

Instructions for setting up Microsoft Teams on Mobile Devices



Android Devices



1. Search for 'Microsoft Teams' on the Google Play Store .
2. Click 'Install'.
3. No need to create a Microsoft Account if you don't have one.
4. Test your Teams connectivity with the court department:
 1. Click on the [Court Teams link](#).
 2. Join as a guest
 3. Enter your name. First Name, Last Name and Party Description (for example, Amy Smith Petitioner).
 4. Select 'Allow or Ok' if asked to allow Teams to record audio or allow Teams to access your camera\video.
 5. Once connected successfully, you will see a screen that will indicate 'Hey [your name], someone in the meeting should let you in soon'.
 6. Hang up the meeting.

Apple Devices



1. Search for 'Microsoft Teams' on the Apple App Store .
2. Click 'Get'.
3. No need to create a Microsoft Account if you don't have one.
4. Test your Teams connectivity with the court department:
 1. Click on the [Court Teams link](#).
 2. Join as a guest
 3. Enter your name. First Name, Last Name and Party Description (for example, Amy Smith Petitioner).
 4. Select 'Allow or Ok' if asked to allow Teams to record audio or allow Teams to access your camera\video.
 5. Once connected successfully, you will see a screen that will indicate 'Hey your name, someone in the meeting should let you in soon'.
 6. Hang up the meeting.