

# Install the Microsoft Teams app on your mobile device

To access Teams from a mobile device, you will first need to register for Multi-Factor Authentication (MFA) which helps to safeguard access to Mater's data, applications and information. For more information registering for MFA visit the [Digital Workplace Intranet site](#).

**Note:** under no circumstance must any identifiable patient information (or other legally protected information) be published in any collaboration tool without the prior approval of the Mater Privacy Office.

<http://quality.mater.org.au/docs/policies/GD-DTI-100032-02.pdf>

## iPhone

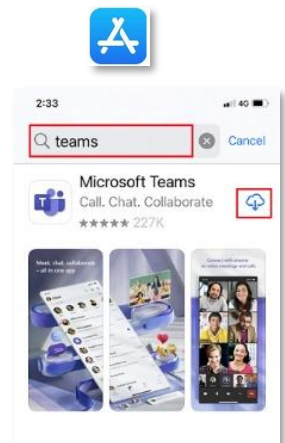
### 1. Download the Teams app

Open the **App Store**

Search for **Microsoft Teams** (Note this is a free app)

Select **Download** to install this app

Select **Open**, once downloaded



### 2. Enter your **Mater email address (needs to match MFA account)**

\*Please use [yourpayroll@mater.org.au](mailto:yourpayroll@mater.org.au) instead of [firstname.lastname@mater.org.au](mailto:firstname.lastname@mater.org.au) for this step\*

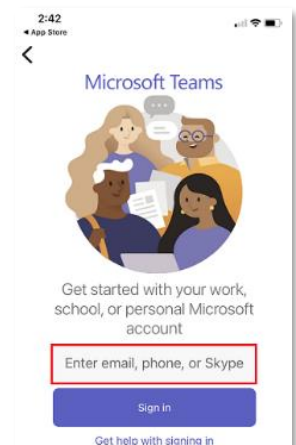
SEQ staff please use [firstname.lastname@mater.org.au](mailto:firstname.lastname@mater.org.au)

NQ staff please use [firstname.lastname@materisv.org.au](mailto:firstname.lastname@materisv.org.au)

CQ staff please use [firstname.lastname@mercyqc.co](mailto:firstname.lastname@mercyqc.co)

Students please use [studentid@mater.org.au](mailto:studentid@mater.org.au)

Click **Sign in**



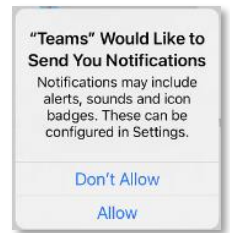
3. Enter your **password**

This is the network password you use to login every day for computer and email access

4. **Approve Notifications**

Teams will ask you for approval to send notifications

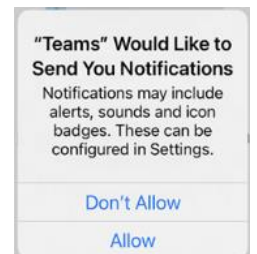
Choose either **Allow** or Don't Allow



5. **Access to Microphone**

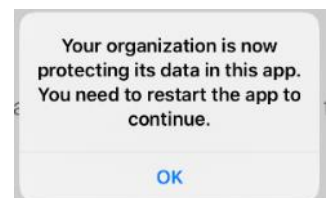
Teams needs access to your mic if you plan to send or receive calls

Choose **OK** or Don't Allow

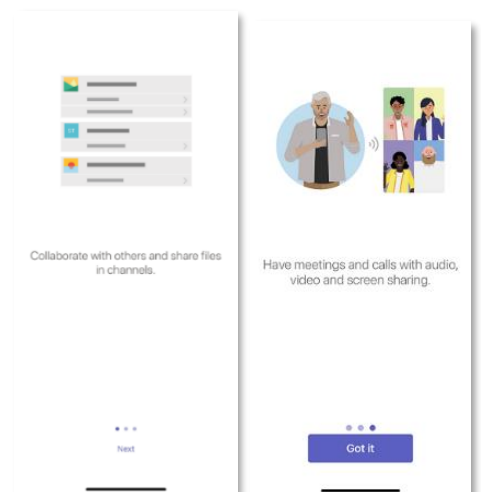


6. **Allow organisation to protect the data in this app.**

Choose **OK**



7. Click **Next** through the **Welcome Tutorial**, then select **Got It**.



# Android

Android devices will need to install not only the Microsoft Teams mobile app, but also the **Intune Company Portal app** which provides additional protection.

**Note:** You need only install the Company portal app – not actually sign into the app.

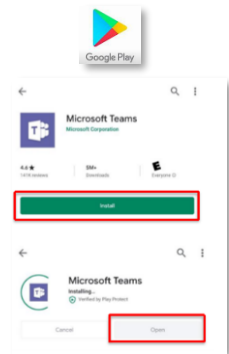
## 1. Download the Teams app

Open the **Google Play Store**

Search for **Microsoft Teams** (Note this is a free app)

Select **Install** to install this app

Select **Open**, once downloaded

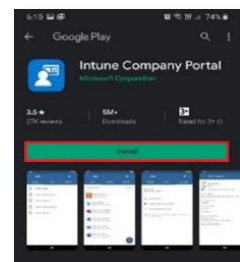


## 2. Download the Intune Company Portal app

Open the **Google Play Store**

Search for **Intune Company Portal app** (Note this is a free app)

Select **Install** to install this app and then open (do not login)



## 3. Open Teams and enter your **Mater email address (needs to match MFA account)**

\*Please use [yourpayroll@mater.org.au](mailto:yourpayroll@mater.org.au) instead of [firstname.lastname@mater.org.au](mailto:firstname.lastname@mater.org.au) for this step\*

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NQ staff please use [firstname.lastname@matertsv.org.au](mailto:firstname.lastname@matertsv.org.au)

CQ staff please use [firstname.lastname@mercycq.co](mailto:firstname.lastname@mercycq.co)

Students please use [studentid@mater.org.au](mailto:studentid@mater.org.au)

Click **Sign in**



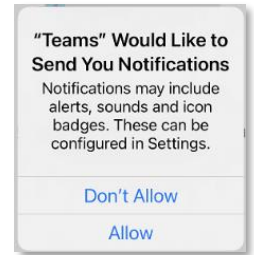
## 4. Enter your **password**

This is the network password you use to login every day for computer and email access

5. **Approve Notifications**

Teams will ask you for approval to send notifications

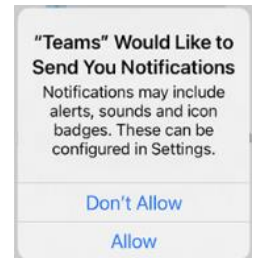
Choose either **Allow** or Don't Allow



6. **Access to Microphone**

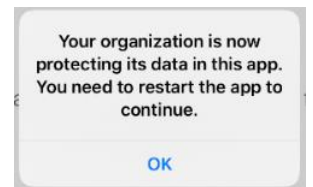
Teams needs access to your mic if you plan to send or receive calls

Choose **OK** or Don't Allow



7. **Allow organisation to protect the data in this app.**

Choose **OK**



8. Click **Next** through the **Welcome Tutorial**, then select **Got It**.

