

How to setup Microsoft Teams on iPhone

FOR LONG BEACH CITY COLLEGE **FACULTY & STAFF**

How to setup Microsoft Teams on iPhone

Step 1:

Select the **App Store icon** in your iPhone.



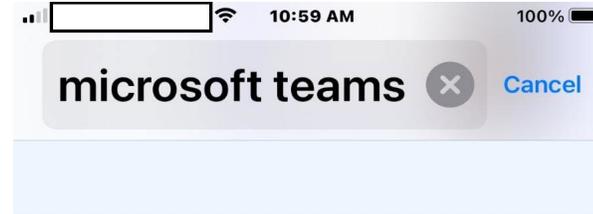
Step 2:

Search for: **Microsoft Teams** and select the blue cloud icon to download the app.



Step 3:

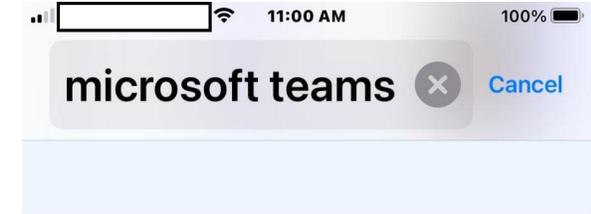
When the download is completed select **OPEN** to start your **Microsoft Teams setup**.



Microsoft Teams
Call. Chat. Collaborate



★★★★★ **3.1M** **Micro soft...** **#1** **Busin ess**



Microsoft Teams
Call. Chat. Collaborate



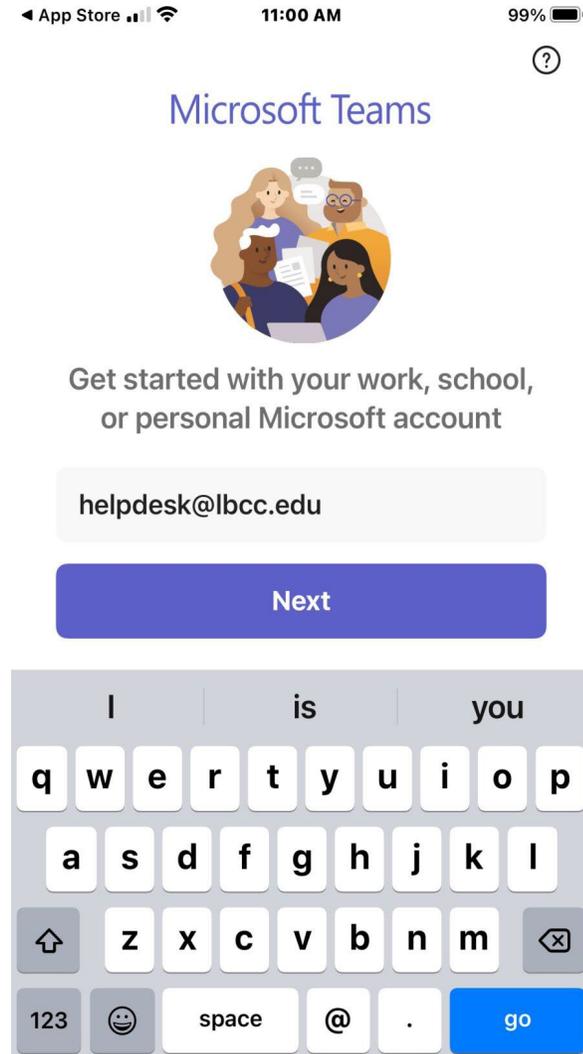
★★★★★ **3.1M** **Micro soft...** **#1** **Busin ess**



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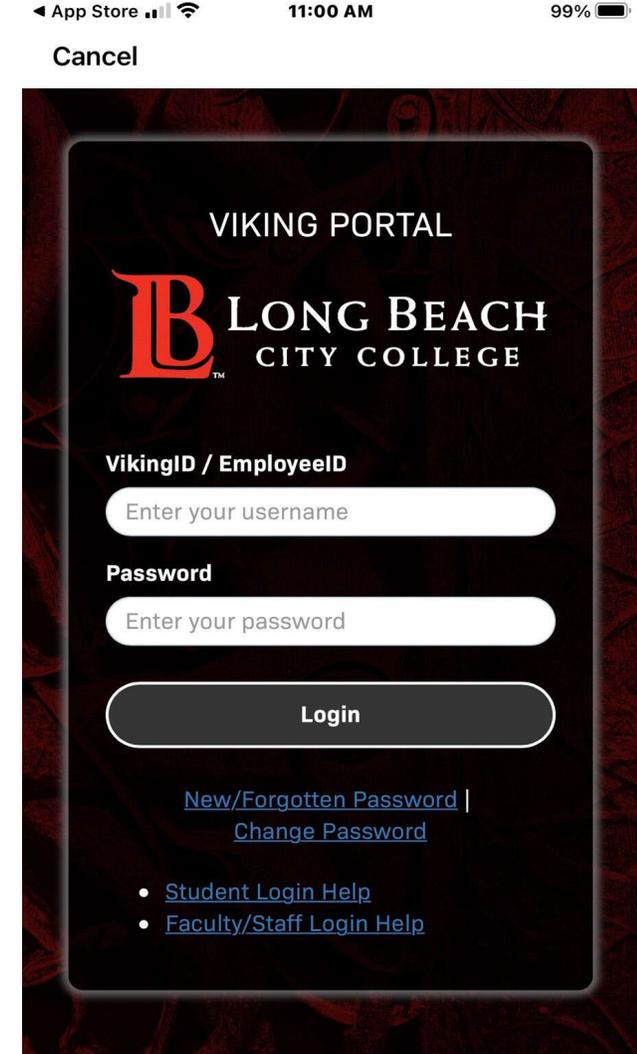
Step 4:

Enter your **@lbcc.edu** email in the address bar provided and select **Next**.



Step 5:

You will be redirected to the **Viking Portal** to authenticate your user account. Enter your **Viking ID and Password**.



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Step 6:

Select – **Allow**

To receive alerts from Teams.

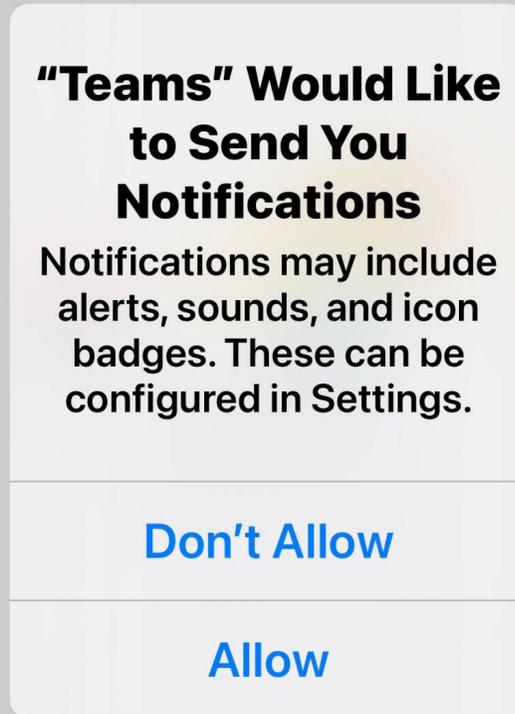
OR

Select – **Don't Allow**

If you do not want to receive alerts from Teams.

Click NEXT

Note – These options can be configured in the Settings menu in Teams.



Step 7:

Select – **Allow**

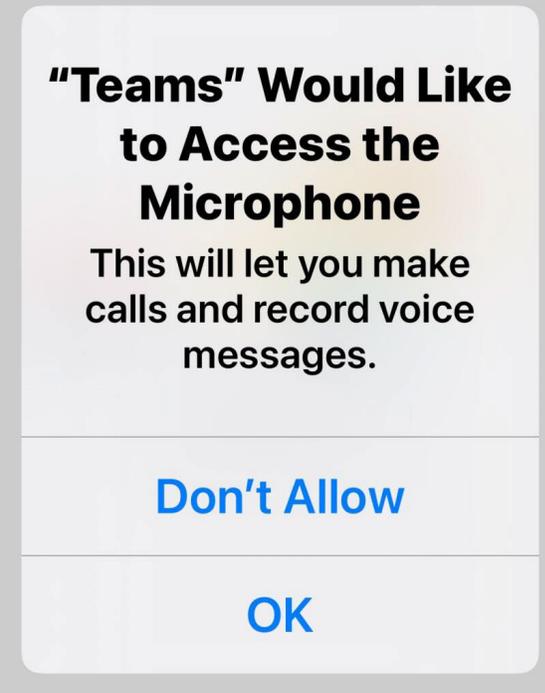
To make calls and record messages.

OR

Select – **Don't Allow**

If you do not want to make calls or record messages.

Click NEXT



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Step 8: Click **Next**

Step 9: Click **Next**

Step 10: Click **Next**

Step 11: Click **Got it**

You have completed the setup for Microsoft Teams.



Amplify every student's voice.



Next



Chat and plan with educators near and far.



Next



Feedback that makes a difference and saves you time.



Next



The class stuff you need, when you need it.



Got it

Questions?

If you run into any issues, or have further questions, feel free to reach out to us!