
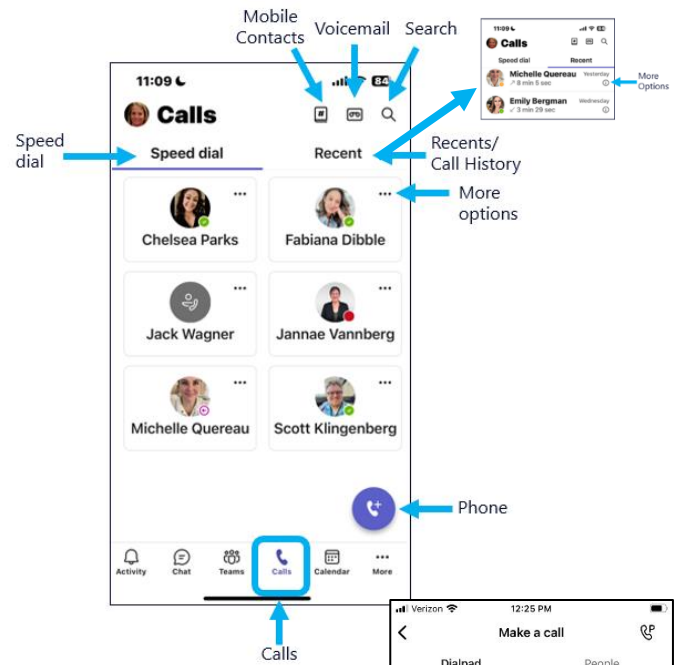


GETTING STARTED

- Download the **Microsoft Teams** Mobile App.
 - [Apple App Store](#) for iOS
 - [Google Play](#) for Androidor Search for Microsoft Teams on your preferred device.
- Follow the prompts to log in with your Microsoft Teams credentials.

MAKE A CALL

- Tap the **Calls** icon  at the bottom of the screen.
- Choose from the following:
 - **Speed dial tab:** Tap on a Speed dial, and the number will immediately be called, or tap on the **3 dots** to view more options.
 - **Recent tab:** Tap on a Recent entry in your Call History, and the number will immediately be called, or tap on the **info** icon to view more options.
 - **Phone icon:** Enter a number on the **Dialpad** and then tap the **phone** icon or tap on the **People** tab to search for a contact.




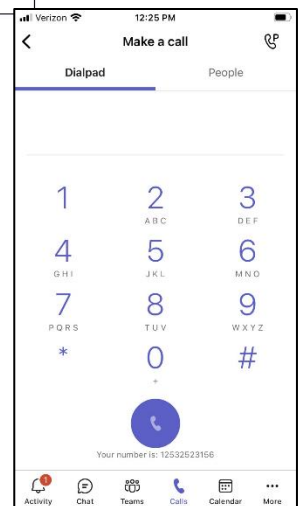
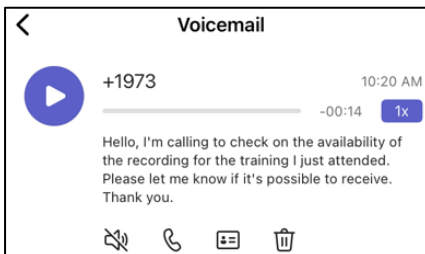
RECEIVE A CALL

- Tap **Accept** or **Decline** on the screen.



CHECK VOICEMAIL

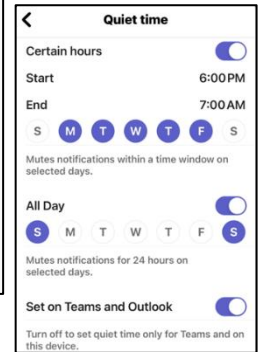
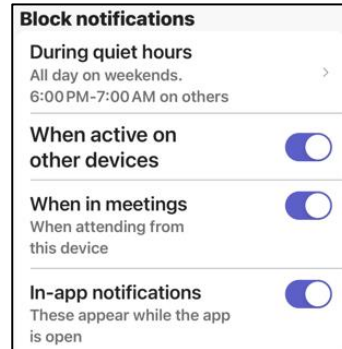
- Tap the **Voicemail** icon  at the top of the screen.
- Tap on a Voicemail you want to review.
- Tap on the **Play** icon or read the transcription and use the icons beneath it to mute, call the person back, see their contact information, or delete.



Basic Settings

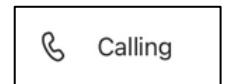
BLOCK NOTIFICATIONS

- Tap on your **Profile Picture**.
- Tap on **Notifications** and scroll down to Block notifications:
 - **During quiet hours** - choose the days and times you don't want to receive Teams notifications.
 - **When active on other devices** - i.e., if active on your computer
 - **When in meetings** - on your mobile phone
 - **In-app notifications** - to minimize disruptions



CALL SETTINGS

- Tap on your **Profile Picture**.
- Tap on **Settings** and then tap on **Calling**:
 - **Call forwarding** - choose where you want to forward calls to.
 - **Also ring** - choose who you also want your phone to ring to.
 - **If unanswered** - choose where the call goes if unanswered.



This is also where you can Manage Delegates, Change your voicemail greeting, and more.

