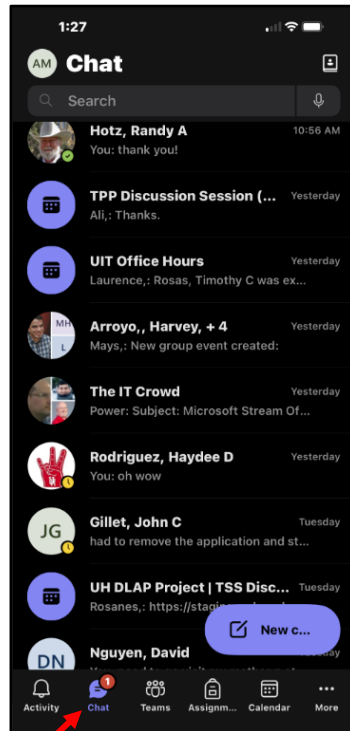
Schedule a Meeting

To schedule a meeting:

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

3. Add meeting details:
   - Title
   - Participants
   - Date
   - Time
   - Description
4. Tap **Done**.

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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**.

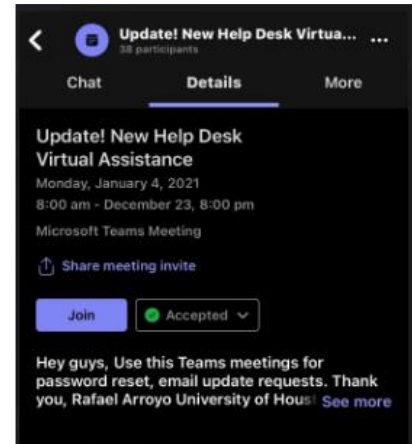

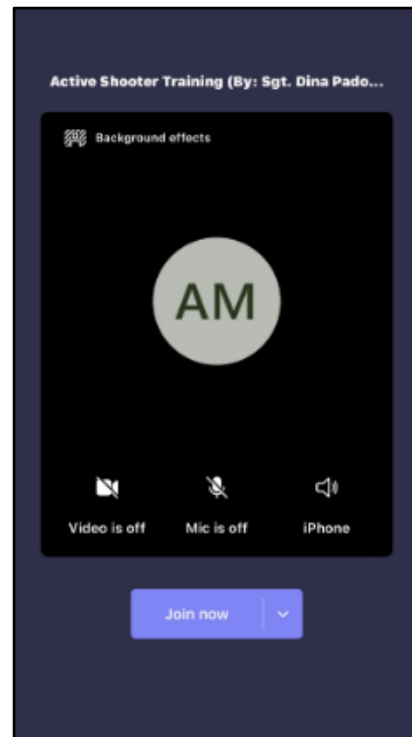Microsoft Teams Mobile App for iPhone
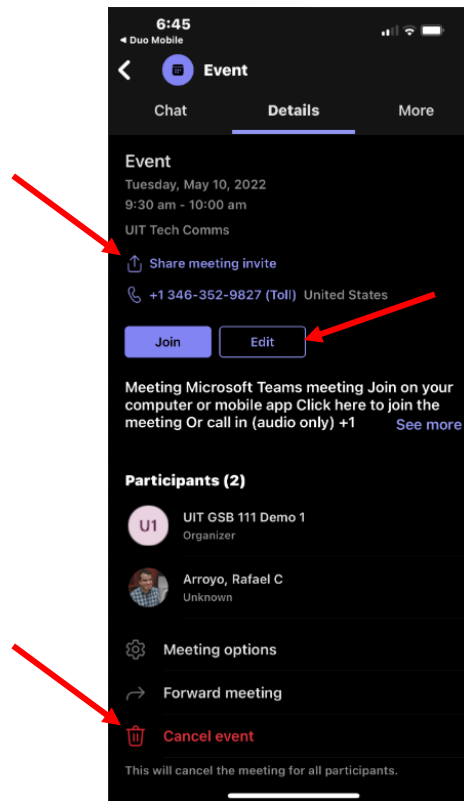
Join a Meeting

You can join the audio and video portion of a Microsoft Teams meeting using your iPhone. During a meeting, you are able to view a shared desktop or program.

To join a meeting:

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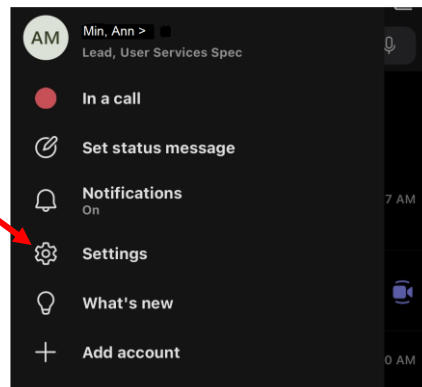2. Tap **Join**.

3. Tap either **Mic** or **Video** off option.
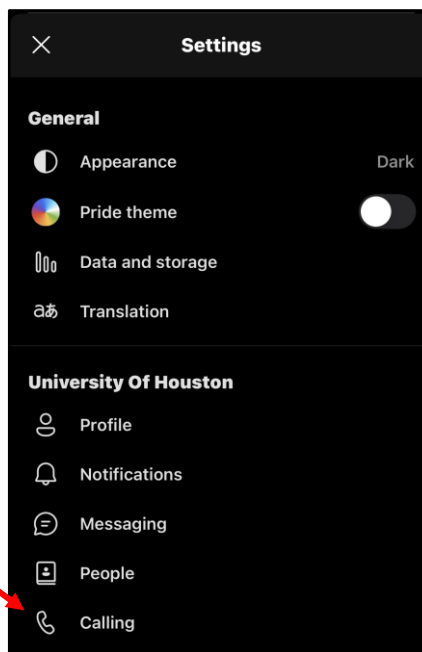4. Tap **Join now**.

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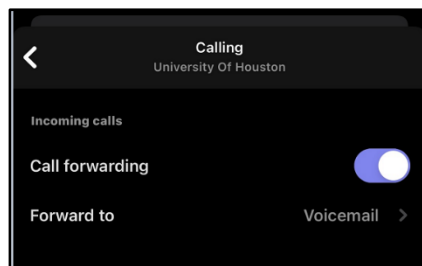# Forward Calls to Voice Mail or Another Number

To forward your calls:

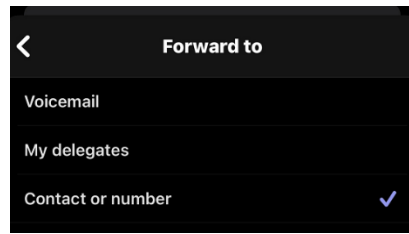1. Tap **Your profile pic**.
2. Tap **Settings**.

3. Tap **Calling**.

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

6. Choose a **forwarding** option.

Availability of Collaboration Tools

The following collaboration tools are available when you join a meeting:

- Participate in instant messaging
- View a shared program or desktop
- View meeting video