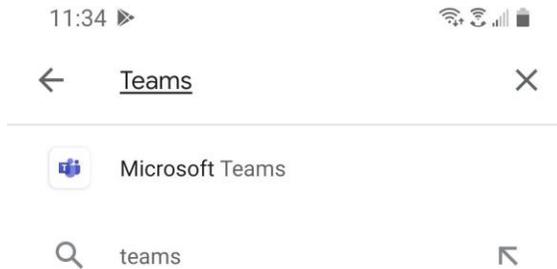
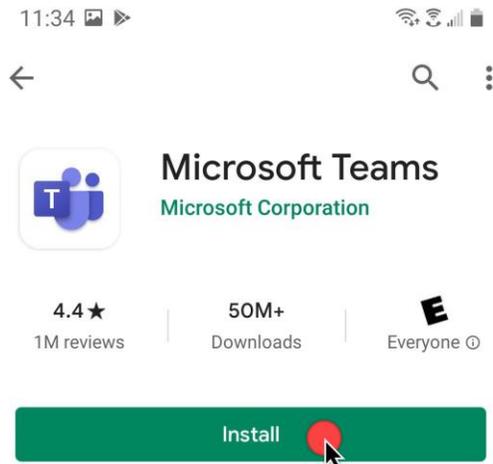


How to Install Microsoft Teams for Android Devices

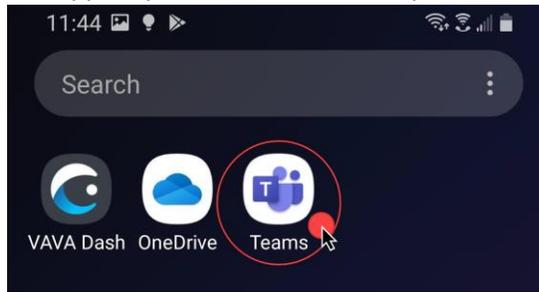
1. Begin by opening the Google Play Store  on your device
2. Tap on the Search button in the top menu and tap again to place your cursor in the search bar
 - a. Type in Teams and press the Search button on your keyboard



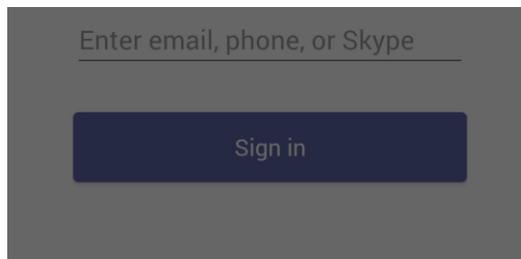
3. Locate and tap on the Microsoft Teams app 
4. Tap on the green Install button to begin download
 - a. You may wait on the screen until download finishes to open the app
 - i. A green Open button will appear
 - b. Else, you may return home (step 5) and open the app



5. Locate and tap on the Teams app on your home screen to open



6. You will be prompted to choose your account type after you click Sign in
 - a. Choose Work or school account type and
 - b. Type in your City email address and password

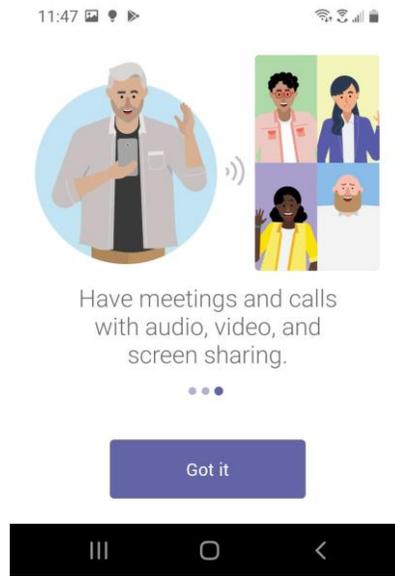


Choose your account type:

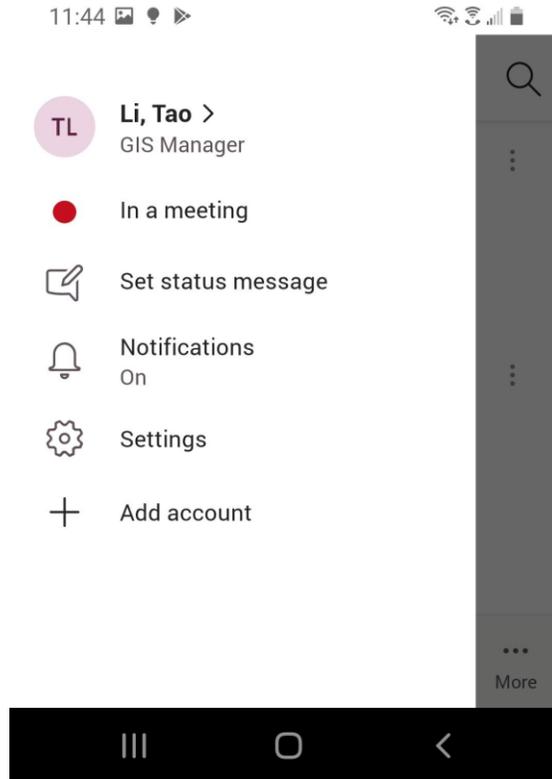
-  **Personal**
Coordinate with friends and family
-  **Work or school**
Collaborate with work colleagues



7. Click "Next" through the intro/explanation screens and "Got it" to finalize



8. Once you are through the tutorial, the TeamsActivity screen will be displayed



9. Click on the hamburger  menu in the upper left-hand corner for more options
 - a. You can update your status
 - b. Set a status message for your peers to read
 - c. Shortcut to configure notifications
 - d. Settings
 - i. Within Settings you can change Notifications, themes, and sign out

If you have any questions, please contact the ISD Help Desk at help@glendaleca.gov or (818) 548-4085