

# Microsoft Teams

## Teams Mobile

### Self-directed Learning



Make sure you are familiar with Microsoft Teams [Appropriate Use](#) guidelines



- Personal Health Information can only be shared in Teams Chat; do not share PHI in Teams Channels
- Team chats will be deleted after 60 days.

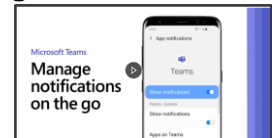
### Review your Notification Settings

Manage and control which notifications to receive and how often you receive them in the Microsoft Teams mobile app

**Review the recommended notification settings for clinical secure messaging.**

**Step 1 General Settings** Personalize your settings to manage and streamline your workspace

Supporting QRG: [Notification Settings – General](#)



**Step 2 On Call Settings** Setting defaults required to receive alerts when On-Call

Override Do Not Disturb

[Video](#) ~ 1 min

Supporting QRG: [Notification Settings – On-Call – Override Do Not Disturb](#)

### Working in Teams

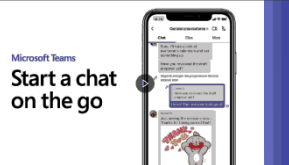
Get started with Microsoft Teams in Mobile



[Video](#) ~ 2:20min

Gain an understanding of how to use the following features in Teams mobile app

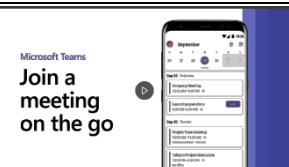
- Record a voice message
- Respond to messages
- Edit pictures before sending
- Digitize documents using camera
- Join meetings
- Tailor your notification settings
- Connect to your Outlook Calendar



[Video](#) ~ 2 min

Explore chat basics with Microsoft to learn how to:

- Start a chat
- Add a group chat name
- Reply or react to a specific message
- Edit a message
- Mute a chat



[Video](#) ~ 1min

Use Microsoft Teams app to join a meeting on your mobile device

- Join a meeting
- Audio and video settings
- Add people to a meeting
- View shared files

### Self-directed Learning

#### Helpful Quick Reference Guides

Learn how to do a specific activity in Microsoft Teams. Many of the below resources include instructions for desktop and mobile (iOS and Android) users.

**Select the device for the corresponding instructions**

Chat with others in Microsoft Teams



#### Send Messages

- Start a chat with others ([Desktop](#), [Mobile](#))
- Send and read ([Desktop](#), [Mobile](#))
- Send a file, picture, or link ([Desktop](#), [Mobile](#))
- Send an emoji, GIF, or sticker ([Desktop](#), [iOS](#), [Android](#))
- Read receipts ([Desktop](#), [Mobile](#))
- Like or react to messages ([Desktop](#))
- Share your screen in a chat ([Desktop](#))
- Reply to a specific message ([Desktop](#), [Mobile](#))
- Share a link to a specific message ([Desktop](#))
- Forward a message ([Desktop](#))
- Record a video clip ([Desktop](#), [iOS](#), [Android](#) - refer to iOS instructions)
- Schedule chat messages ([Desktop](#), [Mobile](#))

#### Manage Messages

- Format a message ([Desktop](#), [Mobile](#))
- Edit or delete a message ([Desktop](#), [iOS](#), [Android](#))
- Delete a chat thread ([Desktop](#), [Mobile](#))
- Copy and paste ([Desktop](#), [iOS](#), [Android](#))
- Mark as important or urgent ([Desktop](#), [Mobile](#))
- Pin a chat message ([Desktop](#))
- Hide, unhide, mute, pin, or mark a chat as unread ([Desktop](#), [Mobile](#))
- Open a chat in a new window ([Desktop](#))
- Search for messages ([Desktop](#), [Mobile](#))
- Translate a message ([Desktop](#), [Mobile](#))

An **urgent message** notifies a person or group repeatedly, every 2 minutes of 20 minutes or until they read it.  
\*this functionality is not available if the group is greater than 20

#### Group Chat

- Leave or remove someone from a group chat ([Desktop](#), [iOS](#), [Android](#))

#### Status

- Change your status ([Desktop](#), [Mobile](#))
- Set your status message ([Desktop](#), [Mobile](#))
- Schedule an out of office status ([Desktop](#), [Mobile](#))
- Get notified when someone's status changes ([Desktop](#))