

MICROSOFT TEAMS INSTRUCTIONS WHEN USING A MOBILE DEVICE

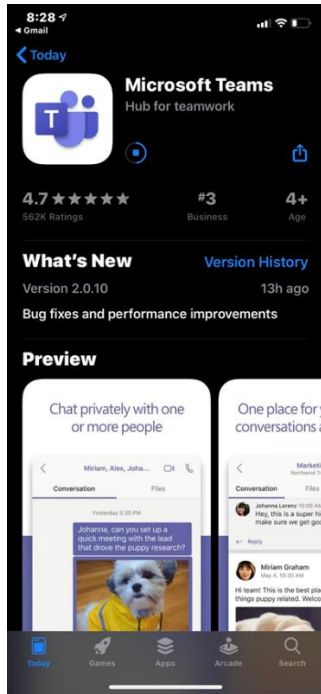
PRIOR TO YOUR VIRTUAL APPOINTMENT

Please download the Microsoft TEAMS app on your device. This is available on Android, Apple, and Microsoft.

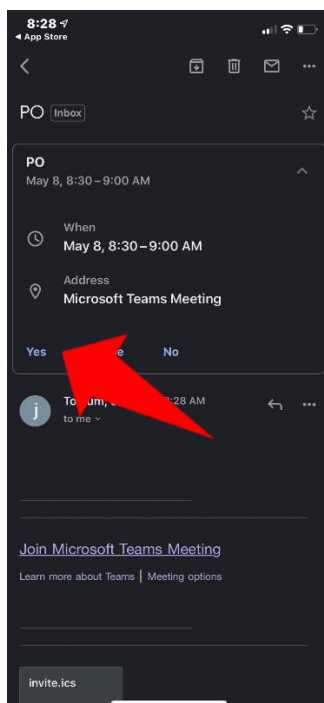
Google Play: https://play.google.com/store/apps/details?id=com.microsoft.teams&hl=en_US

Apple: <https://apps.apple.com/us/app/microsoft-teams/id1113153706>

Microsoft: <https://www.microsoft.com/en-us/microsoft-365/microsoft-teams/download-app>

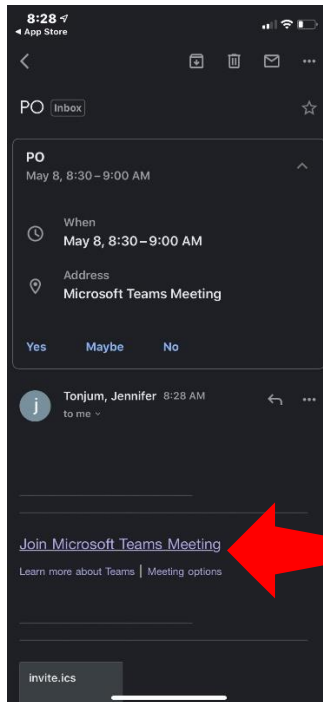


Your probation officer will invite you to a TEAMS meeting. Accept meeting in the invite in the e-mail.

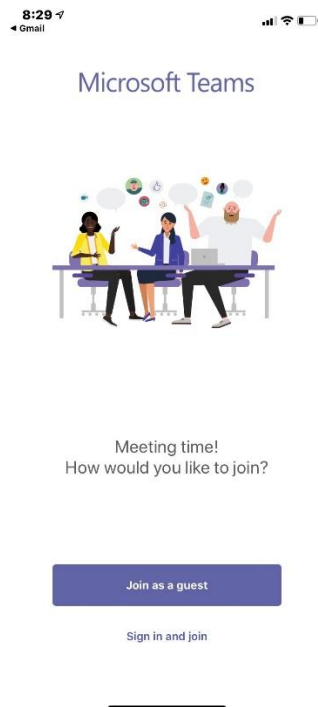


DAY OF APPOINTMENT

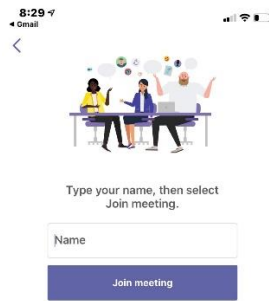
1. Click on Join Microsoft TEAMS Meeting in email.



2. The app will ask how you would like to join. You can either join as a guest or make a Microsoft Account.



3. If you join as guest, you will be required to enter your name prior to joining. Once your name is entered, click on join meeting.



4. Once you join the meeting you will be placed in a virtual waiting room. Your probation officer will allow you into the meeting upon their arrival.

