

How to prepare for Teams video meeting – Smart Phone

- Download the Microsoft Teams app on your phone
 - Create a FREE teams account
 - You will need an email address
 - Select “for work” as the reason you want teams
 - Enter your name
 - Enter the company as Natural Grocers
 - Complete the account set up
 - Click on “Join Teams Meeting” in the email you received
 - Join the meeting

Microsoft Teams

 Microsoft

How do you want to use Teams?

- For school**
To connect students and faculty for courses and projects, in a classroom or online
- For friends and family**
For everyday life, to make audio or video calls
- For work**
To work with teammates wherever they are

How to prepare for Teams video meeting – Tablet/other mobile devices.

- Go to the below website to set up a free Teams account
 - <https://www.microsoft.com/en-us/microsoft-365/microsoft-teams/free>
- Create a FREE teams account
 - You will need an email address
 - Select “for work” as the reason you want teams
 - Enter your name
 - Enter the company as Natural Grocers
 - Complete the account set up
 - Click on “Join Teams Meeting” in the email you received
 - Join the meeting