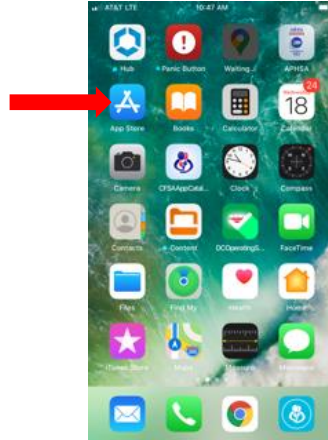


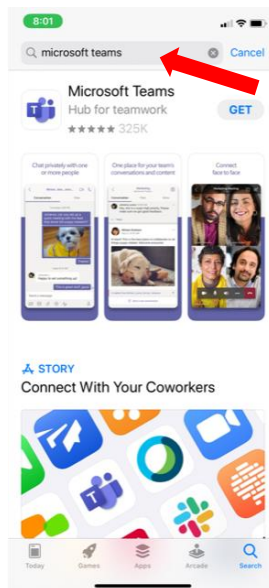
How to Download Microsoft Teams to your Mobile Device

First, you will need to download the App from the iOS Apple Store or Google Play Store. For this example, we will access via the Apple Store.

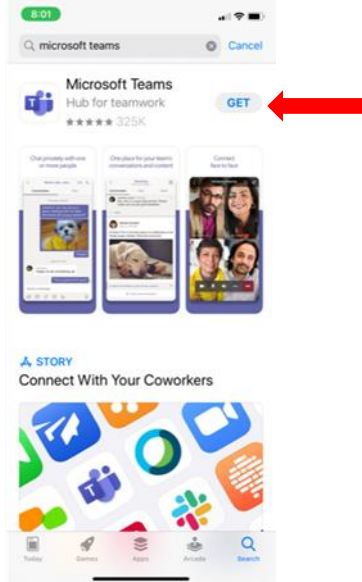
Step 1: Click on App Store



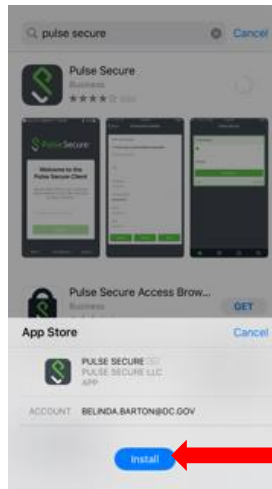
Step 2: In search box, type Microsoft Teams



Step 3: Select **Get**.

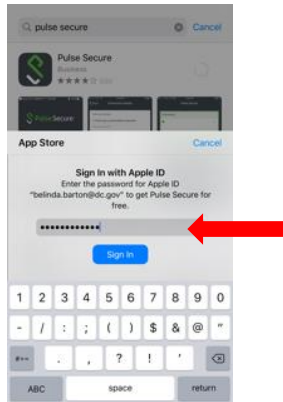


Step 4: Select **Install**, to start the installation process.

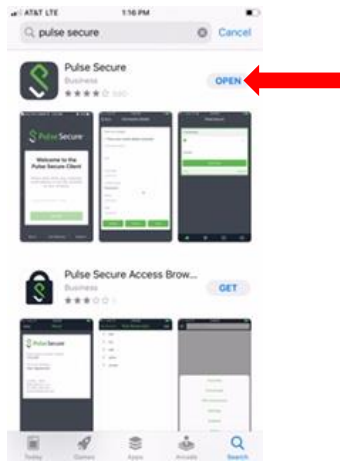


Should you have any questions, please contact the CISA/FACES Helpdesk at (202) 434-0009 or ITServUS Helpdesk at (2020) 671-1566.

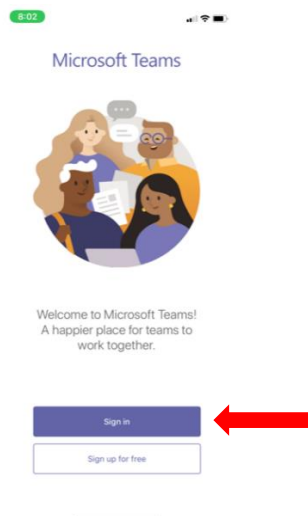
Step 5: Enter your **Apple ID**. (may not appear based on your device's *Apple Store* setting.)



Step 6: Click **Open** to open app.

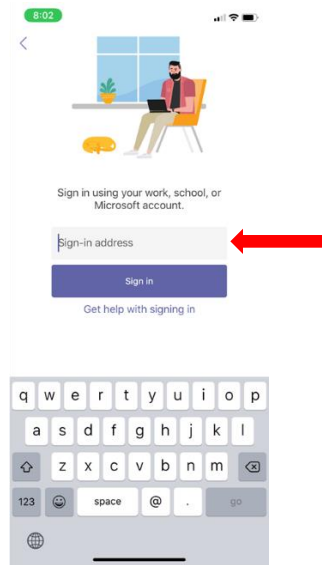


Step 7: Click **Sign-in**

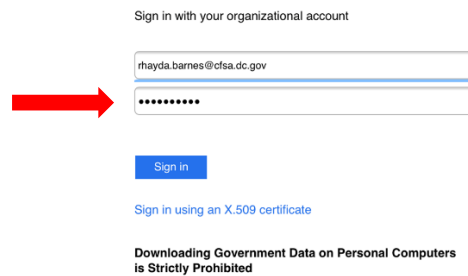


Should you have any questions, please contact the CISA/FACES Helpdesk at (202) 434-0009 or ITServUS Helpdesk at (2020) 671-1566.

Step 8: Type **FirstName.LastName@cfsa.dc.gov** to allow access.

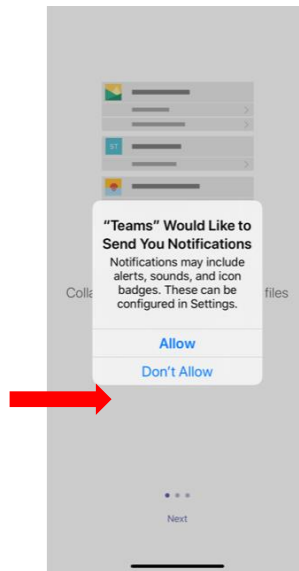


Step 9: Enter **password** (*password used to sign into your computer*).

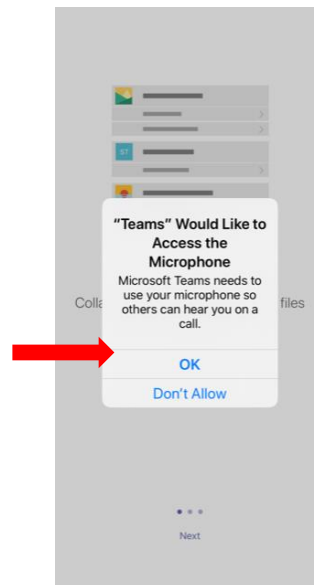


Should you have any questions, please contact the CISA/FACES Helpdesk at (202) 434-0009 or ITServUS Helpdesk at (2020) 671-1566.

Step 10: Click **Allow** to receive Notifications from the Teams App.



Step 11: Click **OK** to allow the device to use the microphone.



Step 12: Click **Next** to complete set-up in the Teams App. (*Two windows will appear to click next in the set up process.*)



Collaborate with others and share files in channels.



Step 13: Click **Got It**.



Have meetings and calls with audio, video and screen sharing.



Step 14: Your Teams Chat Feed will now appear.



You are now CONNECTED!

Should you have any questions, please contact the CISA/FACES Helpdesk at (202) 434-0009 or ITServUS Helpdesk at (2020 671-1566.