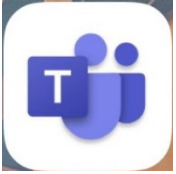


How to Download and Use Teams Via Personal Device



Downloading Teams

- To download the Teams App to your phone or other personal device, follow the link in your preferred phone internet browser.
<https://products.office.com/en-us/microsoft-teams/download-app>
- To Sign in- use your AD Login@stjoe.org (ex: smithJ@stjoe.org). This is the same information that you use when logging into a Covenant Workstation adding @stjoe.org to the end.

Microsoft Teams



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



Sign in using your work, school, or
Microsoft account.

'ad login'@stjoe.org

[Get help with signing in](#)

- Same as above your Password will be the same AD password you use to log into a Covenant Workstation

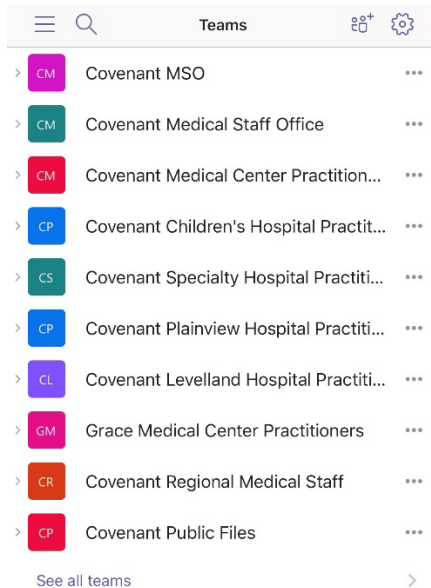
Congrats your logged in...Now what?

- **Choose the groups that you would like to request to join**

- [CCH](#)
- [Regional Communications- Coming Soon](#)
- [CMC- Coming Soon](#)
- [CSH- Coming Soon](#)
- [Grace- Coming Soon](#)
- [PLV- Coming Soon](#)
- [LVL- Coming Soon](#)



- **Go to Settings in the top right corner make sure all of your groups are visible.**



- **Make sure your notifications are turned on for the groups you want to keep in touch with**
 - **Using the arrow drop down beside the group**
 - **Select the Channel or Channels within your desired group**

- Ring the bell in the top right hand corner

