

Microsoft Teams Mobile App for Android

*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 mobile app is available in the Android Market which is accessible using your Android phone. 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 mobile app on your phone:

1. Using your phone, access the **Google Play store**.
2. Search for **Microsoft Teams**.
3. Tap **Install**.

Sign into Microsoft Teams

While connected to a cellular or Wi-Fi network:

1. In the Sign in Address field, enter **CougarNetID@cougarnet.uh.edu** (your full Microsoft 365 email address).
2. Tap **Next**.
3. Enter your **CougarNet password**.
4. Tap **Sign in**.
5. Tap the **Approve Sign-in prompt** from **Microsoft Authenticator**.
6. Tap **Yes**.

Note: For the initial sign in you will need to tap the next few prompts (Next and Got it!).

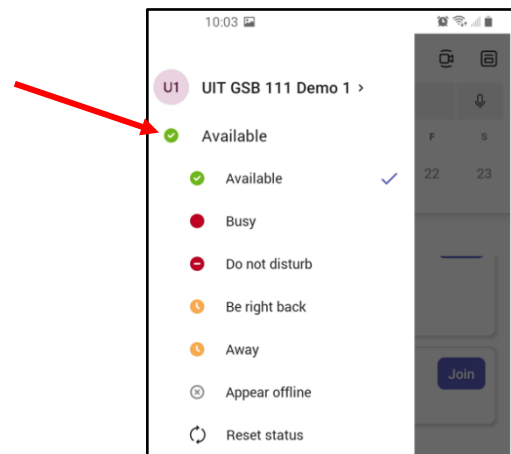
NOTE: To prevent from getting calls after hours make sure to sign out of the Microsoft Teams mobile app. To sign out of the Microsoft Teams mobile app tap Your profile picture -> Settings > Sign out.

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 picture**.
2. Tap the current **Status** to view other options.
3. Choose the **desired status**.

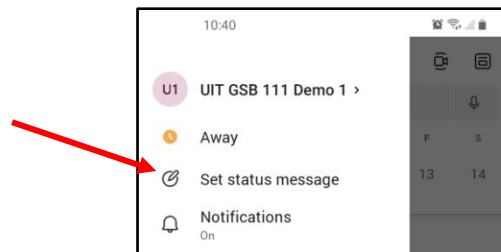


Enter Your Note

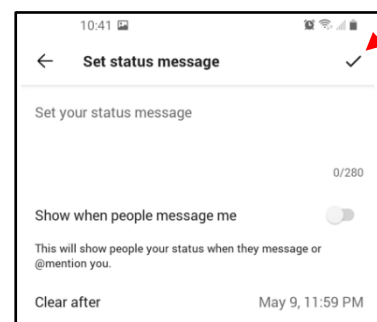
Enter information or a message you would like others to see.

To change your note:

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

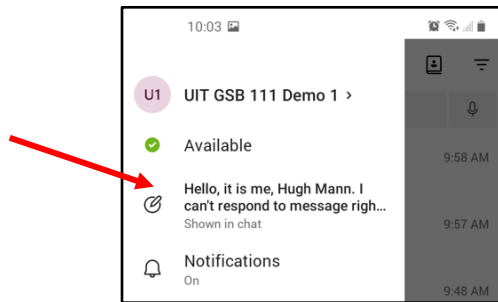


3. Enter a **note**.
4. Tap the **Checkmark**.



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.

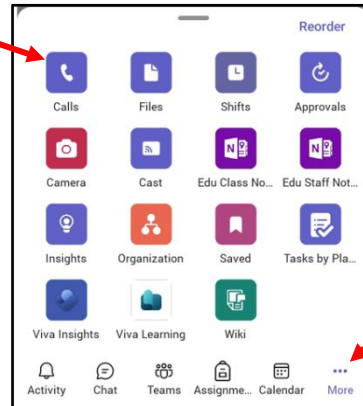


View and Search Contacts

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 Android phone.

To search for a contact:

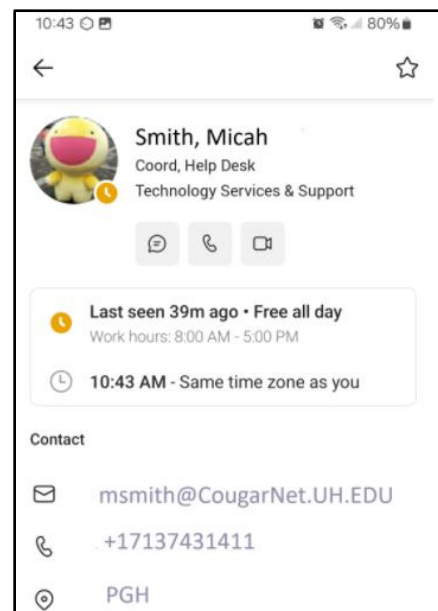
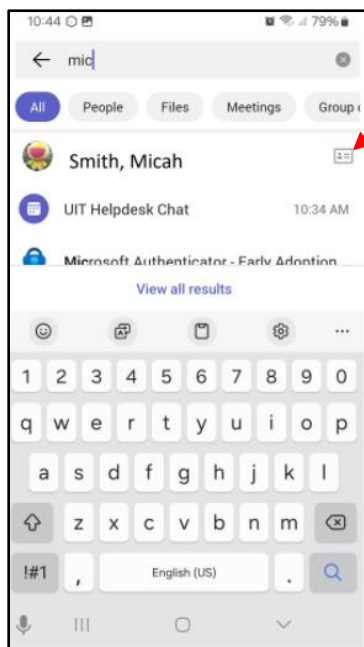
1. Tap **More** (the three dots) at the bottom.
2. Tap **Calls**.
3. In the Search field, enter a **name**.



View a Contact Card

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

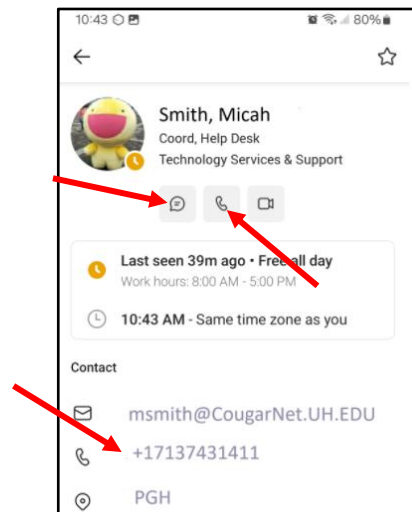
- Tap the **Contact Card** icon.



Call or Send an Instant Message (IM)

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

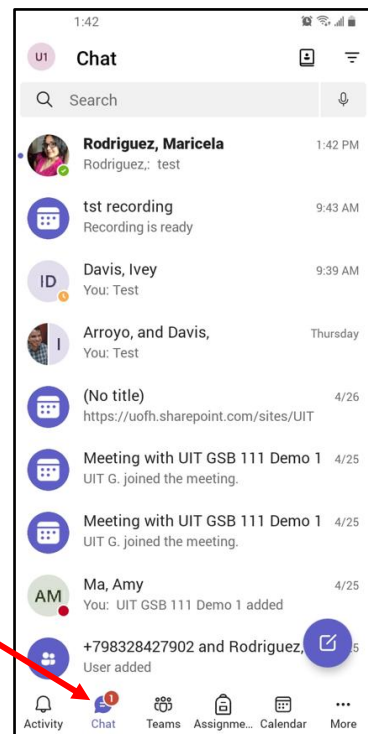
1. Tap **More** (the three dots) at the bottom.
2. Tap **Calls**.
3. In the Search field, enter a **name**.
4. Tap the **person's contact card**.
5. Tap the **IM** icon, **Phone** icon, or tap the **phone number**.



Receive an Instant Message

When someone sends you an instant message (IM), an IM alert appears at the bottom of the screen.

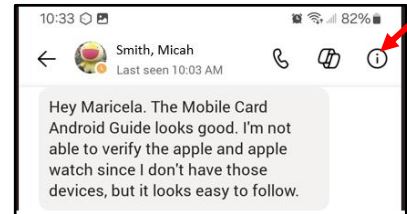
- To view an IM, Tap the **Chat** alert at the bottom of the screen.



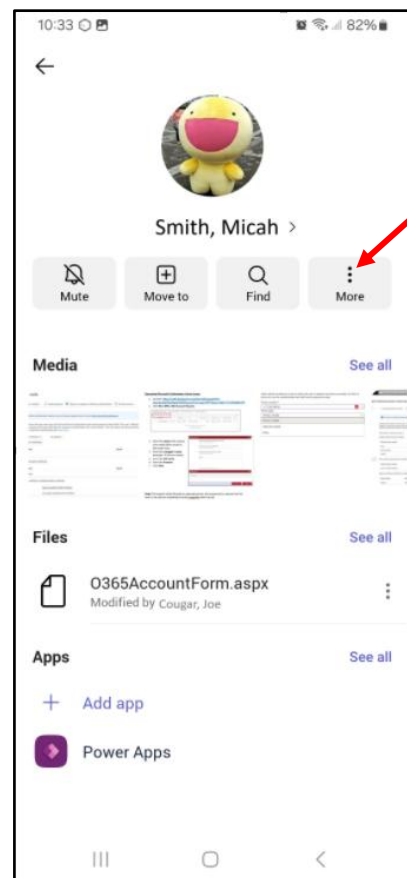
Invite Others to an Existing Instant Message Conversation

To invite someone to an instant message (IM) conversation, during an IM conversation:

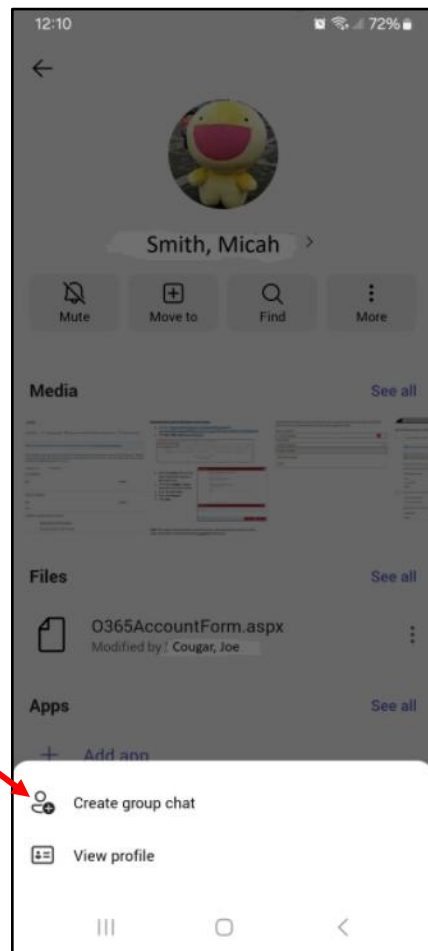
1. From the IM conversation screen, tap the **i** icon on the upper right side.



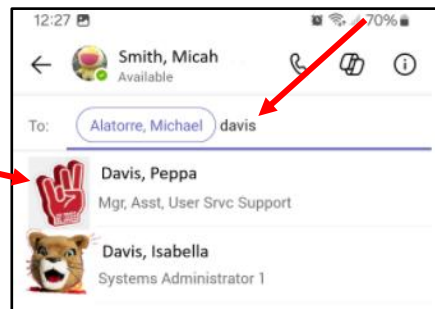
2. Tap **More**.



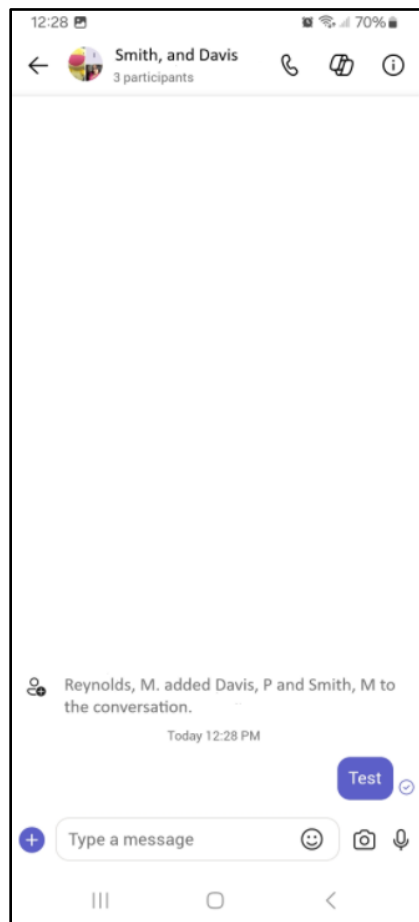
3. Tap **Create group chat**.



4. Enter the name of the **contact** you want to invite.
5. Tap the person's **name**.



Note: The invited group will open once the first message is made and then notify the added participants.

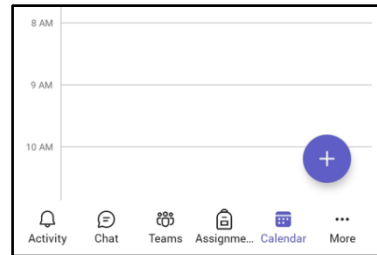


Schedule a Meeting

You can schedule a meeting on the Microsoft Teams mobile app like you would using the Desktop version.

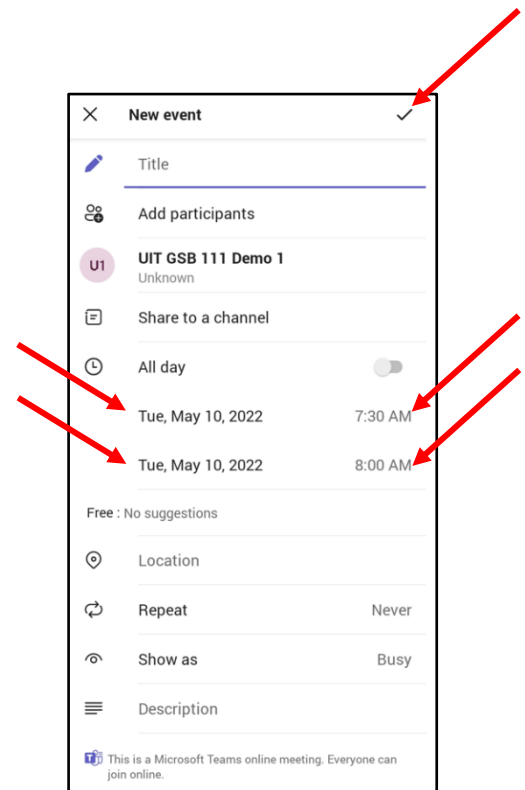
To schedule a meeting:

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



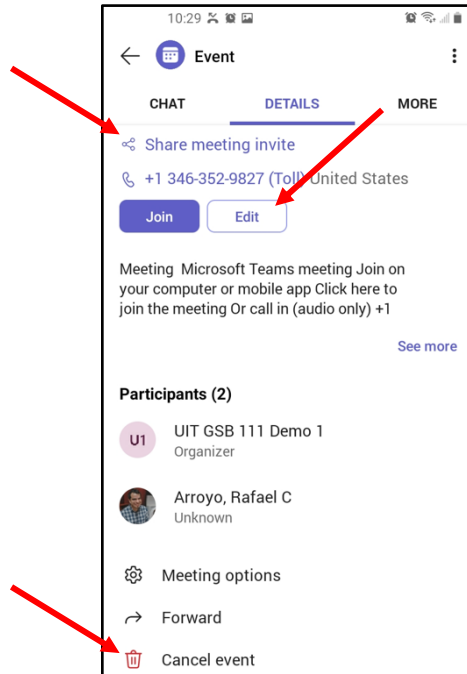
3. Add meeting **details**:
 - Title
 - Participants
 - Date
 - Time
 - Description
4. Tap the **checkmark** when done.

Note: Creating and scheduling an event will also create a group chat with normal chat options.



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**.



Join a Meeting

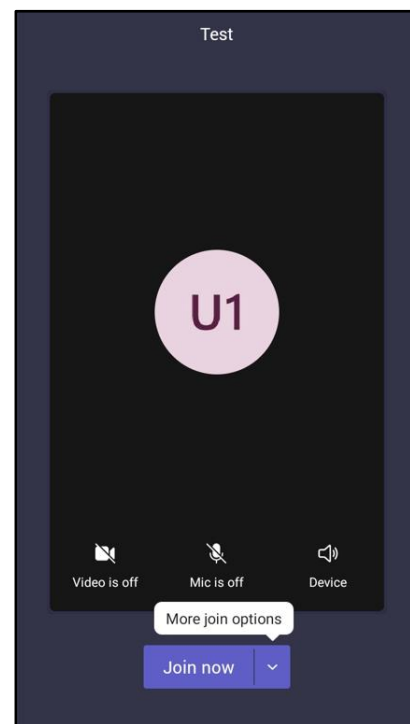
You can join the audio and video portion of a Microsoft Teams meeting using your Android phone. During a meeting, you are able to view a shared desktop or program.

To join a meeting:

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



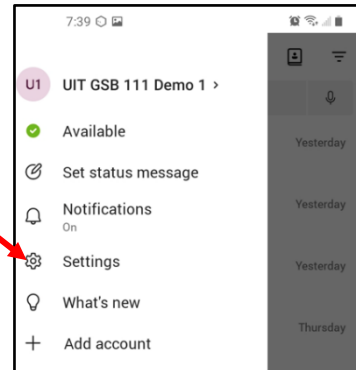
3. Tap either **Mic or Video off** option.
4. Tap **Join now**.



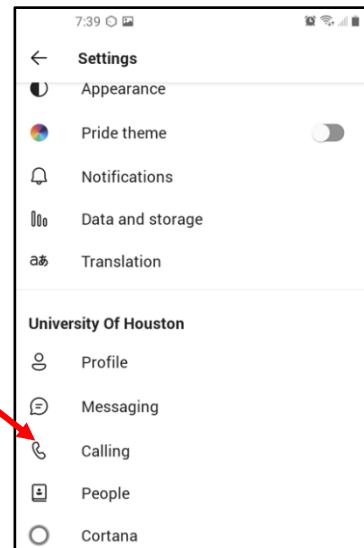
Forwarding Calls

To forward your calls:

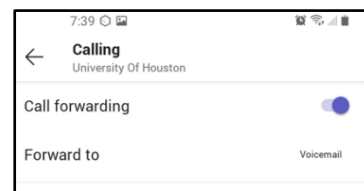
1. Tap **Your profile picture**.
2. Tap **Settings**.



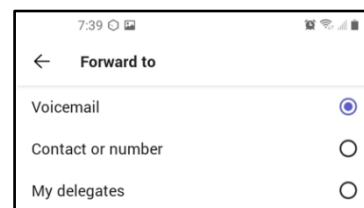
3. Tap **Calling**.



4. Tap **Call Forwarding** to activate the forwarding option.
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 desktop or program
- View meeting video