

How to setup Microsoft Teams on iPhone

FOR LONG BEACH CITY COLLEGE FACULTY & STAFF



How to setup Microsoft Teams on iPhone

Step 1: Select the App Store icon in your iPhone.



Step 2: Search for: Microsoft Teams and select the blue cloud icon to download the app.

Step 3:

When the download is completed select **OPEN** to start your **Microsoft Teams setup**.





Information Technology Services

How to setup Microsoft Teams on iPhone

Step 4: Enter your **@lbcc.edu** email in the address bar provided and select Next.



Get started with your work, school, or personal Microsoft account

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Step 5: You will be redirected to the Viking Portal to authenticate your user account. Enter your Viking ID and Password.



ITS Faculty & Staff Help Desk helpdesk@lbcc.edu · https://www.lbcc.edu/information-technology-services (562) 938-4357



Information Technology Services

Step 6: Select – Allow To receive alerts from Teams.

OR

Select – Don't Allow If you do not want to receive alerts from Teams.

Click NEXT

Note – These options can be configured in the Settings menu in Teams.

"Teams" Would Like to Send You **Notifications**

Notifications may include alerts, sounds, and icon badges. These can be configured in Settings.

Don't Allow

Allow

. . . .

Next

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Step 7: Select – Allow To make calls and record messages.

OR

Select – Don't Allow If you do not want to make calls or record messages.

Click NEXT

"Teams" Would Like to Access the **Microphone**

This will let you make calls and record voice messages.



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Step 8: Click Next

Step 9: Click Next

Step 10: Click Next

Step 11: Click **Got it** You have completed the setup for Microsoft Teams.



Amplify every student's voice.

. . . .

Next



Chat and plan with educators near and far.

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Next



Feedback that makes a difference and saves you time.

. . . .

Next



The class stuff you need, when you need it.

....

Got it



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Questions?

If you run into any issues, or have further questions, feel free to reach out to us!