

Appendix A: Instructions for Installing Microsoft Teams

Instructions for Installing Microsoft Teams and Sharing Smartphone Screen

1. On your smartphone, go to the App store (on iPhones) or Google Play store (for Androids).
2. Search “Microsoft Teams”
3. Download the free Microsoft Teams app
4. On your smartphone, open the email from the researchers that contains the invitation to the Microsoft Teams meeting
5. Tap “Click here to join the meeting”. The Microsoft Teams app will open automatically.

Microsoft Teams meeting



Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only)

+1 347-973-4395,,944285731# United States,
New York City

Phone Conference ID: 944 285 731#

[Find a local number](#) | [Reset PIN](#)

[Learn More](#) | [Meeting options](#)

6. Tap “Join as a guest” then enter your name and tap “Join meeting”

Microsoft Teams



Meeting time!
How would you like to join?



Join as a guest

Sign in and join



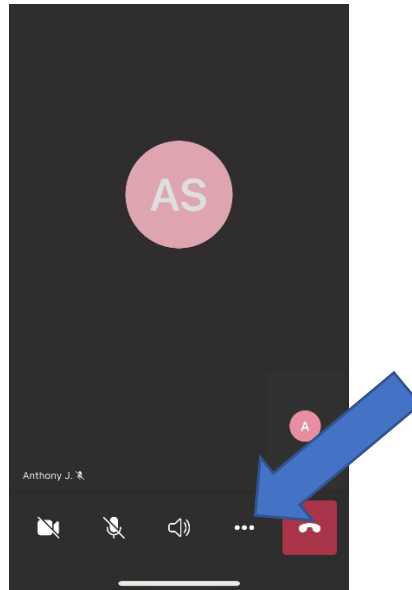
Type your name, then select
Join meeting.

Name

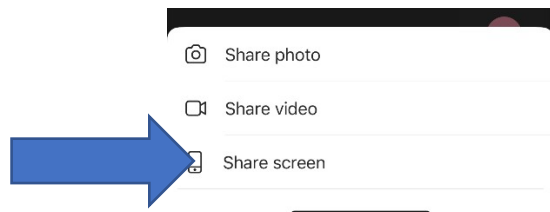
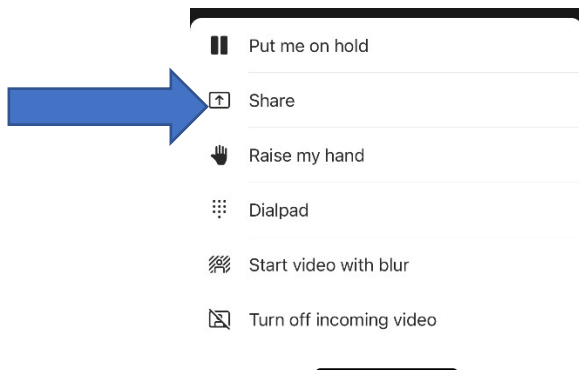
Join meeting



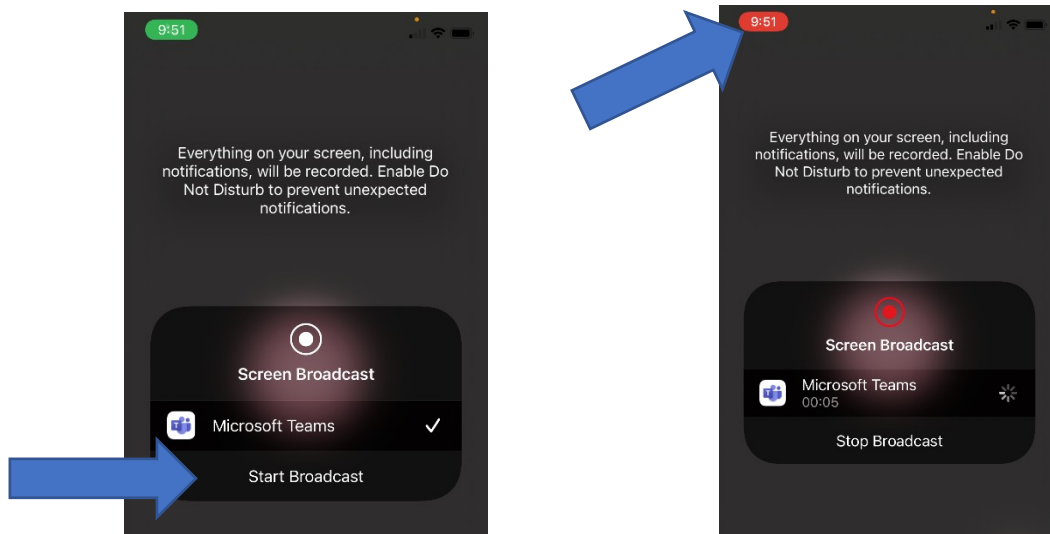
7. After you are admitted into the meeting, to share your screen, tap the three dots at the bottom of the screen.



8. Tap “Share” then tap “Share screen”



9. Tap “Start Broadcast”. Broadcast will begin with message. You are now sharing your smartphone screen. For iPhones, there will be a red oval around the time in the upper left to indicate your screen is being shared.



10. Exit the Teams app and open the FoodLogger app.

11. **After the research session**, return to the Teams app and tap “*Stop presenting*” and exit the meeting by tapping the red square on the bottom right of the screen.

