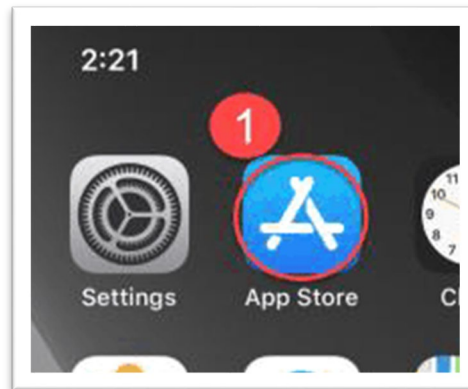


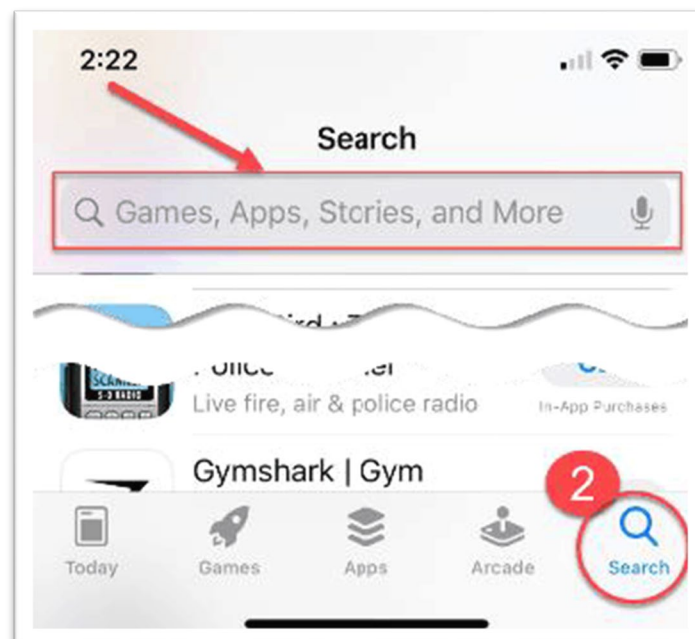
How to Setup Teams Mobile App

What to do once you have the Teams Mobile app, begins at step 4 and is the same for either iPhone or Android.

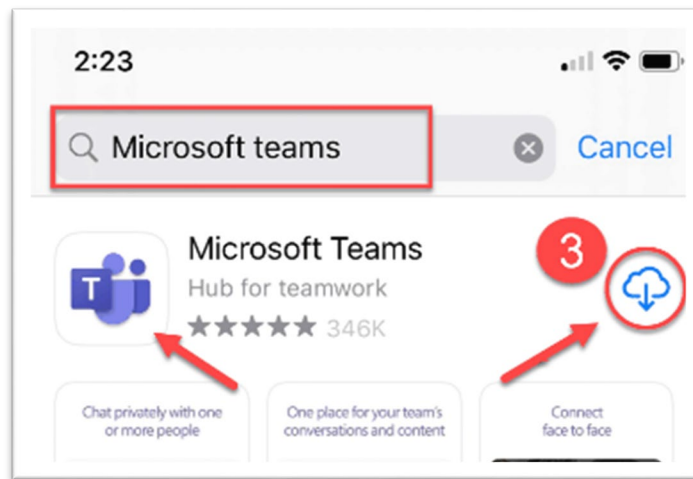
1. Tap the App Store icon or the Google Play icon depending on the type of mobile device



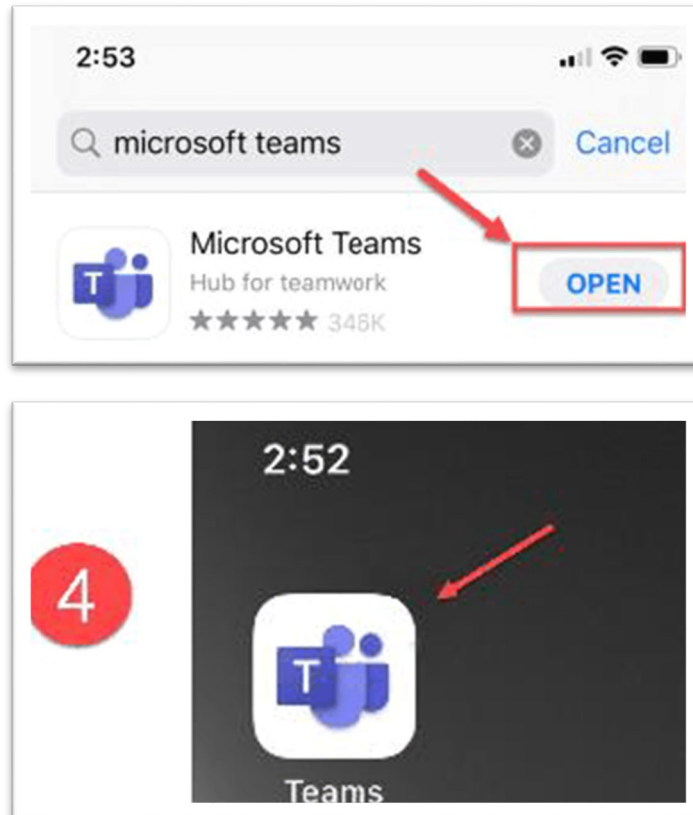
2. On an iPhone, if the Search bar doesn't appear, tap the Search icon at the bottom of the screen. On an Android, use the Android's method of locating an app in the Play Store.



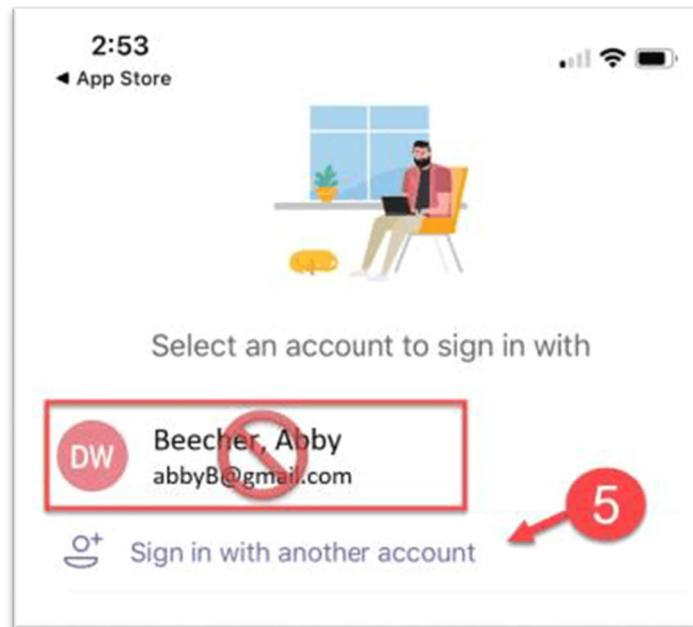
3. Search for “Microsoft Teams.” The icon for Teams should look like the one in the picture. Tap the Download icon. Steps on an Android will be similar.



4. Once fully downloaded, an option to immediately open the app appears on the iPhone. Both iPhone and Android will have a new Teams icon on the device. Tap OPEN or tap the Teams icon to start Teams for the first time.



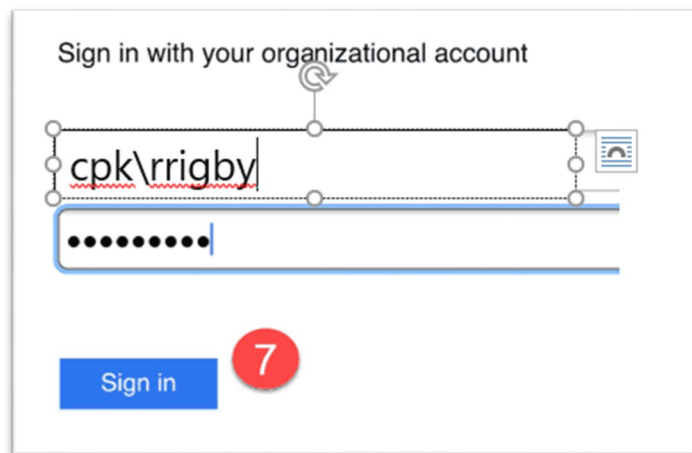
5. The first time you launch Teams, you will be asked to sign in. If the displayed login is not your @chpk email address, choose “Sign in with another account.” Only tap the displayed address if it is your @chpk email address.



6. Fill in the account name with your complete @chpk email address and tap the Sign In button.



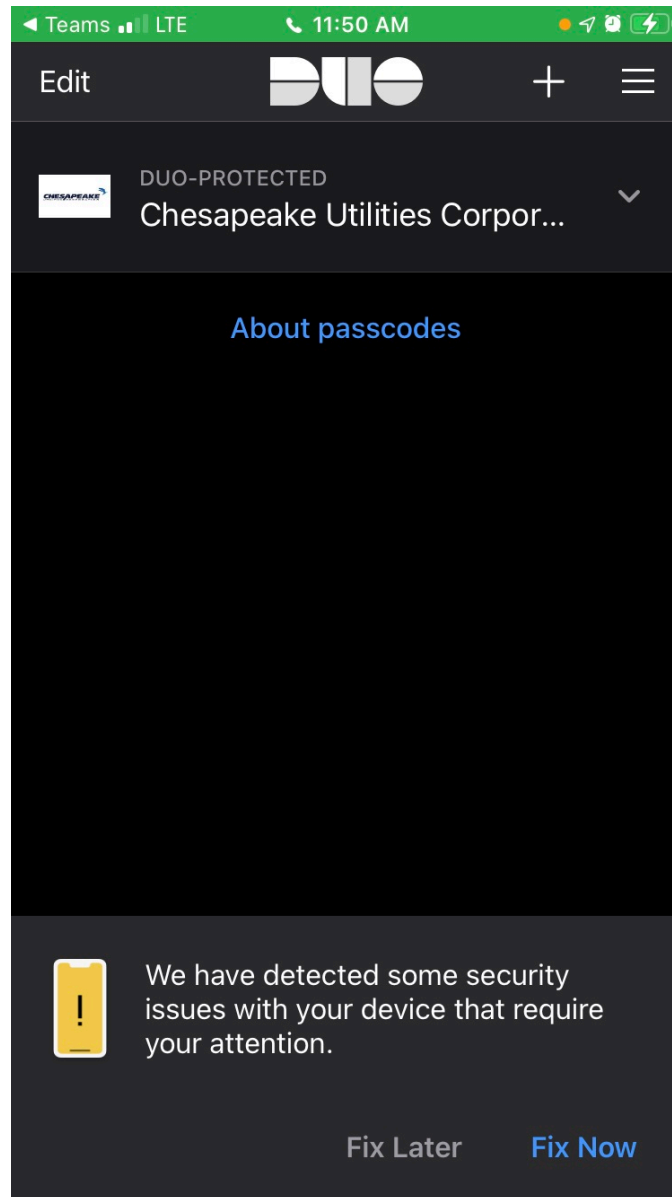
7. Another sign-in screen will appear. This one will ask for your login AND your password. This is the same password that you use to log into your chpk network. Call the Service Desk if you need password assistance.



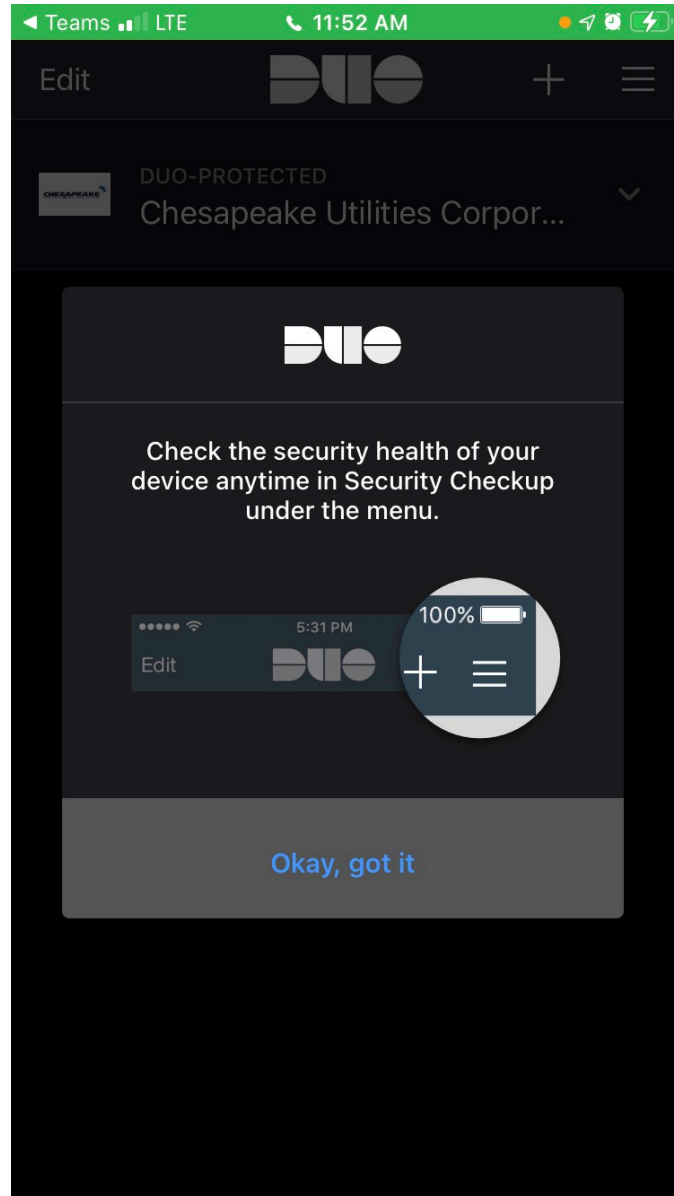
8. Select Send me a Push – will send me a Push

9. Go to DUO and Accept (green button)

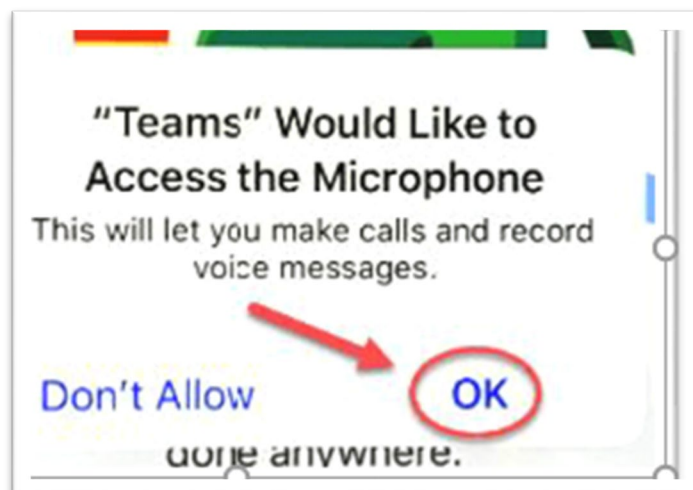
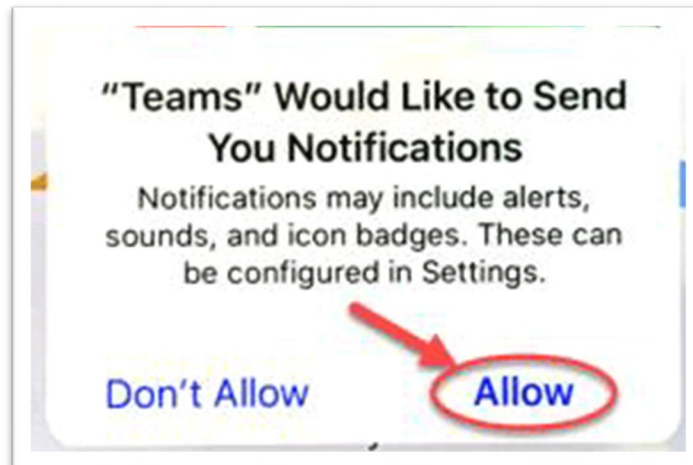
If the DUO message below appears – click Fix later



IF this message appears - Select **Okay, got it**



10. After signing in, you need to allow notifications and use of your microphone. Choose “Allow” when asked if you want notifications and “Ok” to allow Teams access to your microphone.



11. Next, there are 2 or 3 “Welcome” screens. Once you swipe past the Welcome screens, you are in Teams!

If you are unable to complete the installation successfully, contact the Service Desk at 302-734-6001.