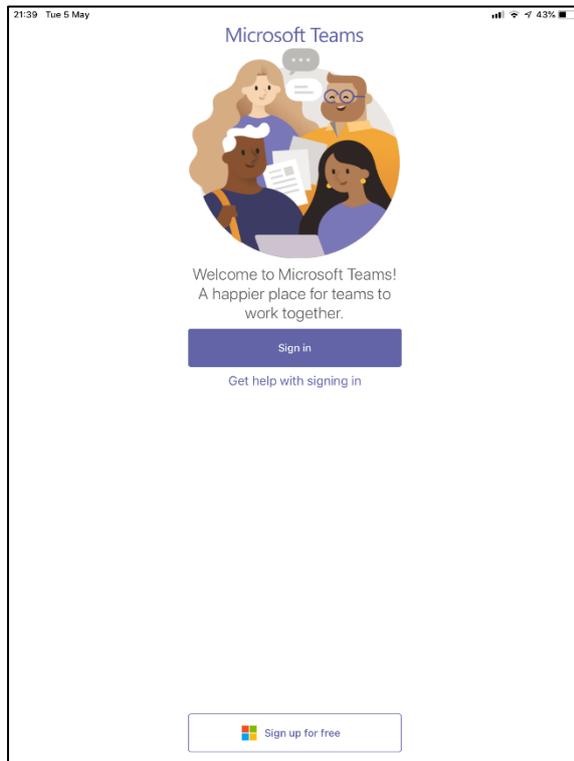
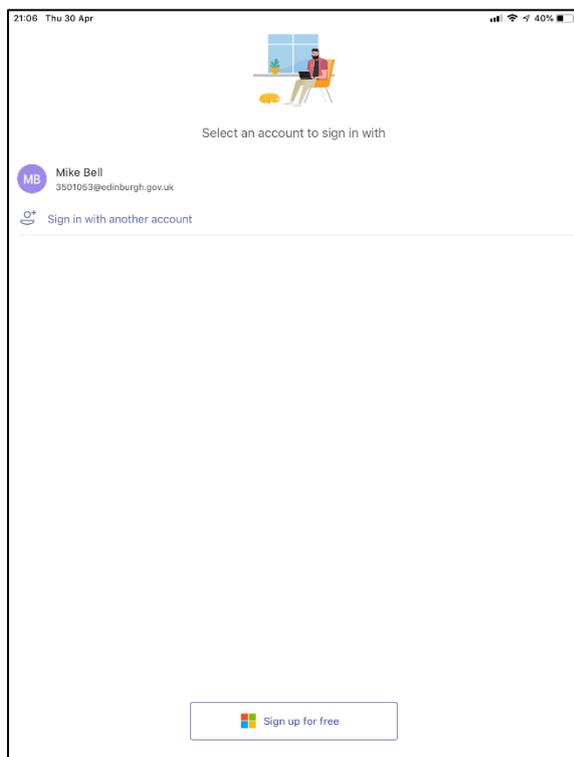


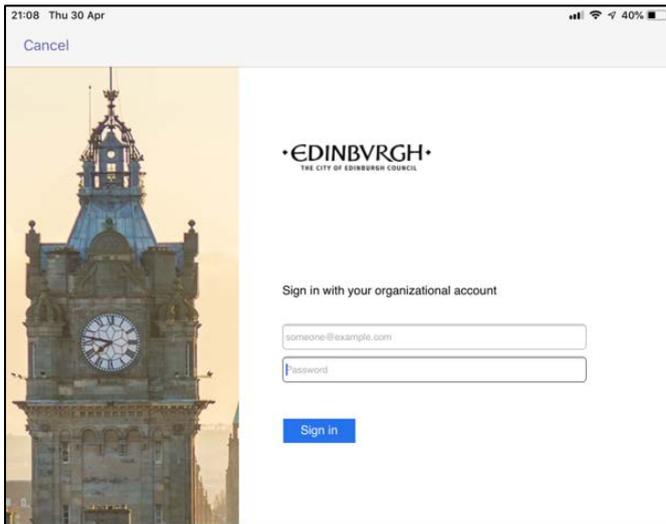
Install the Teams App on an iPad



Download and install Teams from the App Store.



Open Teams – you will be asked to sign in.

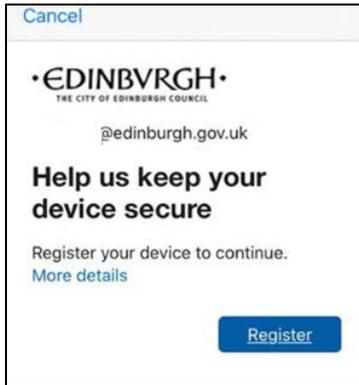


Sign in with your work email address using your employee number rather than your name at the start of your email address (e.g. 9999999@edinburgh.gov.uk). Click sign-in.

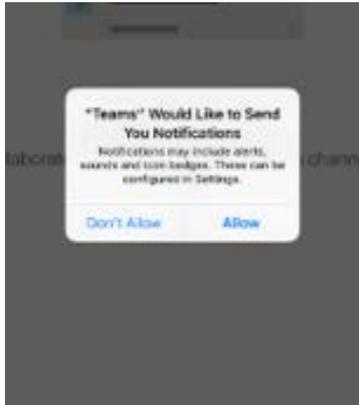
When prompted, sign in with the password you use to log in to your Council computer.



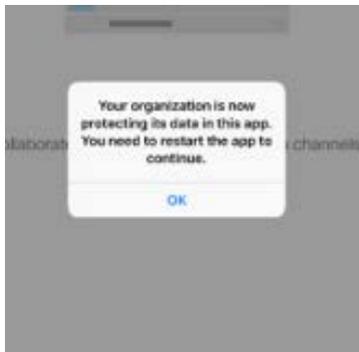
Approve the MFA Sign in request (if you have not signed up for MFA, please [follow the guide on the Council web pages](#))



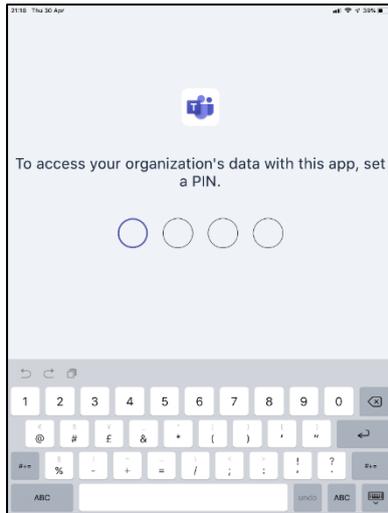
You should be asked to Register the device. Press Register.



You will then be asked to Allow notifications – press Allow.



You will receive a message saying "Your organisation is now protecting its data in this app. You need to restart the app to continue". Press OK.



Restart Teams by pressing the Teams app icon. A screen appears asking you to set up a PIN. Please do this and remember the PIN - you will need this to access Teams on this device in future. You will be asked to confirm the PIN.

Press next at the bottom of the next 3 screens and press Got It.

You will then be taken to Teams. Enjoy!