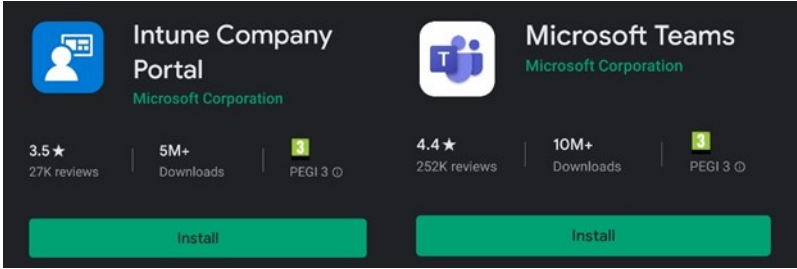
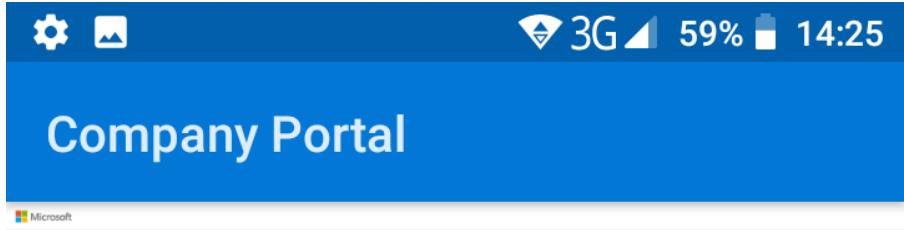
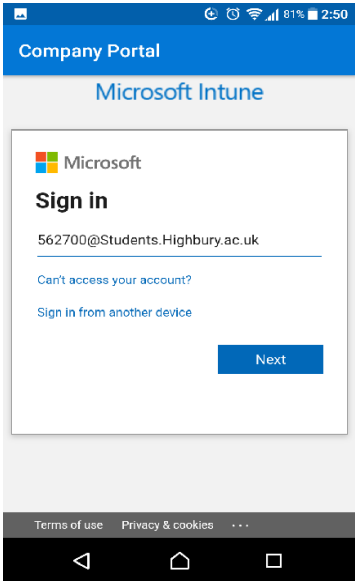
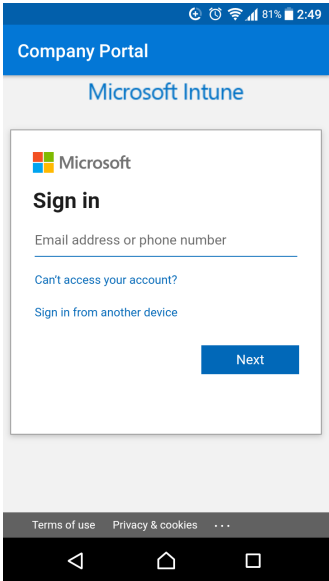


# Accessing Microsoft Team on an Android Device

Go to the Play store, install **InTune company portal** & **Microsoft Teams** app



Open **InTune** and sign in with your college email address and password. Below is how your student email should look, using your own EBS number.



You may be asked to setup Microsoft Authentication, which is a tool that lets Microsoft text a mobile number to verify a users login, letting you login from anywhere.

## Additional security verification

Secure your account by adding phone verification to your password. View video to know how to secure your account

### Step 1: How should we contact you?

Authentication phone

United Kingdom (+44) 07407625665

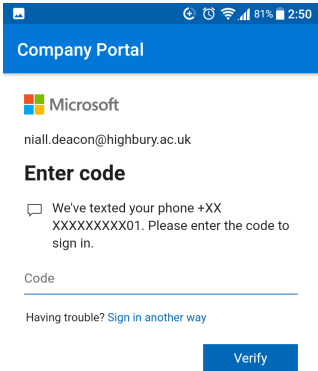
Method

Send me a code by text message

Call me

Next

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.



If you have already set this up, you will receive a pin texted from Microsoft, use this pin in the section.

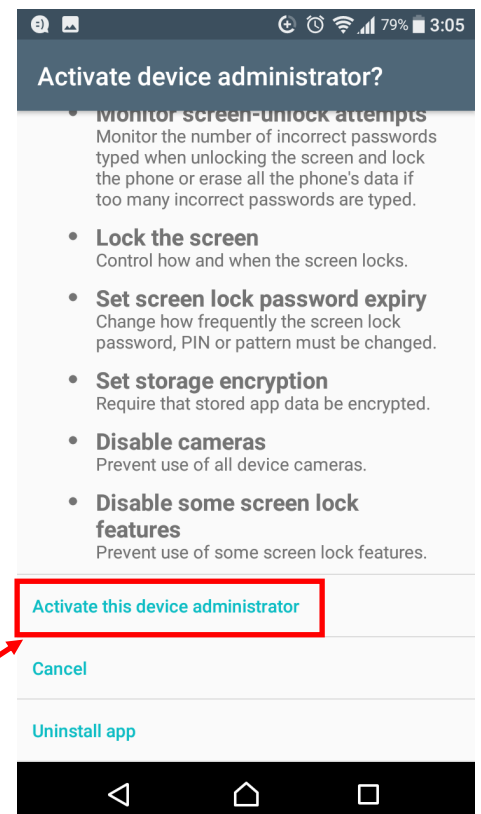
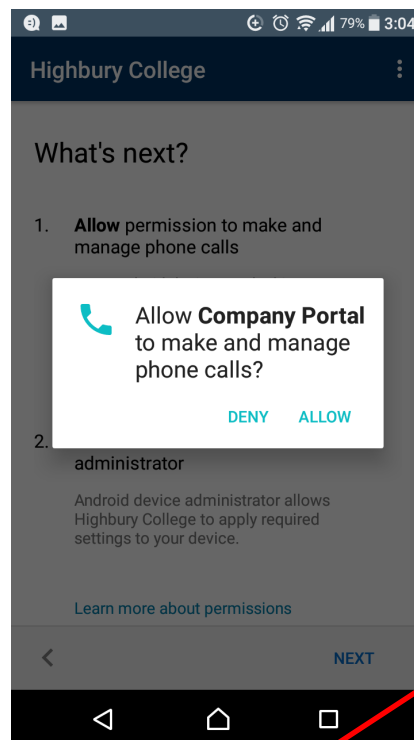
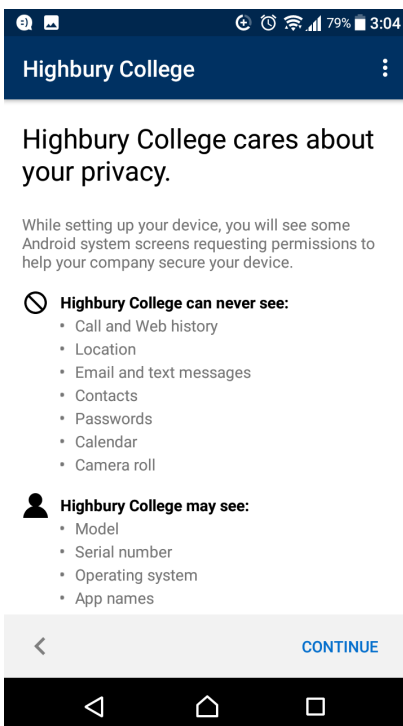
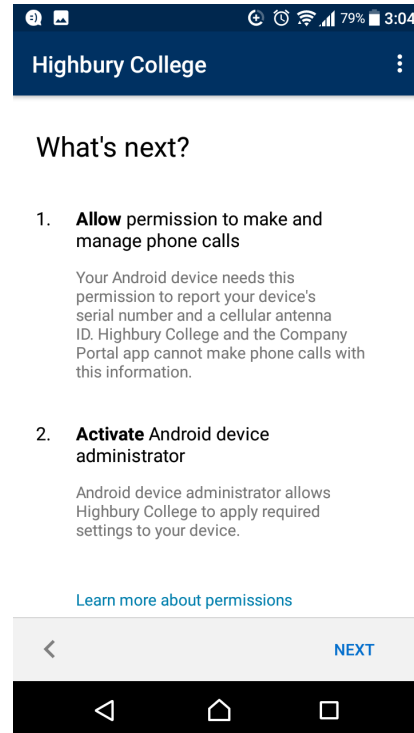
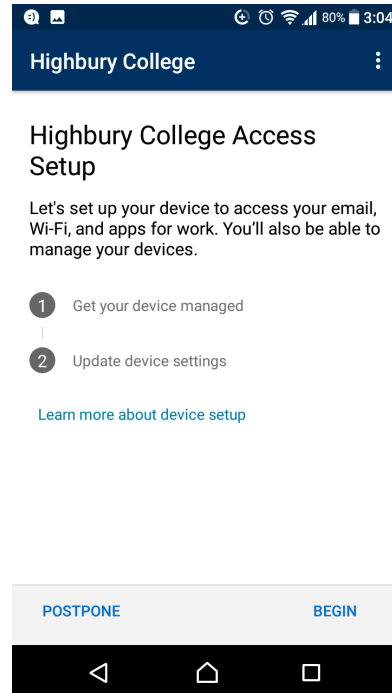
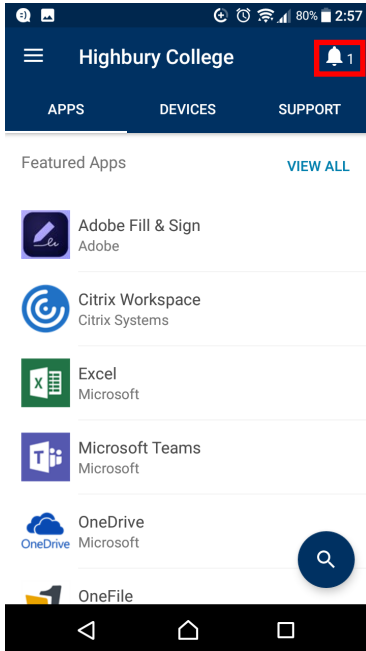


If you have changed number since joining the college, you may need to reset your MFA, you will need to contact IT services on the hub, and include your full name and student number. IT services will reset it for you there, then you can input your latest mobile number, and repeat the process.

The page will tell you that verification has now been successful , press Finish. You will now see the Highbury College access page.

Press the Bell icon, and begin College access setup. Press **Begin, next, then continue**

You will need to allow the app access to certain phone areas, as shown below.



Finally you must press **Activate this device administrator**

It may take a few moments, but you will then receive a prompt that the device is ready to use.

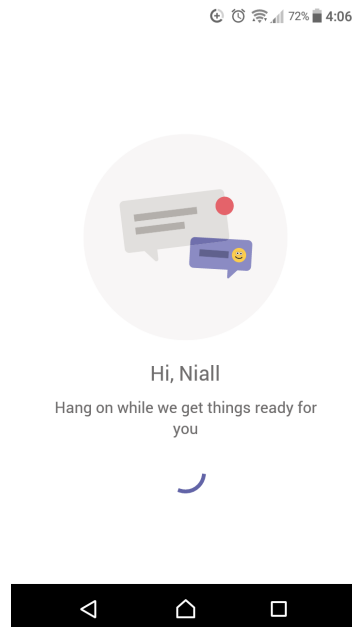
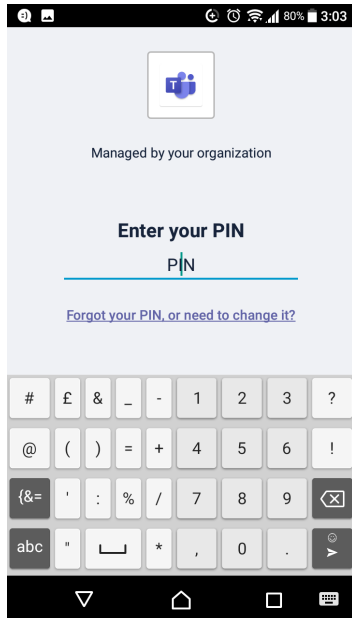
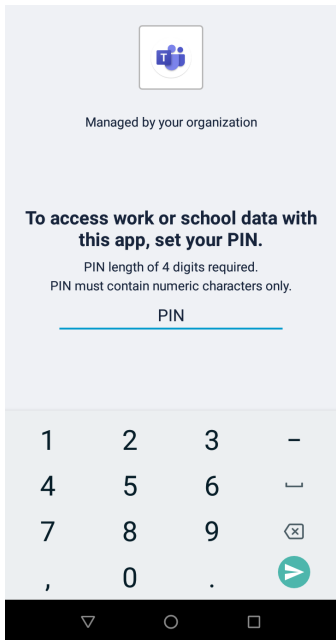


Welcome to Microsoft Teams!  
A happier place for teams to work together.

Sign in  
Sign up for free

Open Microsoft Teams and sign in using the same credentials as before.

Finally, **restart** the teams app and open it, set a PIN that you will remember, then click Next. You will now be able to use Teams on your device.

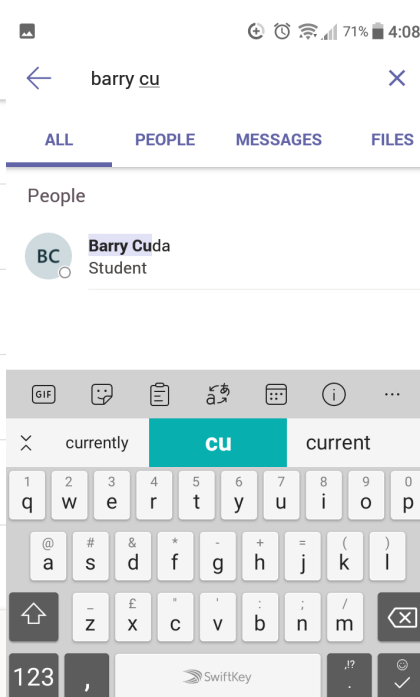
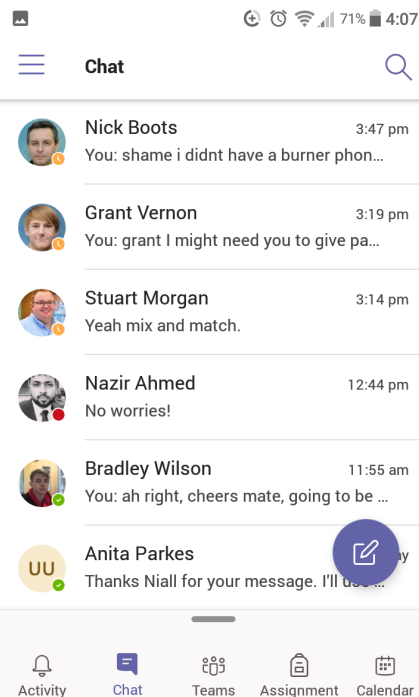
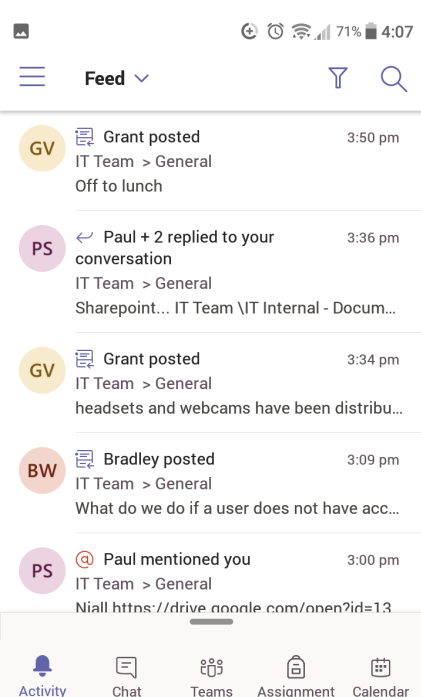


Inside **Microsoft teams** you can contact members of Highbury college and join teams where lecturers and students can share work, join meetings and chat.

In the **activity** tab you can see all your mentions or user's activity in a channel you are in.

In the **Chat** tab you can personal message a user, to find them you can use the **Search** bar at the top, and begin a call, a message chat, or invite them to a team

In the **Teams tab**, you can see and view all of your current teams.



In the **assignments** section, teachers can assign a new project for the group, or a student can view an assignment that has been set for them

The **Calendar** section shows your current schedule and reminds you of current tasks and deadlines.

