

# Set up MICROSOFT TEAMS app on Apple devices

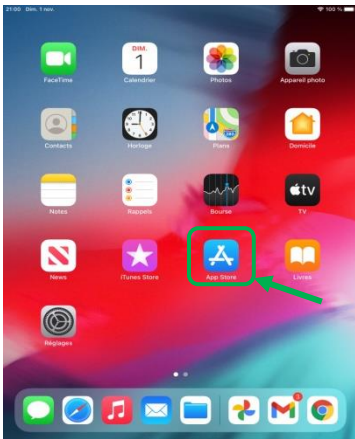


This document is available to help you configure different devices, such as cell phones (iPhone) and tablets (iPad).

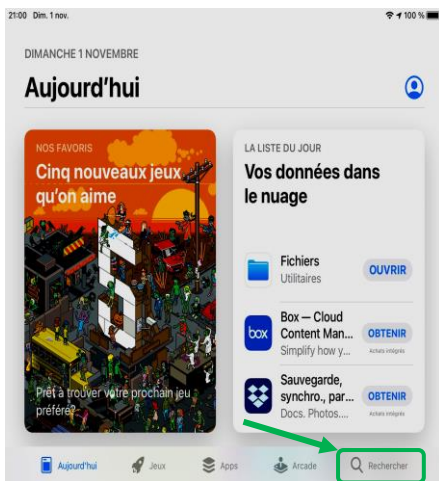
*It is not possible to give you a setup procedure for every device. These instructions may not apply exactly to your device, but will serve as a guide.*

## Procedure :

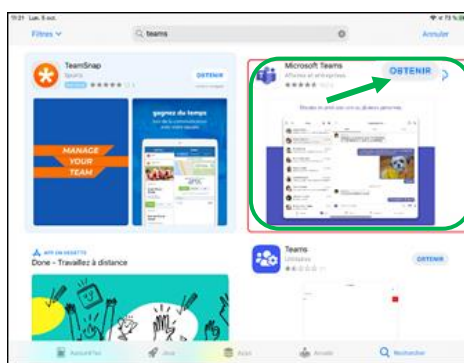
### 1. Click on the "App Store"



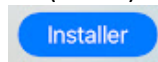
### 2. Click on the « Rechercher » (Search) option on the bottom-right of the screen and type « Microsoft Teams ».



### 3. Next, make sure it is the "Microsoft Teams" application. Finally, click on the « Obtenir » (get) button to start downloading the application.

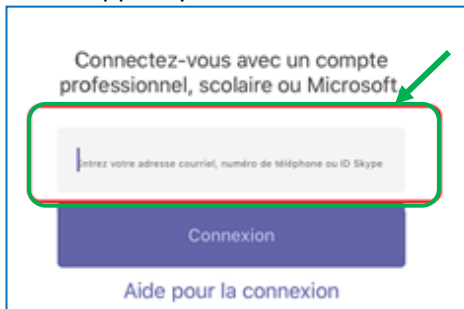


### 4. The « Obtenir » button will become the « Installer » (install) button.



### Click on the button, you may need to sign in with your Apple ID (email from your Apple account) and password, then click on the "Ok" button.

### 5. When complete, press the « Ouvrir » (open) button, or find and open the Teams app on your device.



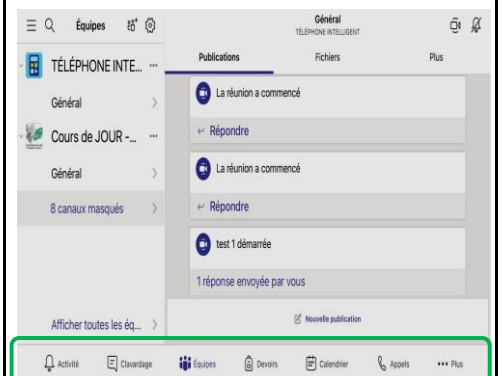
### 6. Please enter your full SCOL email. For example:

jbedard33@scol.qc.ca

### 7. Enter your password (your student card number) and then click on « Se connecter » (connect).



### 8. Once you have logged into your Teams account, look at the different sections at the bottom of the screen:



### 9. In the "Teams" section, find the teams you are a part of. To view the content of a team, you have to choose the channel of this team, only the chosen teams will be displayed.

