



## Microsoft Teams – Android and iOS features

Dear Synechronites,

You can do so much more with Microsoft Teams on your smartphone. Here are some tips for you:



### Present in a Teams meeting from your phone

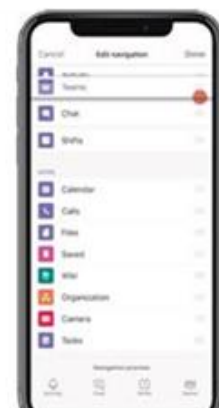
With Teams, not only can you join meetings/ calls from your mobile phone, but you can even make presentations from your phone. Please follow the steps below to use this feature:

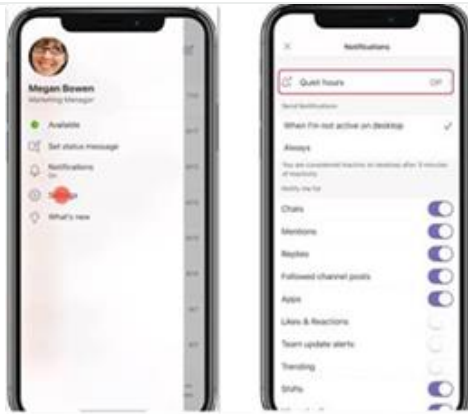
Tap **\*\*\*** > **Share** > *Share PowerPoint or choose from the relevant media option*

### Reorder apps and personalize your bottom bar

Customize view by Reordering bottom bar. Please follow the steps below to use this feature:

*Swipe up from the bottom of the app > **Reorder** > Drag items into the order you want.*





### Set quiet hours to mute notifications

*At the top left of the app,  
tap> **Notifications** > **Quiet hours** > Toggle  
**Daily quiet hours** on.*

We hope that you will make the best use of Microsoft Teams on your smartphones with our suggestions and tips. We will keep in touch with you for more such updates.

**Regards,  
Team IT**

For any queries and concerns write to [IT-feedback@synechron.com](mailto:IT-feedback@synechron.com)