



SG Digital

Starter Kit on
Microsoft Teams

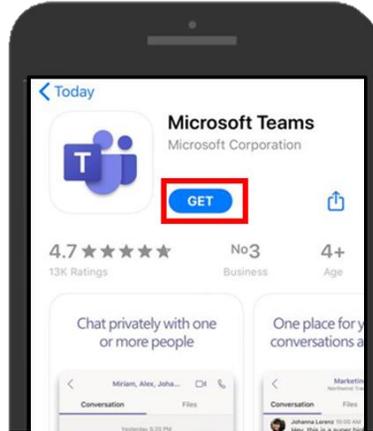
DID YOU KNOW?



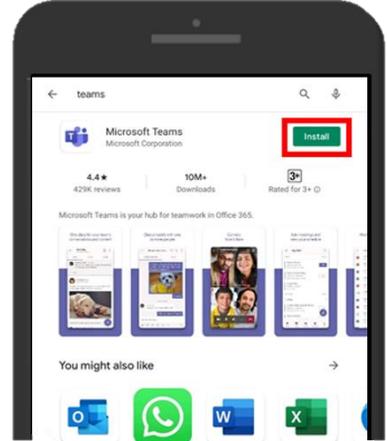
You can use Microsoft Teams to arrange for online virtual meetings and also join Virtual Digital Clinic sessions from the comfort of your home!

STEP 1A Install the Microsoft Teams app on your mobile phone

Go to the **Apple App Store**  or **Google Play Store**  to download the Microsoft Teams app and launch the application.



1. For iOS users, tap on 'Get' to download the app.

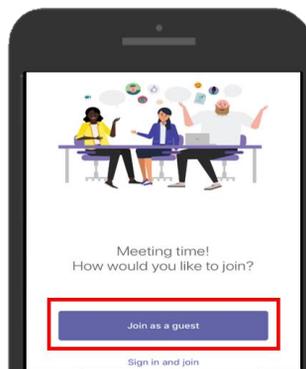


2. For Android users, tap on 'Install' to download the app.

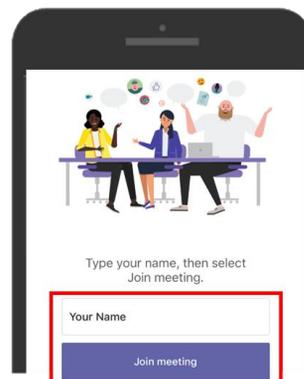
STEP 1B Join with a mobile phone

Click on the invitation link 'Join Teams Meeting'.

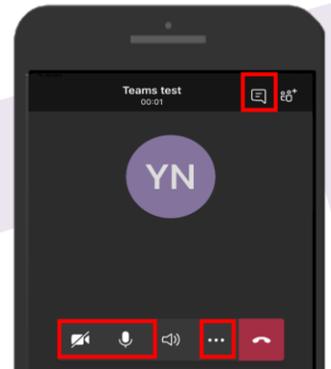
Note: You will receive a confirmation email after you have registered for the Virtual Digital Clinic.



1. Select the option 'Join as a guest'.



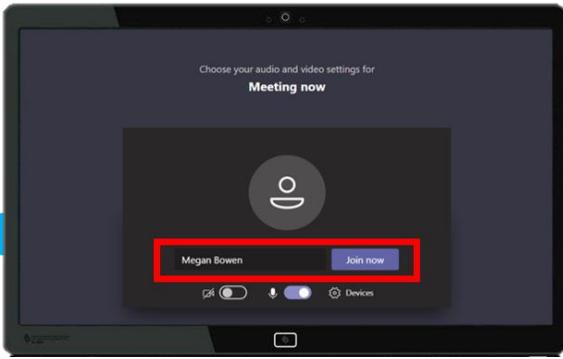
2. Enter your name and tap on 'Join meeting'.



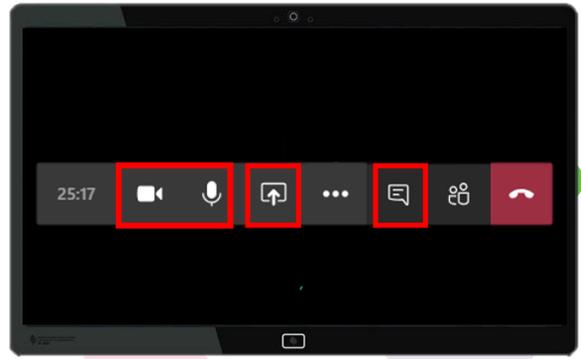
3. Tap 'Start Video' and 'Unmute' icons to start the video call. Tap on '...', select 'Share' to share screen. Tap on  icon to chat.

STEP 2

Join with a computer



1. Open the Microsoft Teams invitation link you received. Enter your name and click '**Join now**' to enter the meeting.



2. Click on the  and  icons to turn on video call and microphone. You can click on the  icon to share your screen and the  icon to start a chat.

Cyber security tips (Credit: Cyber Security Agency of Singapore)



- Clear browser's cache and internet history after each session.
- Download apps only from official sources.
- Remember to update your software regularly to protect your devices against malware.



HELPING YOU MAKE CONNECTIONS THAT MATTER



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