

# Teams Guideline

## Mobile version (Android and iOS)

### Step 1:

Download Microsoft Teams.

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

Android link: <https://play.google.com/store/apps/details?id=com.microsoft.teams&hl=en>

\*Please make sure to download in advance! The process may take some time.

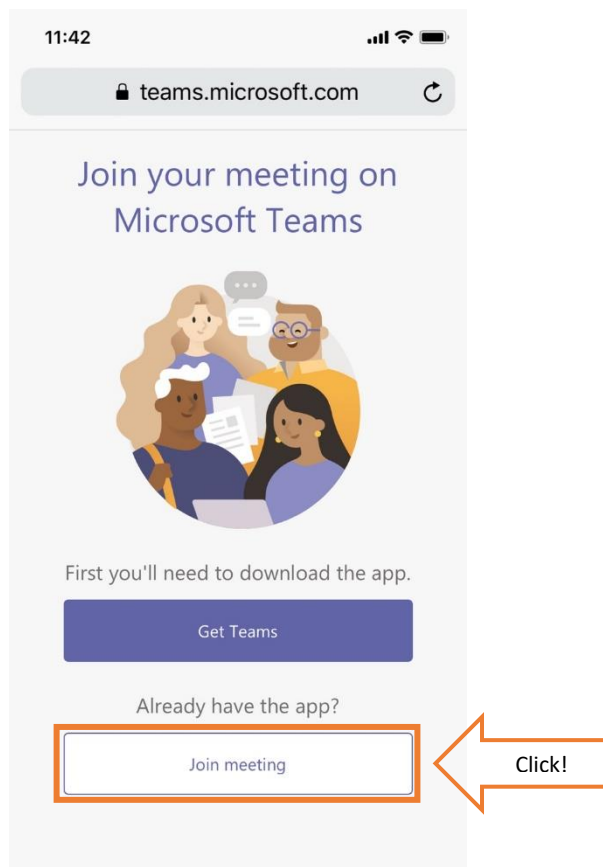
### Step 2:

Access the Online Pre-Departure link.

<https://bit.ly/2Bclzdu>

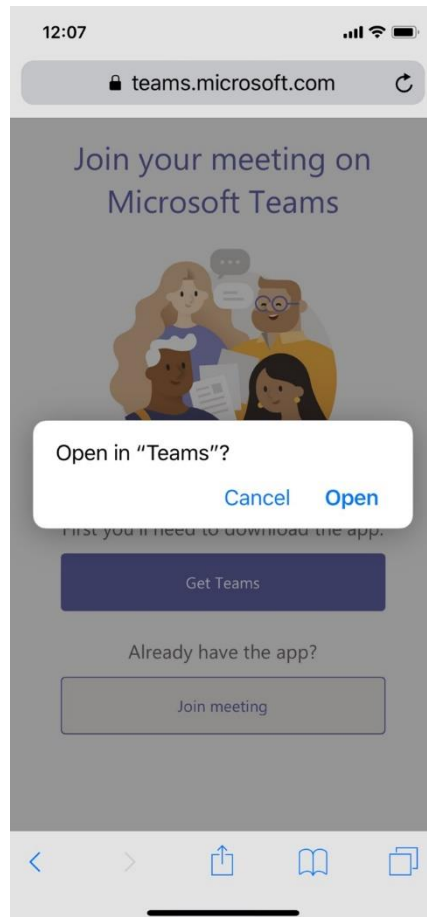
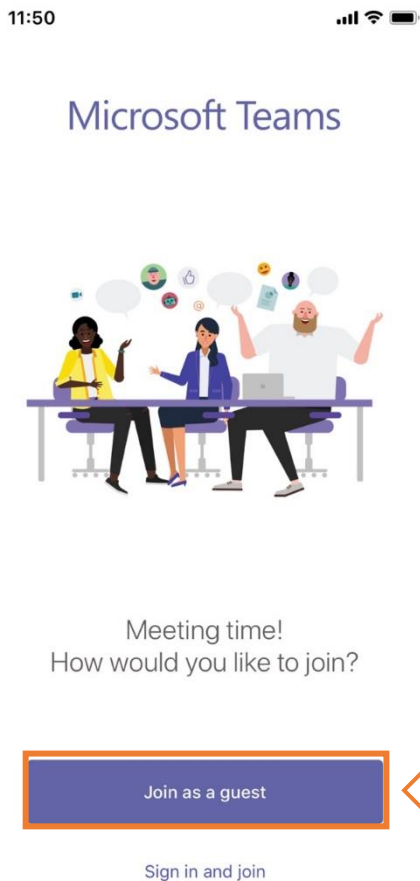
### Step 3:

Click [Join meeting].



#### Step 4:

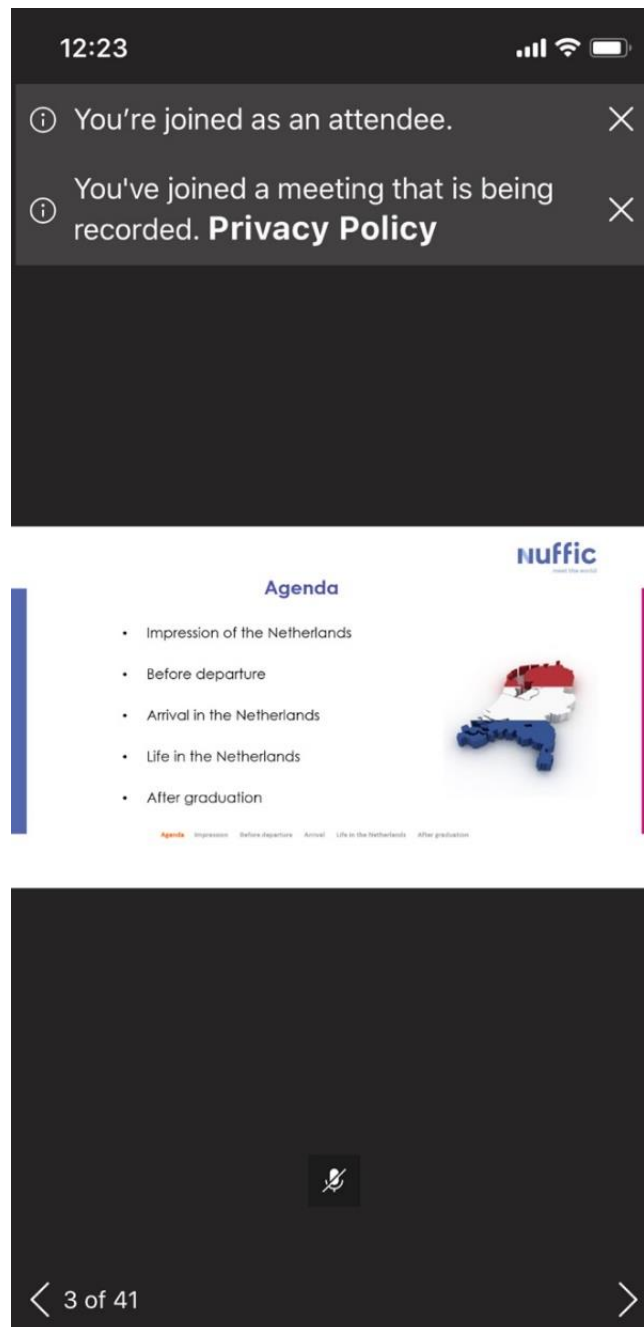
Click [Join as a guest] and open in "Teams" to access meeting.



### Step 5:

Once you have accessed <Teams>, you should be seeing this screen.

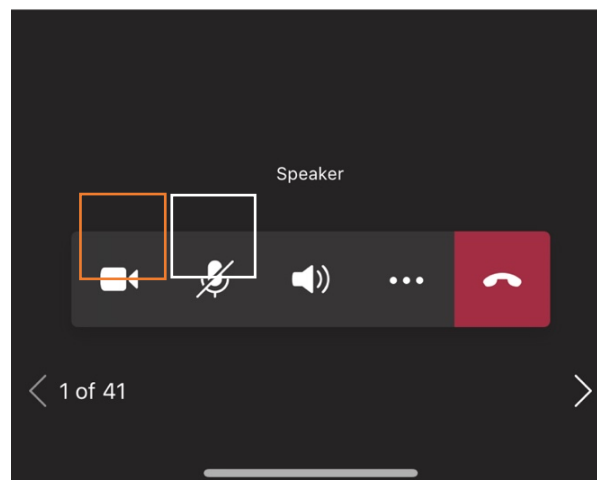
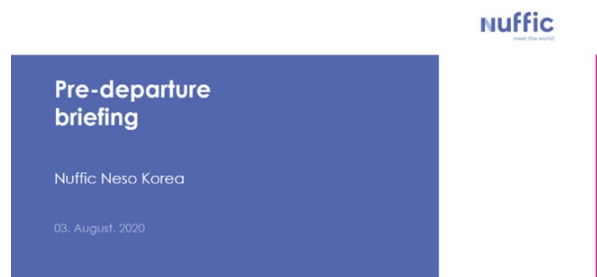
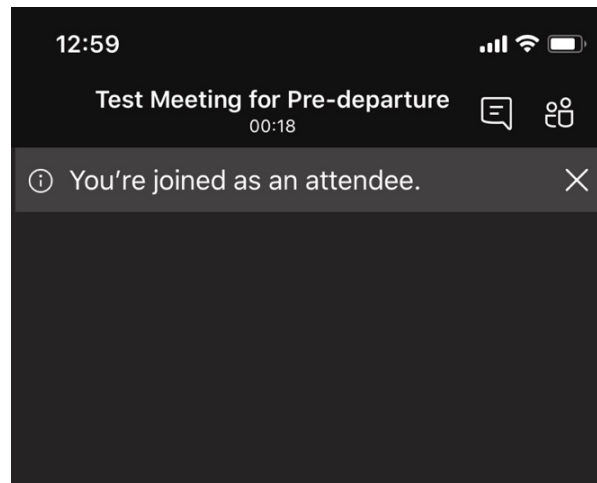
Please note that the meeting is recorded for the purpose of documentation.




### Step 6:

Please turn off your mic during the meeting.

Please turn on your video during the meeting.



### Step 7:

To adjust sound system, click on  to change sound mode.

Please be on either [Speaker] or [Bluetooth] mode.

