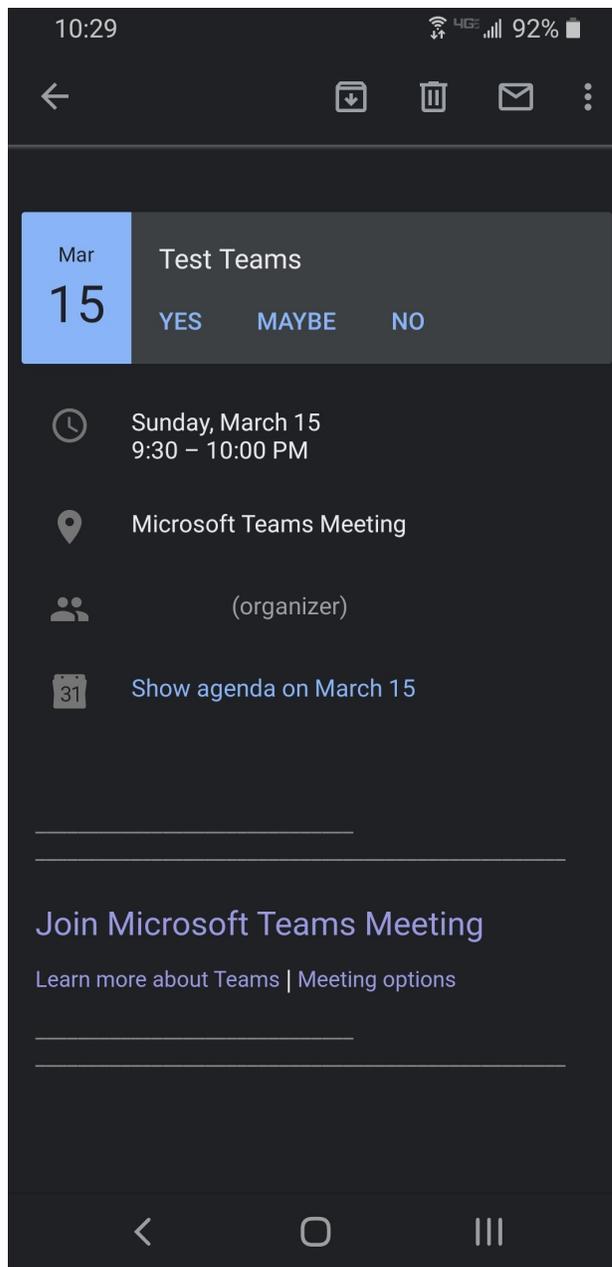




How to install Microsoft Teams on your mobile smartphone:

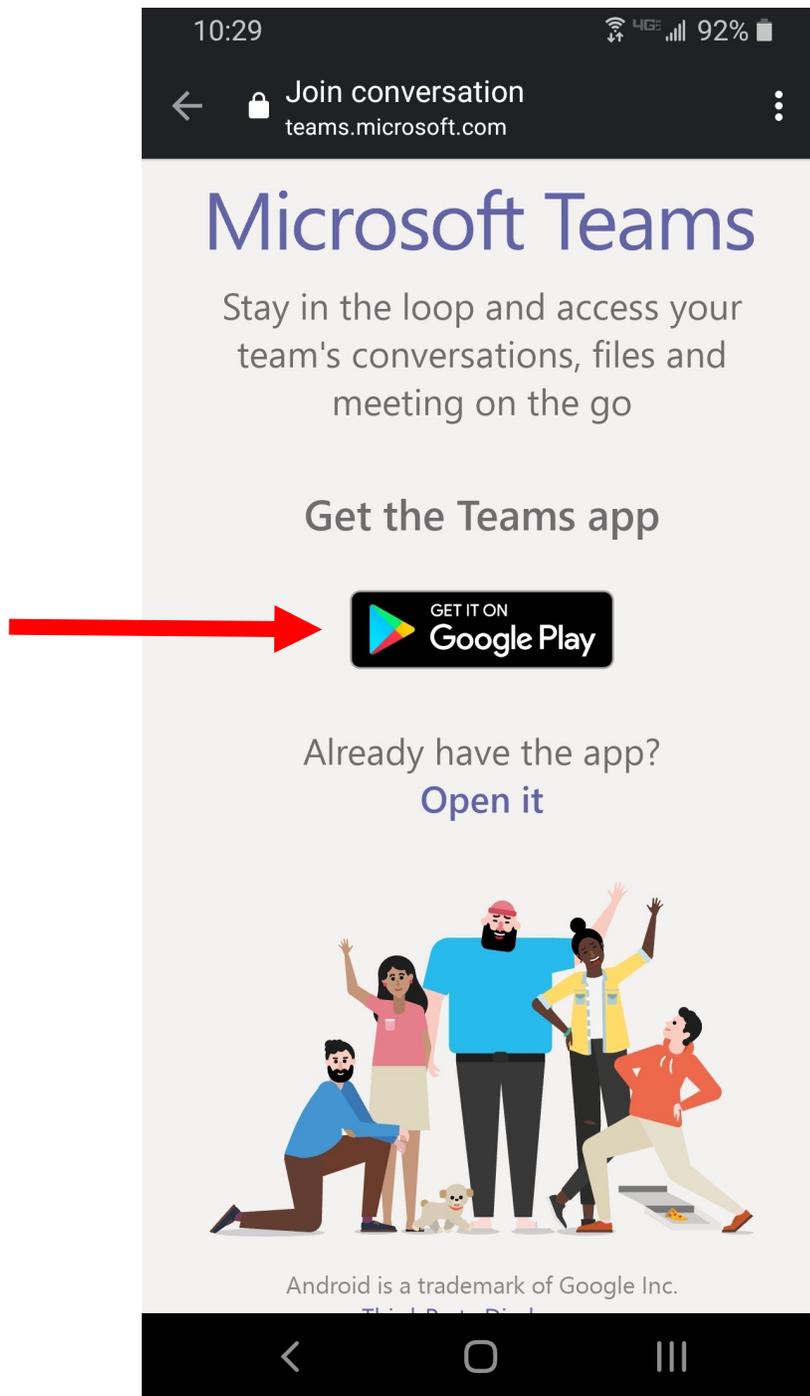
This guide will walk you through how to join a Microsoft Teams meeting from a mobile smartphone and begin a video conferencing session with your clinician/provider. Please note that as part of the video conferencing session, you will be asked to complete an additional consent by your clinician/provider.

1. You will receive an email invitation from your clinician/provider to join a Microsoft Teams Meeting
 - A. Clicking “Yes” only responds to the email invitation
 - B. You need to click “Join Microsoft Teams Meeting”**



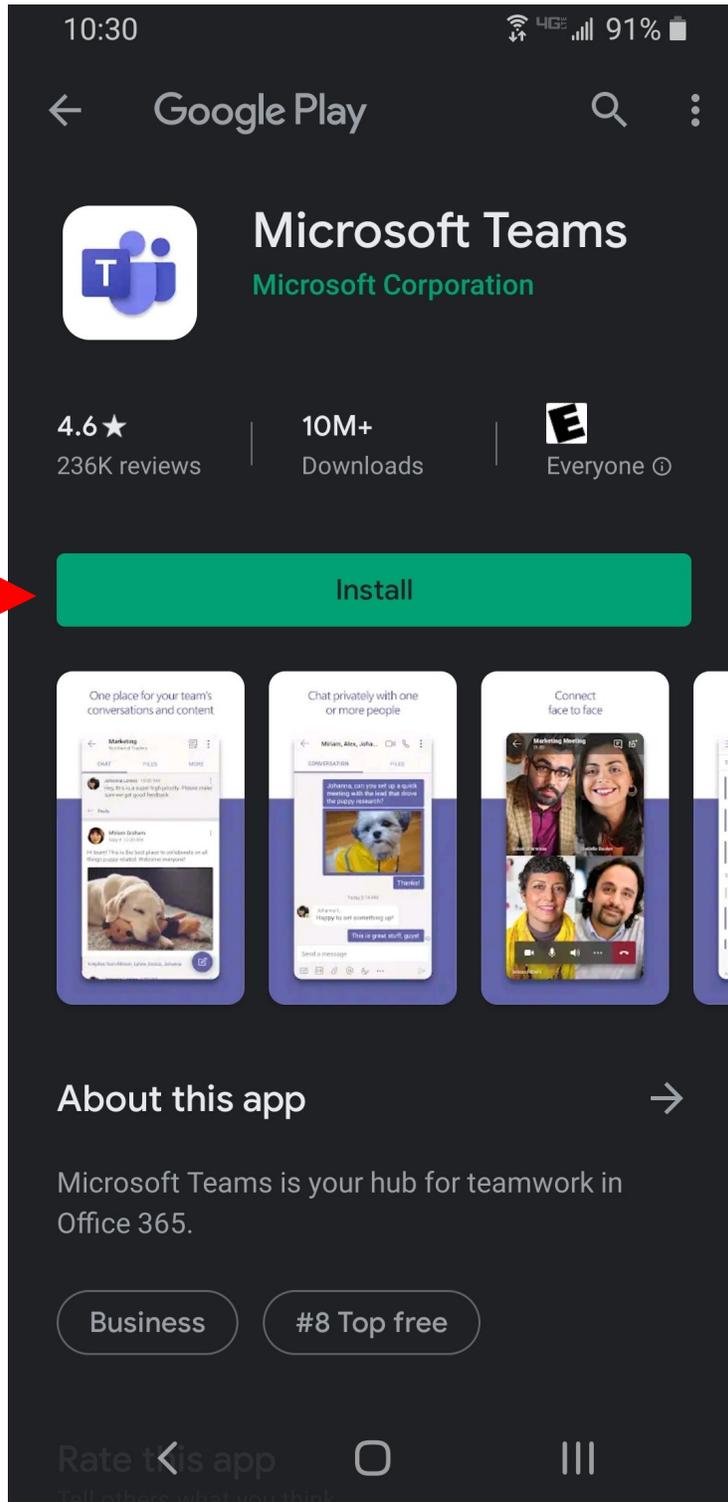


2. Clicking Join Teams Meeting will prompt you to download teams on the Google Play (Android) or the App Store (Apple). Click Download



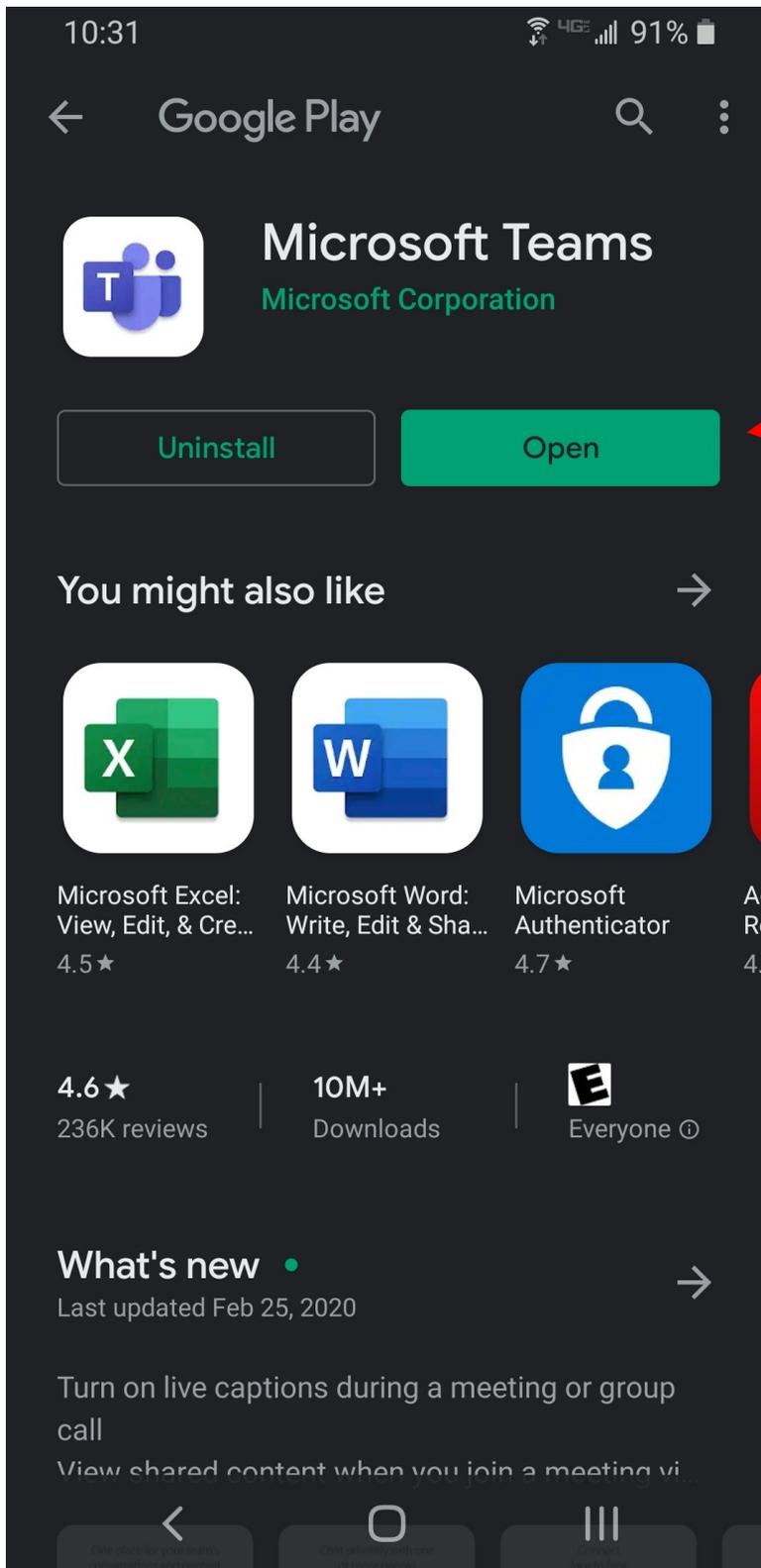


3. Click Install/Get





4. Once installed, click Open





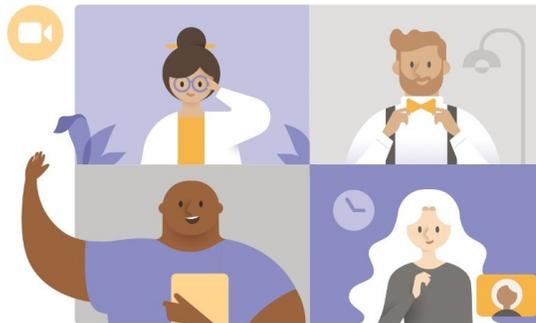
5. If you see the below screen to Join as Guest, please select Join As Guest

A. If you do not see this screen or if you would like to create a Teams account for on-going use, please follow the prompts

10:33

4G LTE 91%

Microsoft Teams



Meeting time!
How would you like to
join?



Join as a guest

Sign in and join





6. If you were not asked to Join as Guest, please click Sign Up for Free

A. Due to differences in people's mobile phones, some people are asked to Join as Guest while others are asked to Sign Up for Free

10:31

4G LTE 91%

Microsoft Teams



Welcome to Microsoft Teams! A happier place for teams to work together.

Sign in

Sign up for free

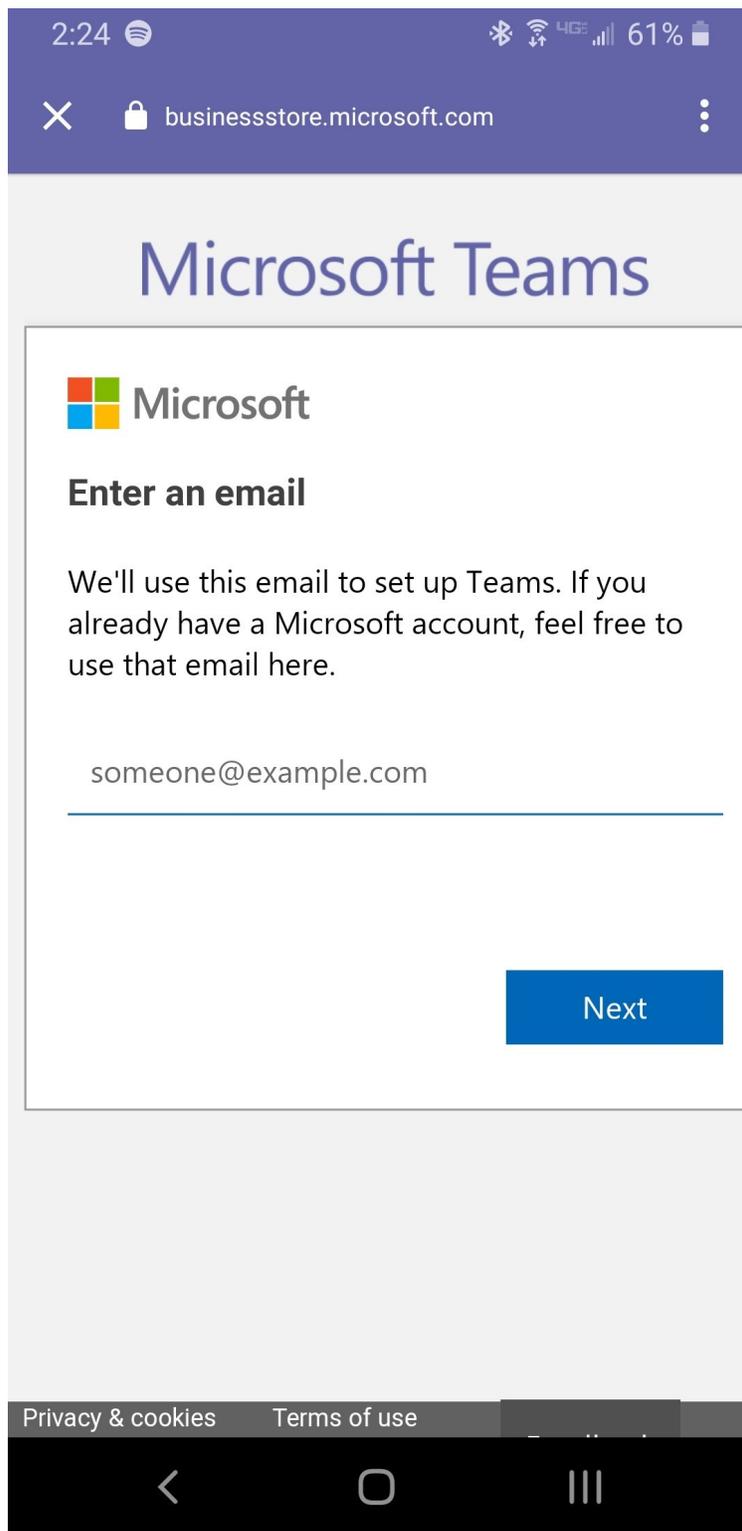
Learn more





7A. Create an Account—Option 1

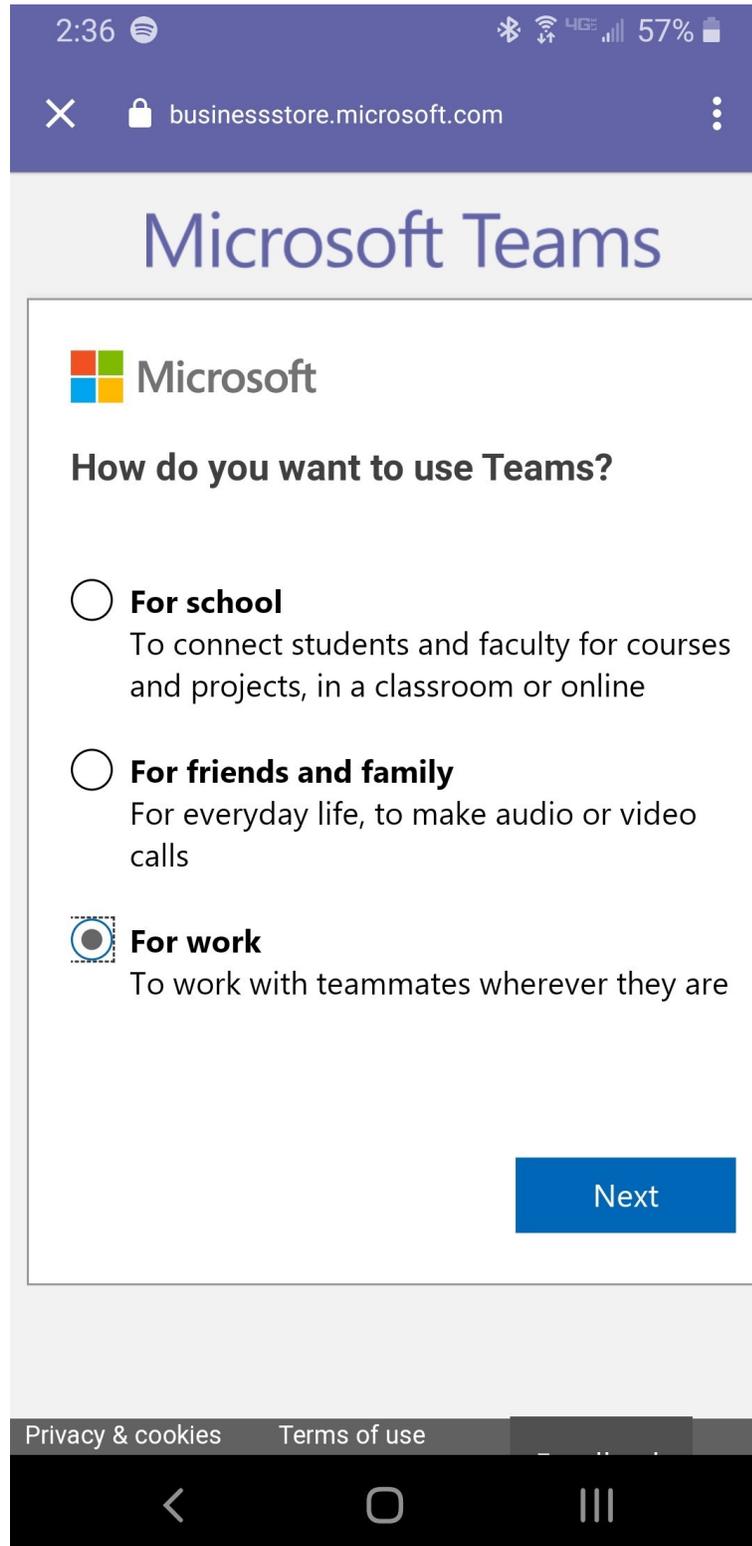
- i. There are 2 ways you might be asked to create an account. This guide will walk you through both.
 - a. Here is the first way to create an account.
- ii. Please enter the email address you would like to create a Teams account with





7B. Create an Account—Option 1

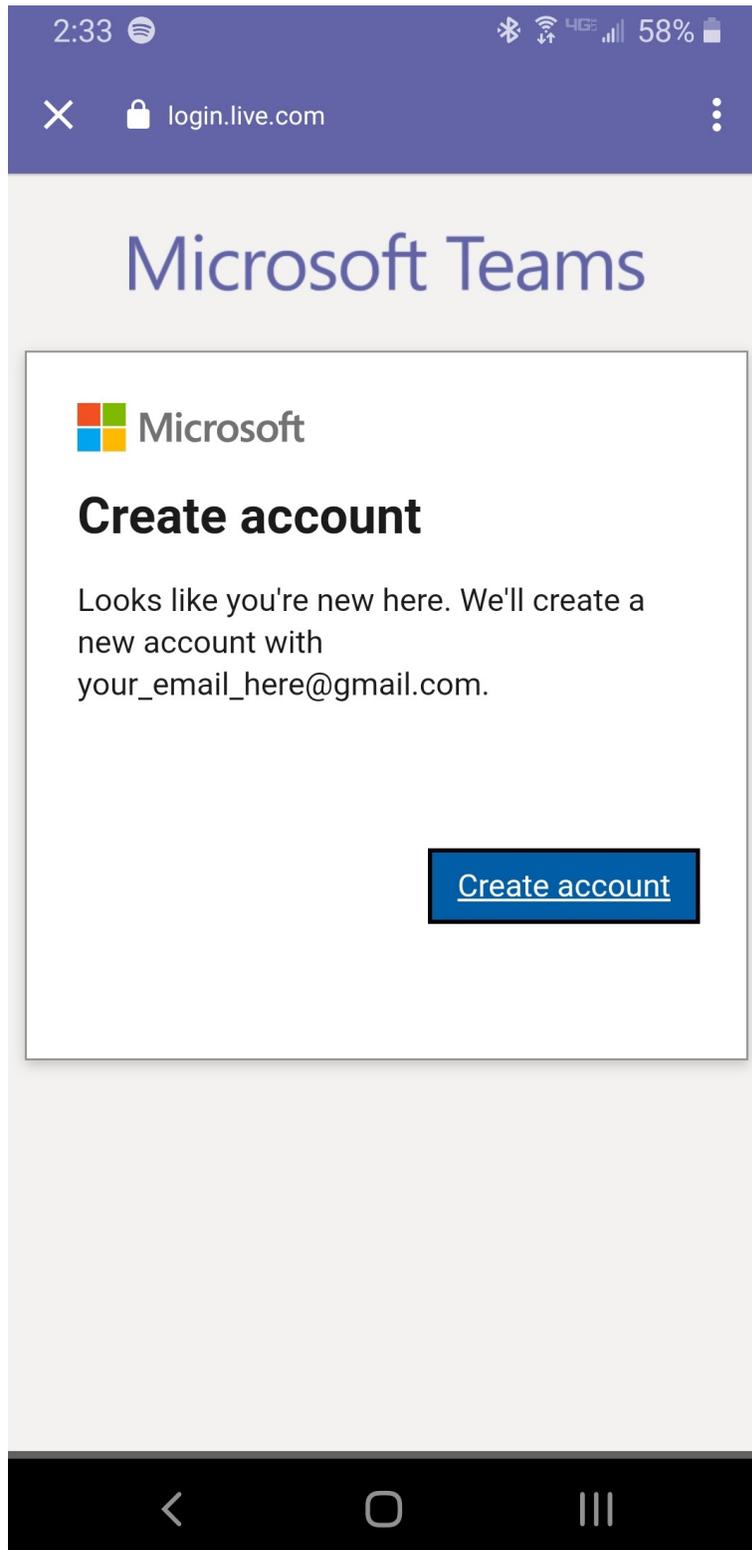
- i. If asked what kind of account to create, select For Work
- ii. This is easiest type of account to set up





7C. Create an Account—Option 1

- i. Click Create account

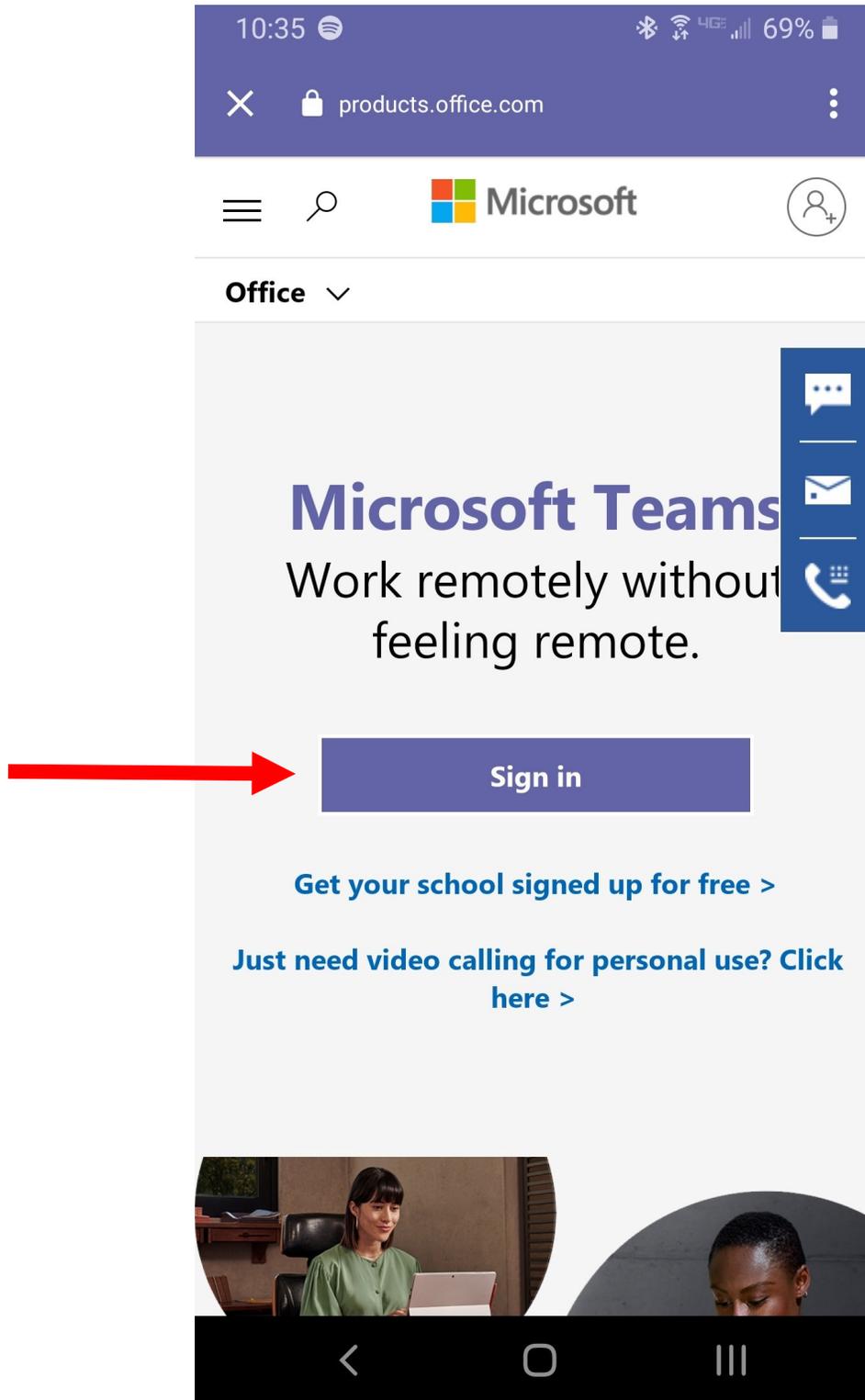




8A. Create an Account—Option 2

i. There are 2 ways you might be asked to create an account. This guide will walk you through the second way to sign up for an account.

ii. Please click Sign In





8B. Create an Account—Option 2

- li. Click Create one to create a Microsoft Teams account

10:36 4G 69%

login.microsoftonline.com

Microsoft

Sign in

Email, phone, or Skype

No account? [Create one!](#)

[Can't access your account?](#)

[Sign-in options](#)

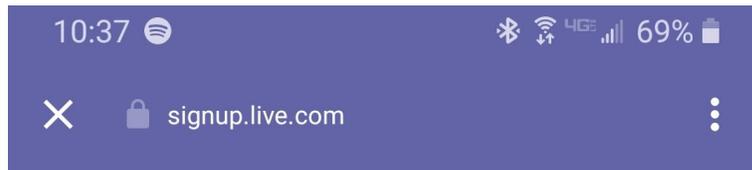
[Next](#)

[Terms of use](#) [Privacy & cookies](#) ...



8C. Create an Account—Option 2

- i. Enter your email address here
- ii. If you do not have an email address work with your trainer to create one



Create account

[Use a phone number instead](#)

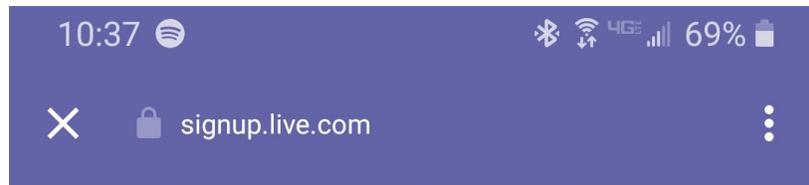
[Get a new email address](#)

Next





9. Create a password for your new Microsoft Teams account



← your_account_here@gmail.com

Create a password

Enter the password you would like to use with your account.

Create password

Show password

Next

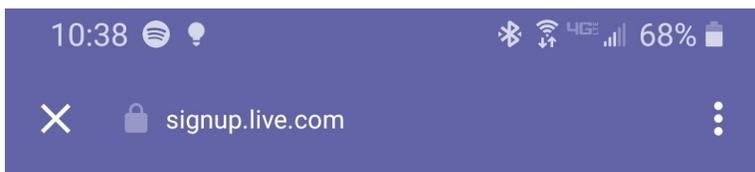




10. Verify your email

A. You will receive an email from Microsoft Teams with a verification code. Enter your verification code here

B. You can uncheck this box so you do not receive additional emails from Microsoft



← your_account_here@gmail.com

Verify email

Enter the code we sent to **your_account_here@gmail.com**. If you didn't get the email, check your junk folder or [try again](#).

Enter code



I would like information, tips, and offers about Microsoft products and services.

Choosing **Next** means that you agree to the [Microsoft Services Agreement](#) and [privacy and cookies statement](#).

Next





11. If prompted for more information, you can click skip for now

A. Alternatively, if you would like to provide additional information to Microsoft, you can press Next



More information required

Your organization needs more information to keep your account secure



[Skip for now \(9 days until this is required\)](#)

[Use a different account](#)

Next

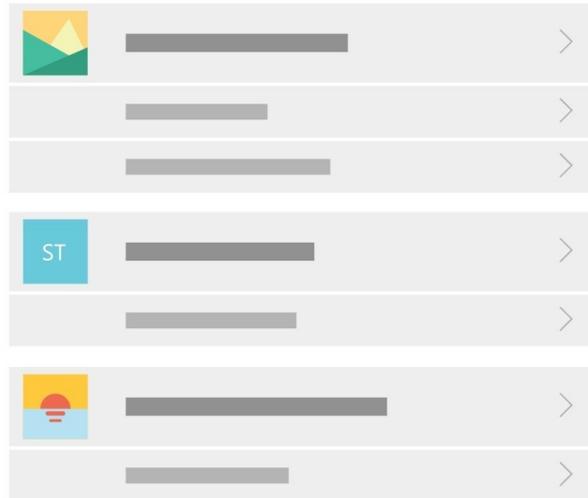




12. Click Next through all the prompts

10:44

Bluetooth, Wi-Fi, 4G LTE, Signal strength, 67% battery



Collaborate with others and share files in channels.



Next





13. Enter your name and click Next

A. You do not need to upload a photo for your profile picture (unless you would like to)

10:45

4G 66%

Create your profile



Upload photo

Name

Your Name Here



Next





14. Click Not Now. You don't need to invite other people in order to use Teams for your appointment

10:45

66%



The more the merrier! Add more team members to collaborate with.

Invite others



NOT NOW





15. When you get to this screen, you have fully installed Teams

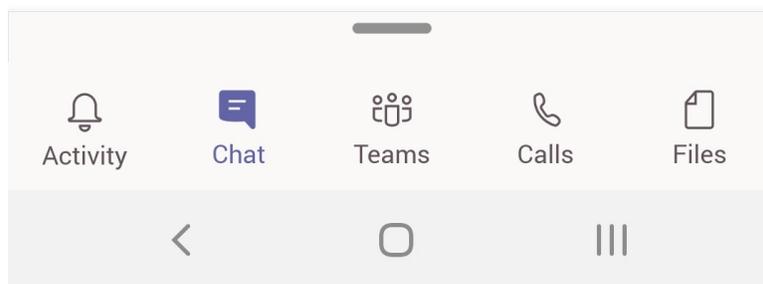
A. Go back to your email, find the meeting invitation for your appointment, and click Join Now

i. This will launch the Teams meeting with your provider.



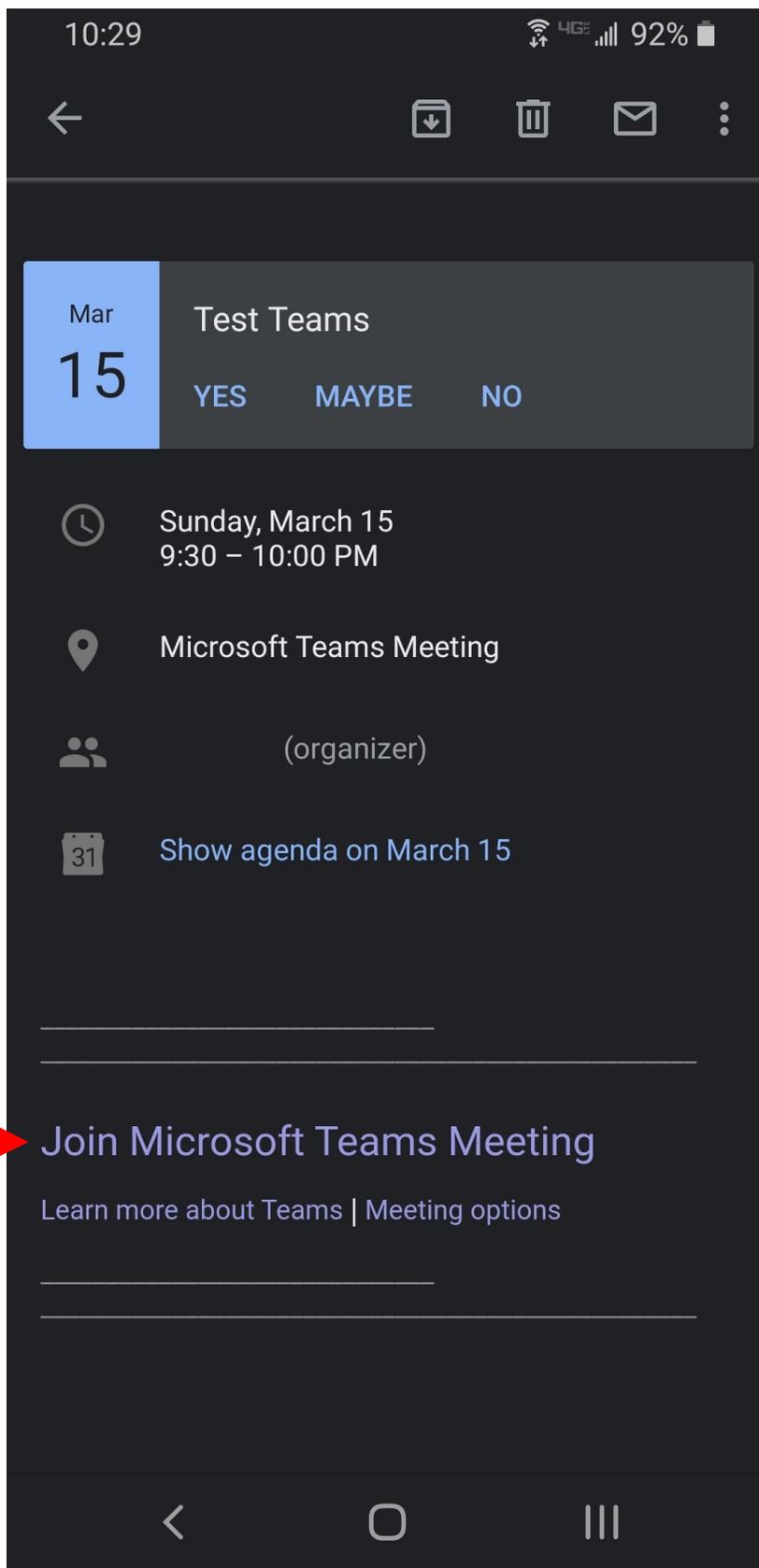
Start a private chat

Have private one-on-one and group conversations





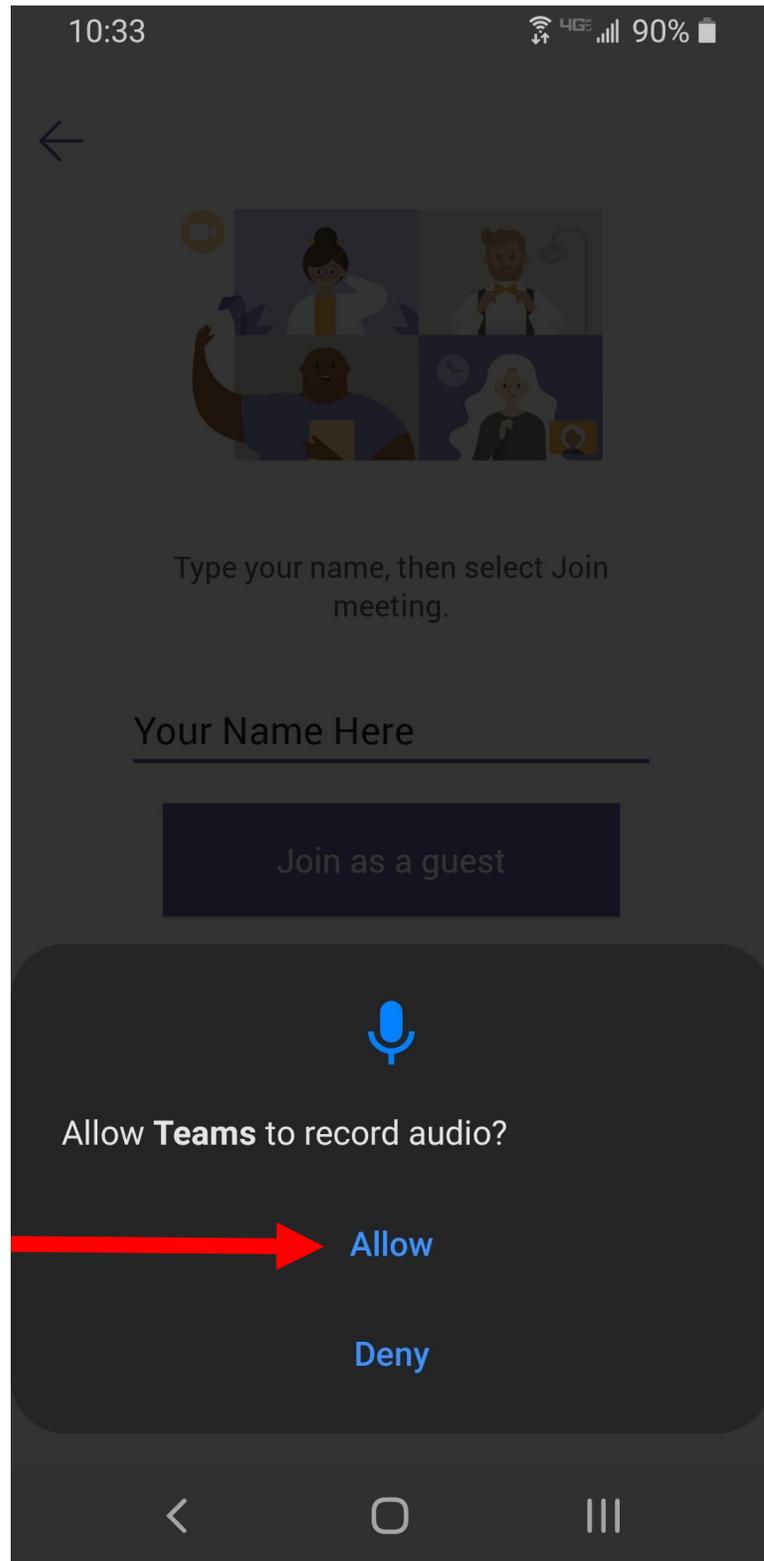
16. Click "Join Microsoft Teams Meeting" from your email





Mental Health Center of Denver

17. If prompted, allow permissions to audio and video, so your clinician/provider will be able to see and hear you during the video conferencing session.





18. When you get to this screen, please wait while your clinician joins your session!

A. When you join the meeting, remember to check that your video and microphone are turned on

