

You do not need to have an account to use Teams or the app.

For the usage on a cell phone or tablet you will need to download the Teams app. Below are links to the apps on the app store.



Apple Teams App

<https://apps.apple.com/us/app/microsoft-teams/id1113153706>

Android Teams App

<https://play.google.com/store/apps/details?id=com.microsoft.teams>

Fire Devices

<https://www.amazon.com/dp/B08YF4W1CW?lv=shuf&channelId=500&plpRedirect=mhFallback>

How to join via mobile:

Click the link provided in blue similar to the one in the image below:

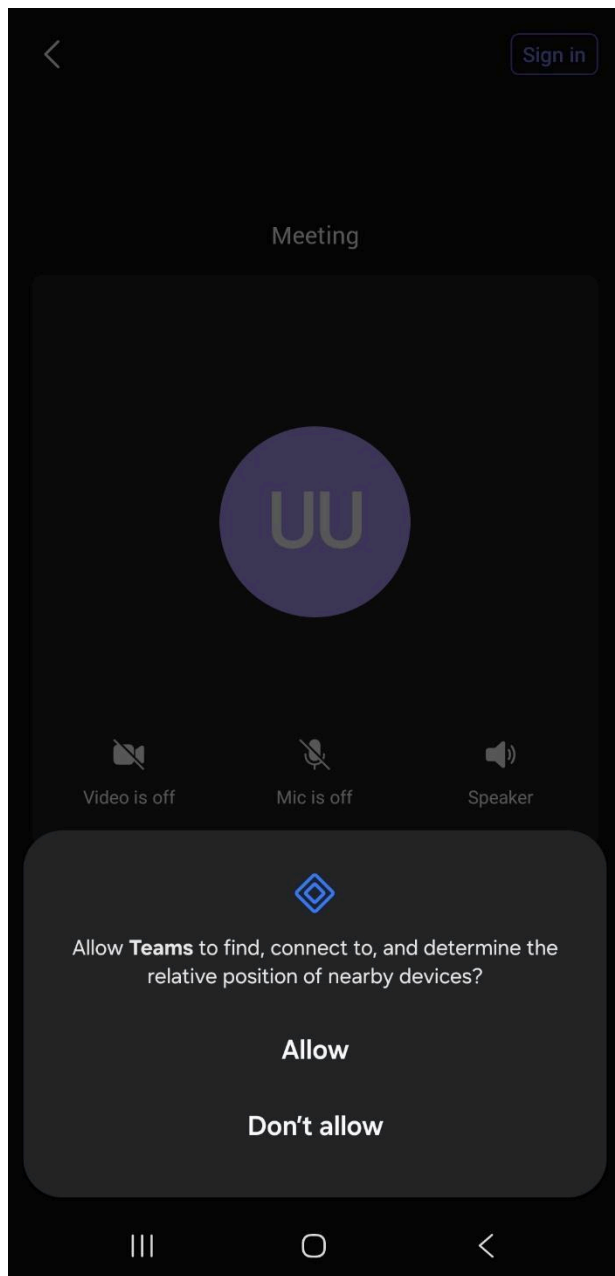
Microsoft Teams Meeting series:

Spring Lakes Subdivision Board of Directors Monthly Meeting Tuesday, September 15, 2026 6:00 PM - 7:30 PM (CST)

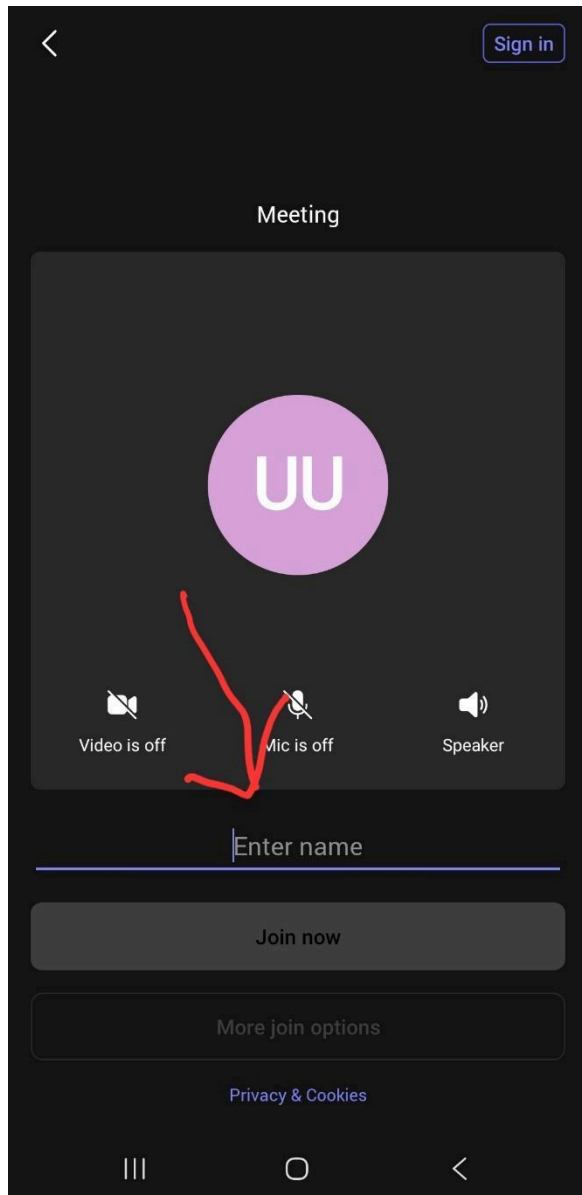
Click Meeting link: [Spring Lakes Subdivision Board of Directors Monthly Meeting](#) | [Microsoft Teams](#) | [Meetup-Join](#) ←

Once you click the link, it will prompt you to join the meeting. If you have not downloaded the application, it may direct you to install the application.

Next, the application will ask you to grant certain permissions, such as access to your camera and microphone. You'll need to allow these permissions in order to use Teams and participate in the meeting.

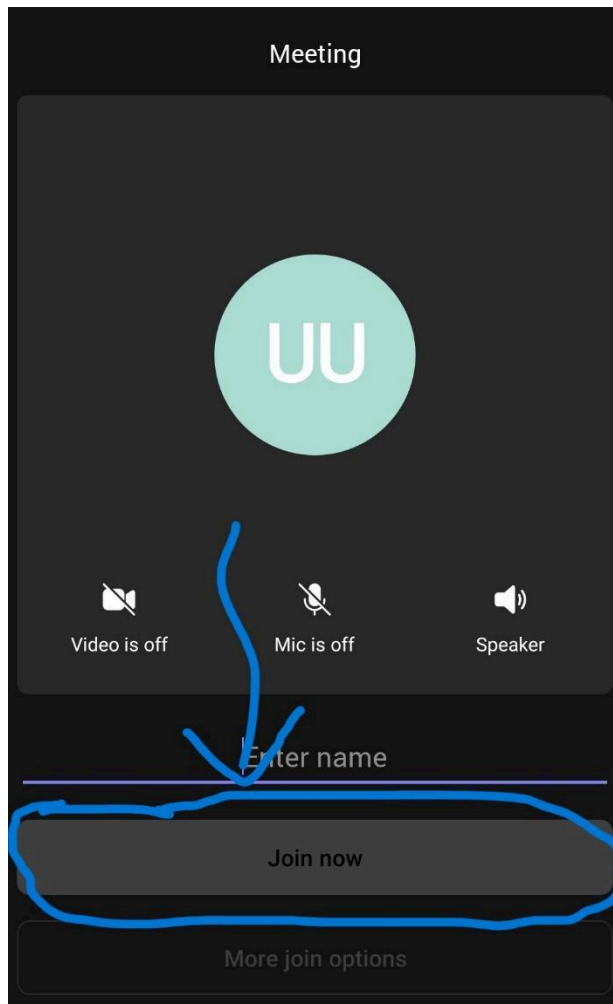


Next you will need to enter your name prior to entering the meeting.

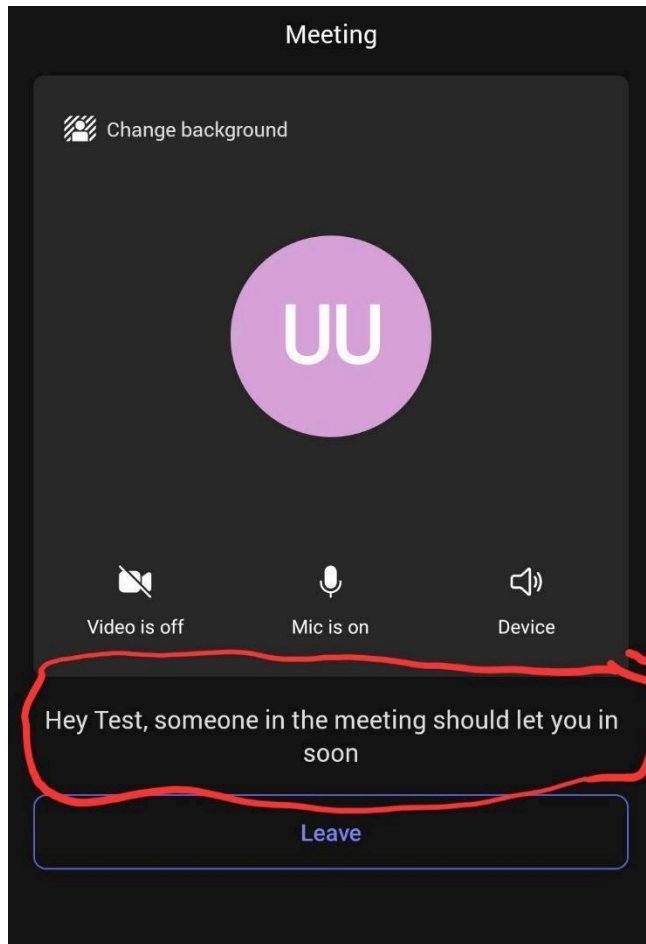


Then check to make sure all your settings are to your liking.

Then select “Join Now” in the bottom right corner

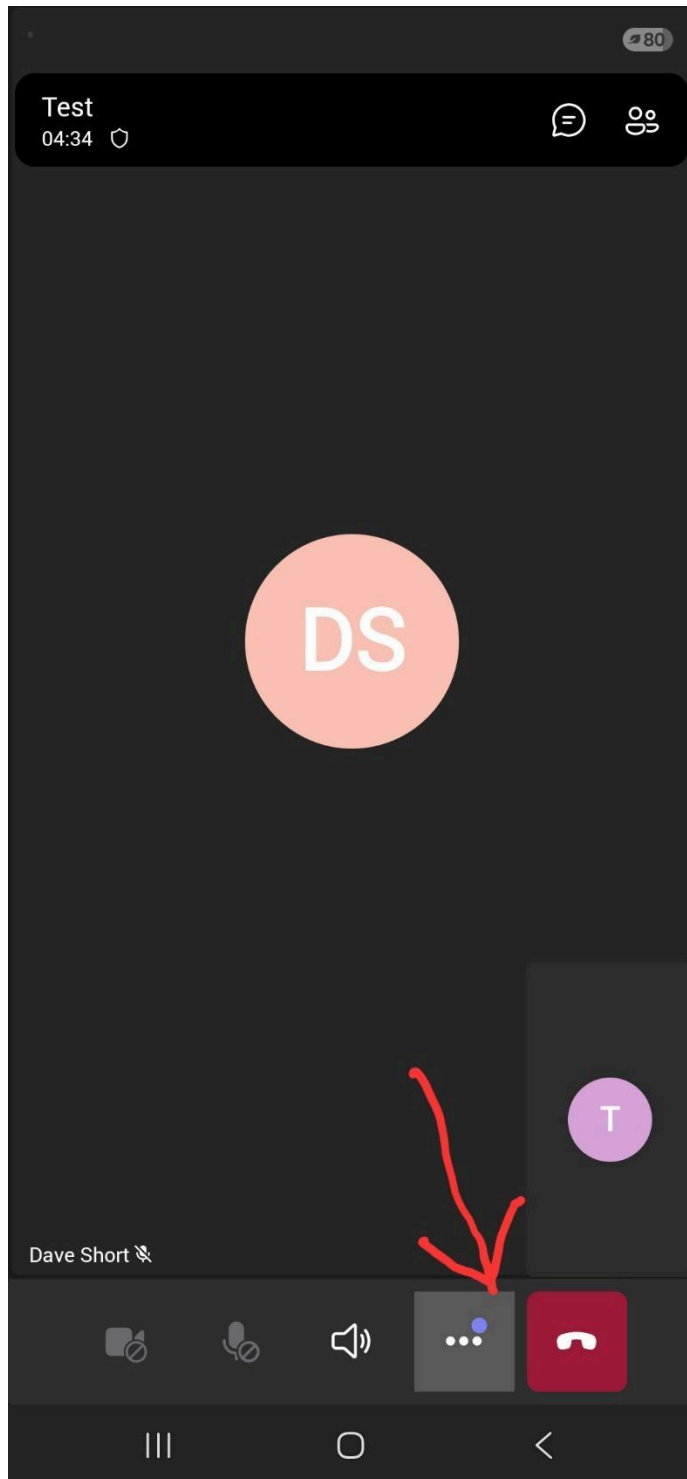


An Admin will then let you in.

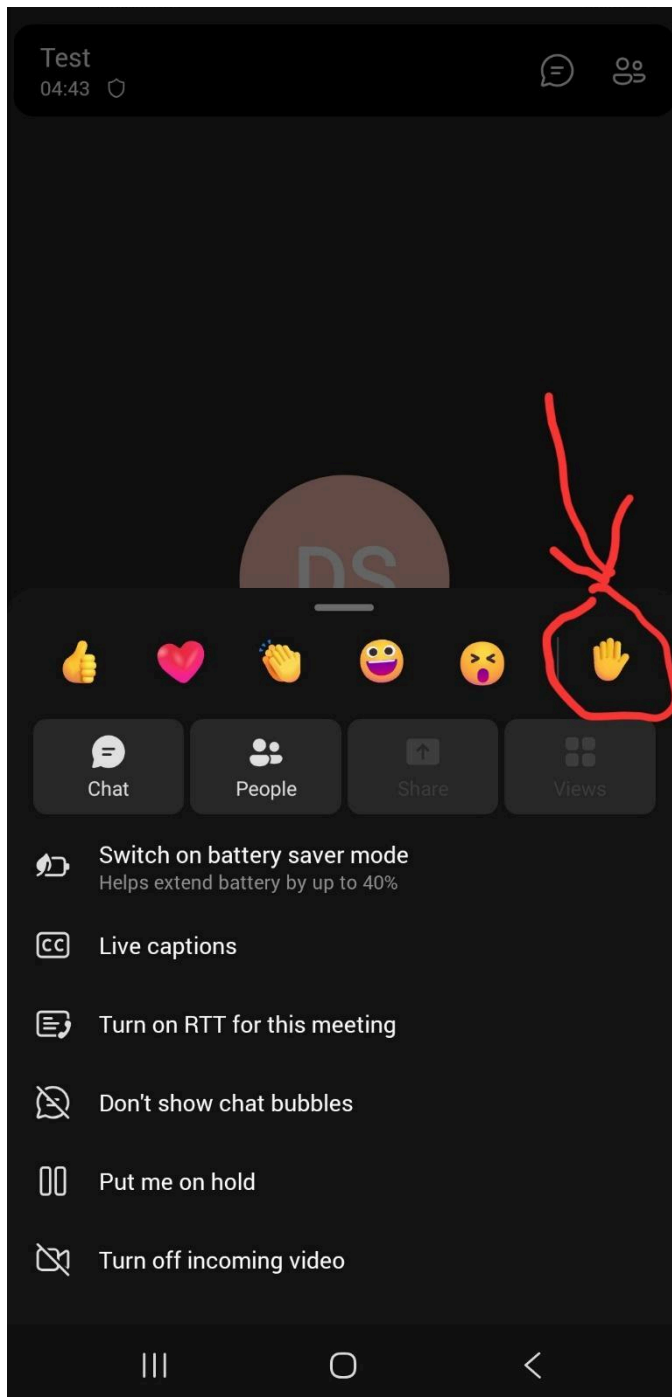


Once in the meeting, you'll notice that your camera and microphone are greyed out. This is to prevent any additional or inappropriate video feeds or language. The Board will open the floor for homeowner comments at designated times throughout the meeting and will end with an open-comment period. When comments are invited, we recommend raising your hand by selecting "Raise."

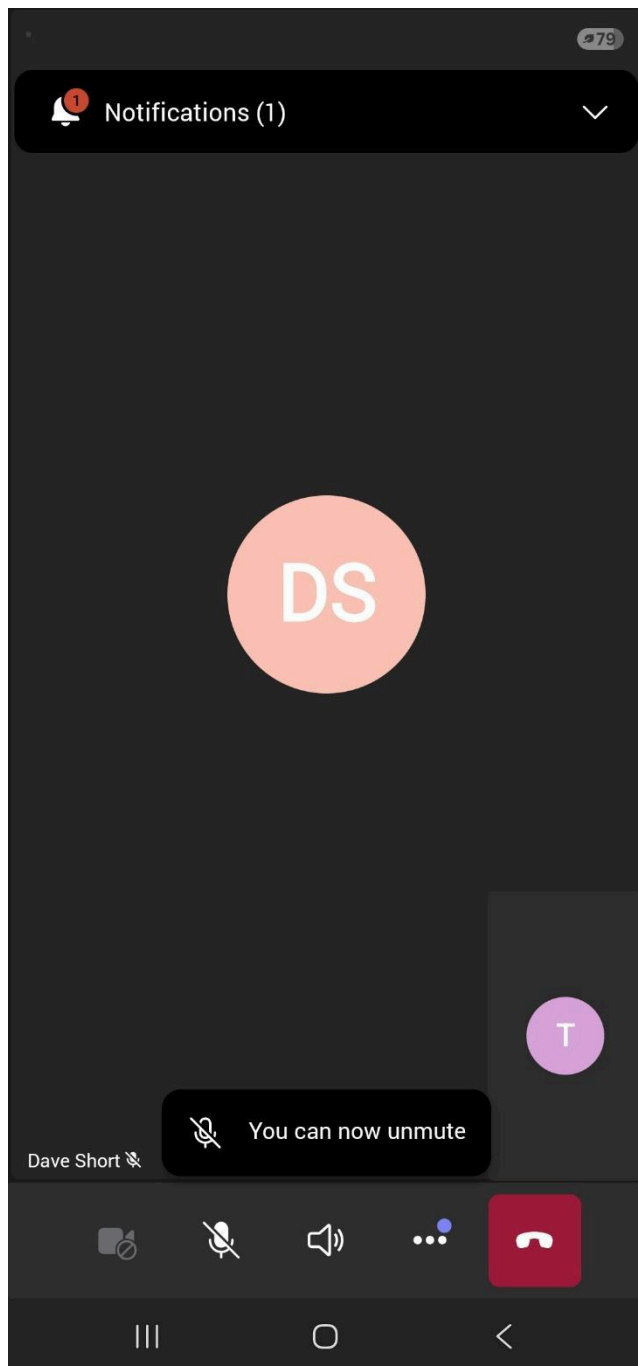
To raise your hand, click the three dots at the bottom of the app, as shown below.



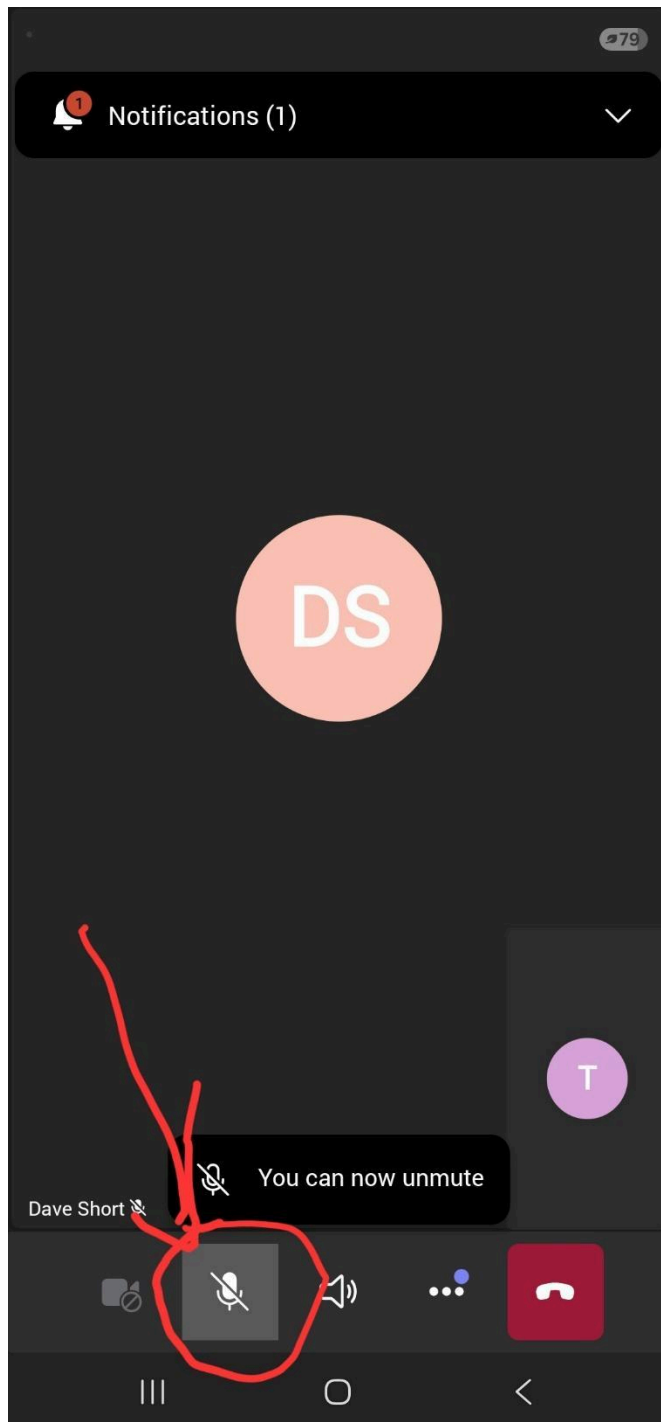
Then tap the hand icon on the far right side of the app, as shown in the image below.



Then when it is your turn to speak an admin will call on you to unmute and your mic icon will be a dark grey versus a washed out grey.

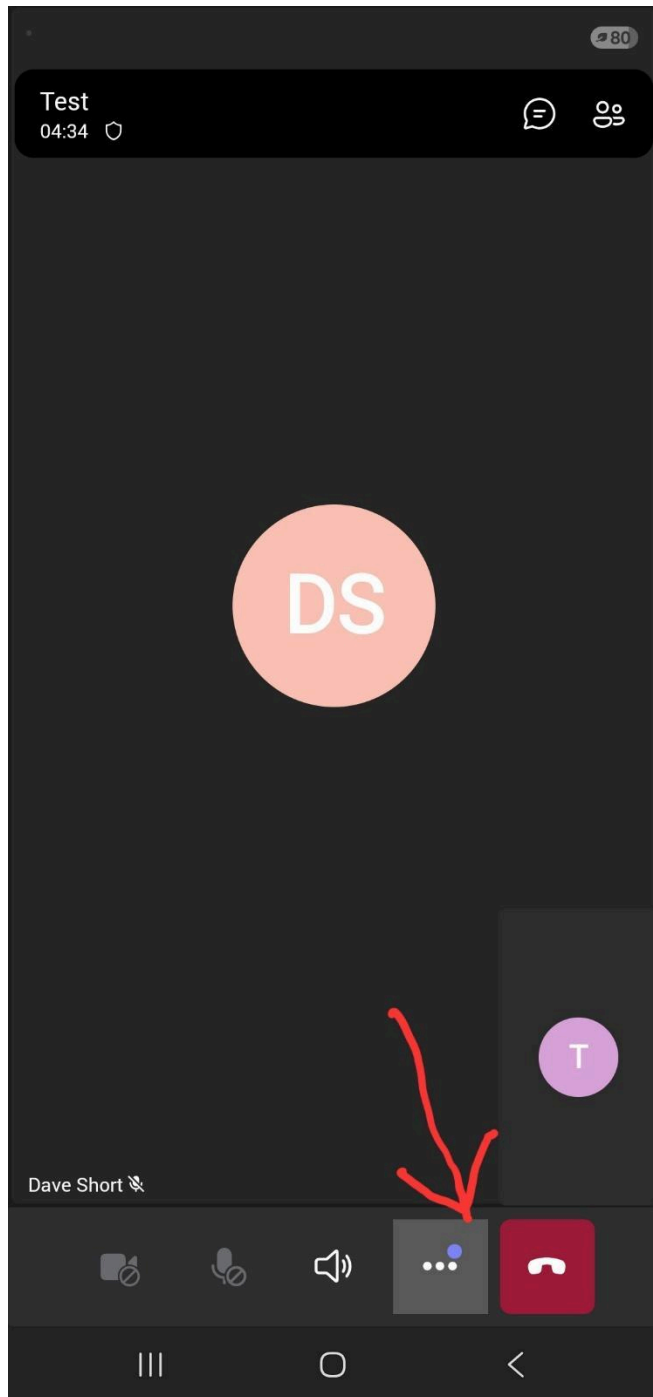


Click on the icon to unmute.

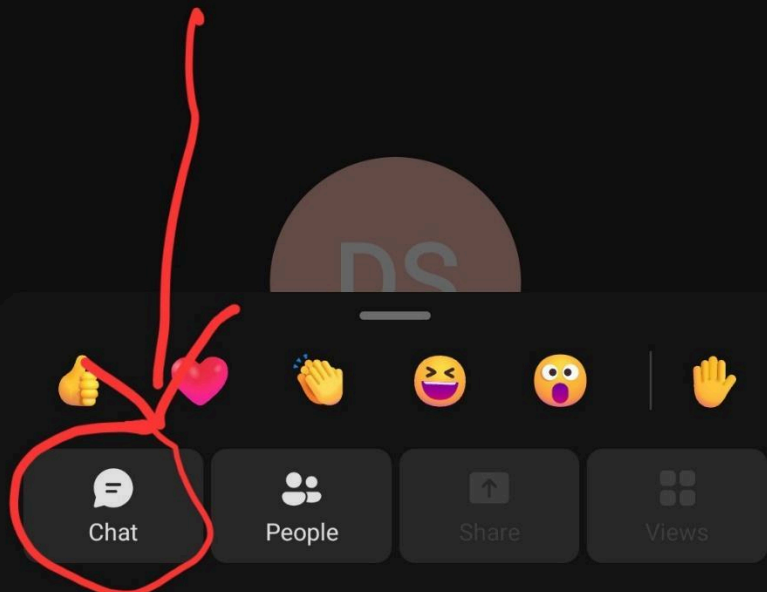


If you do not get called on, please send a message in the chat. Click “Chat”.

To get to chat click on the 3 dots again at the bottom of the app.



Then select chat.



 **Switch on battery saver mode**
Helps extend battery by up to 40%

 **Live captions**

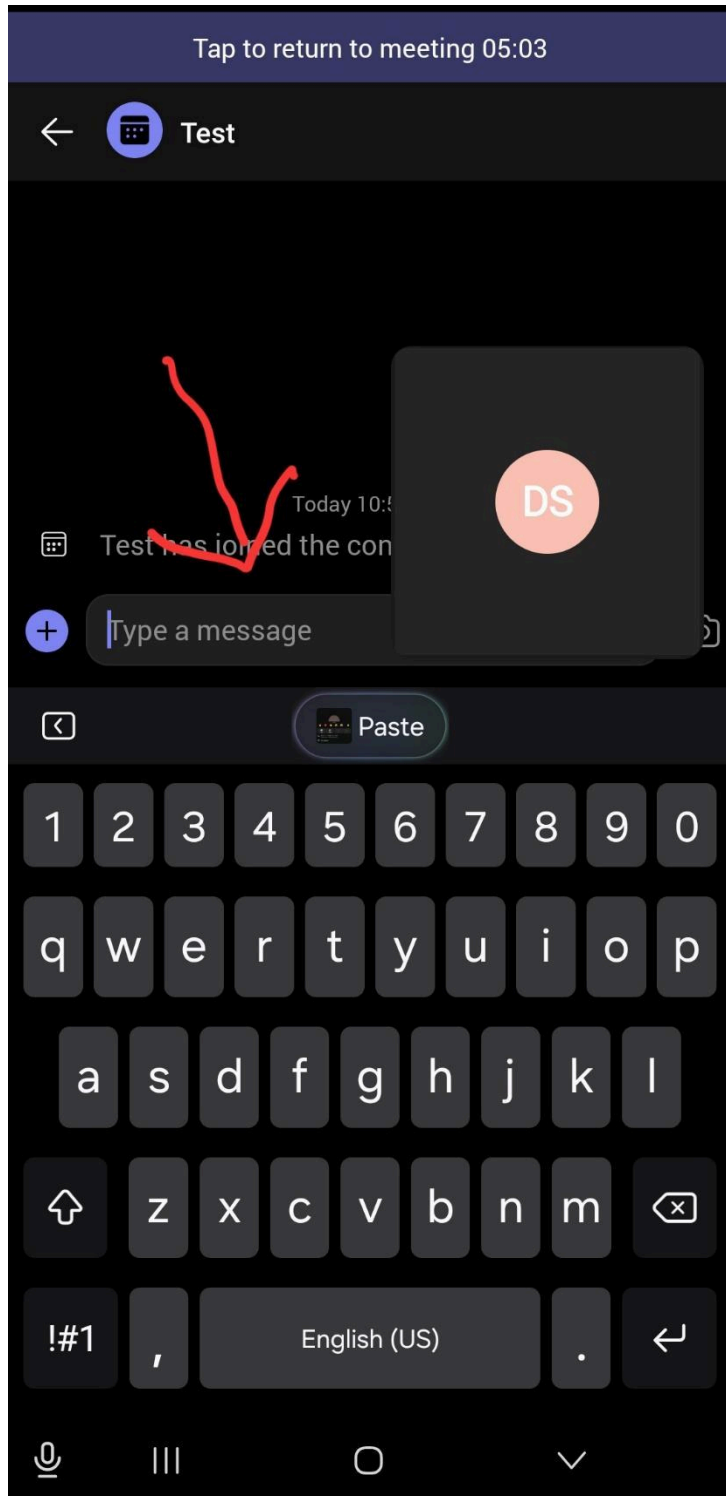
 **Turn on RTT for this meeting**

 **Don't show chat bubbles**

 **Put me on hold**

 **Turn off incoming video**

The chat box will open. Type in your message.



Hit send.

