Using Microsoft Teams on the iPad

These tips for getting the best Teams experience on an iPad may also enhance the experience on other Apple devices and PCs, too.

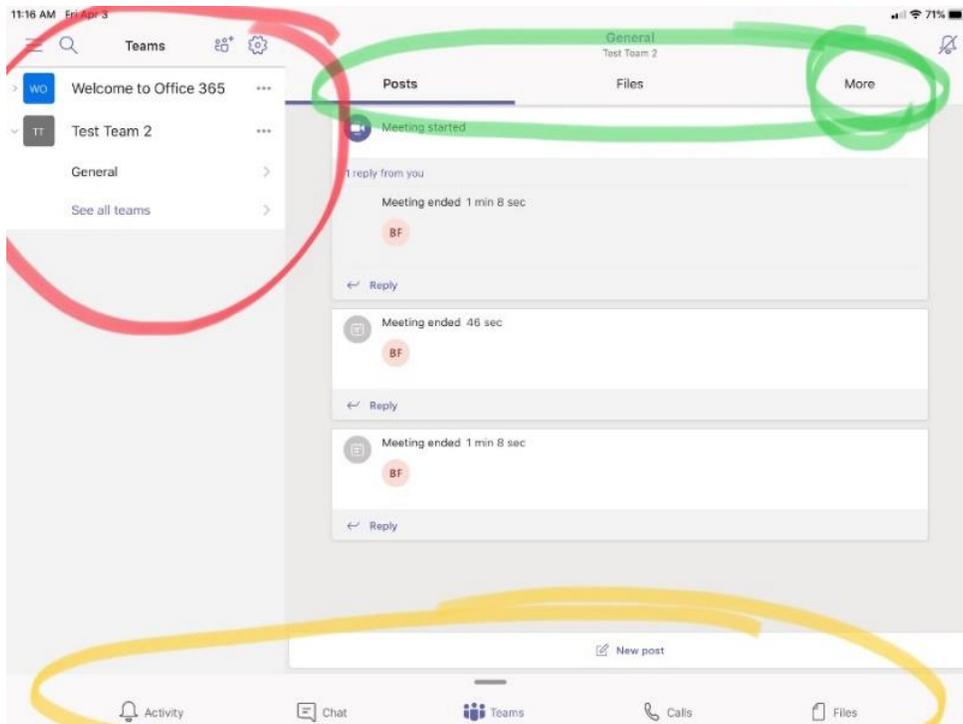1. It is best to download the following apps from the App store:
   a. Microsoft Teams
   b. Microsoft Word
   c. Microsoft PowerPoint
   d. Microsoft OneDrive
   e. Microsoft SharePoint
   f. Microsoft OneNote
   g. Microsoft Stream
   h. Google Chrome
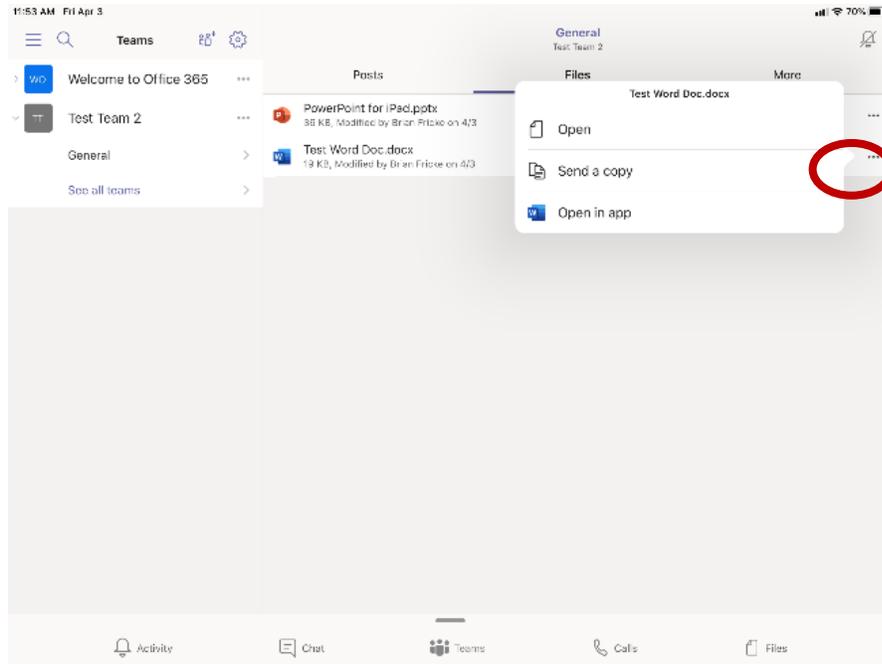   i. (Possibly) Microsoft Excel

2. Once downloaded please check that you are signed into each Microsoft App with your BRCS Microsoft account. (This is the account where the username ends in "@brhs.com".) If you are not signed in, you might not be able to use all functions. (For example, editing functions may not work, or you may not have the ability to transfer from one app to the other).
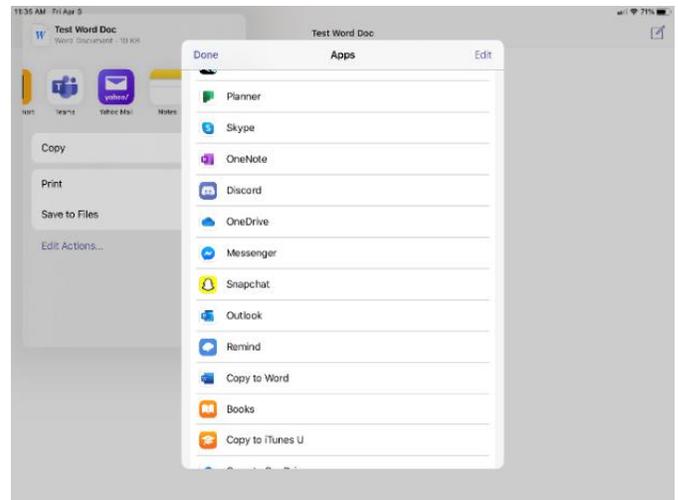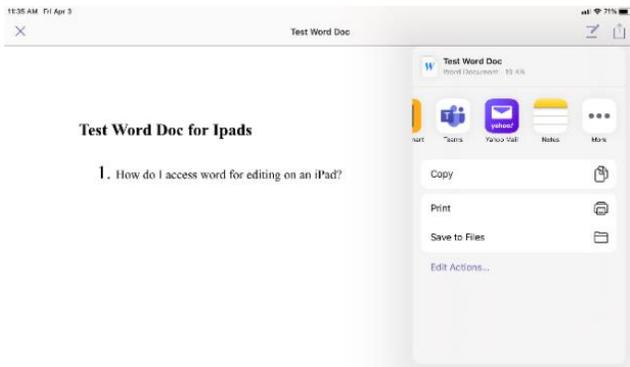3. Teams does look different on the iPad, but most functions are still available:
   -Your Teams (classes) are on the left, noted by the red circle.
   -The Team's tabs (posts, files, etc.) are across the top, noted by the green circle.
     Select "More" to see all tabs for the channel.
   -You'll find activities, chats, teams, and more in the bottom navigation bar.

4. When opening documents in Teams for editing/answering, it works best to select the "three dots" icon and "Open in APP". (PDF files are by nature not editable)

   a. If the file will not open, you can select "Send a Copy", then select the app you want to send the file to. (You may need to select the "More" button to find the desired app. This will create a copy of the file in the app, and then you can save it to OneDrive.)

5. If the file is locked for editing, you may need to "Save a Copy" to be able to edit/answer. (Save the file to OneDrive.)
6. It is best to save documents and files to your OneDrive cloud, as this makes it easier to upload to Teams, no matter if it is in the Assignments tab or a chat section.
7. PowerPoint Documents
   a. If you are trying to view a PowerPoint that has audio included, you might have to use the "Save a Copy" or "Send a Copy" function to play the audio. The file may be locked, and this will allow it to run without restrictions.
8. Finally, having a keyboard will make communication much easier when having to type responses.