

# VCS APPLE LEARNING PROGRAM

Instruction Technology Services

Title I Tech Team

## Multitasking with Microsoft Teams



- 🍏 Tap and open the **MICROSTOFT TEAMS** app
- 🍏 Tap the **HOME BUTTON** one time to close Teams, making the app icon appear on the iPad dock, located at the bottom of the iPad screen
- 🍏 Tap **ANOTHER** app you want to open on the home screen (ex iReady)
- 🍏 Keep this app open and place your finger on the bottom of the iPad home screen and slide your finger up **SLOWLY** revealing the iPad dock
- 🍏 Locate the **TEAMS** icon on the dock
- 🍏 **TAP, HOLD, and SLIDE** the Teams app up onto the **CENTER** of the home screen before releasing your finger *(Note: If you receive an app menu when you tap, hold, and slide from the dock, release your finger, tap the screen 1 time, and try again)*
- 🍏 Drag the **GRAY HANDLE** located on the top of the slide panel and move panel to the right or left side of the screen *(Note: Placing the slide over panel on the **extreme** left or right of the iPad screen will switch it from slide over to split view)*
- 🍏 Tap **INSIDE** the Slide Panel to move around the Teams app
- 🍏 Tap **ON** the iPad home screen to move around the app that is opened
- 🍏 To make the Teams app **FULL SCREEN**, tap the home button 1 time, then tap the Teams app icon
- 🍏 To **RETURN** to Slide Panel mode, tap the home button 1 time, open the app you want full screen on the iPad, slide up the dock, tap, hold, and slide the Teams icon from the dock onto the center of the home screen and let go
- 🍏 To **DELETE** slide panel, place finger on the bottom gray bar of the panel, slide panel up, place finger on the center of the slide panel, and swipe up on iPad home screen