

Device Software Update – Mac /iPad/iPhone

Make sure your device is connected to Internet

✓ Keep your Mac up to date

1. To download **Mac OS software updates**,
choose Apple menu > System Preferences, then click **Software Update**.

Tip: You can also choose Apple menu > About This **Mac**, then click **Software Update**.

2. To **update software** downloaded from the App Store,
choose Apple menu > App Store, then click **Updates**.

Microsoft Teams Update – Mac /iPad/iPhone

✓ MS teams – Desktop App

The desktop app automatically **updates** (so you don't have to). If you want, you can still check for available **updates** by clicking your profile picture at the top of the app and then selecting Check for **updates**. The web app is always up to date.

✓ MS teams – iPad/iPhone

Open App Store to update the application

****Restart the device periodically (minimum 2 days once)**

Device Software Update – Android Mobile/Tab

Make sure your device is connected to Internet

✓ **Updating your Android.**

1. Open Settings.
3. Select About **Phone**.
4. Tap Check for **Updates**. If an **update** is available, an **Update** button will appear. Tap it.
5. Install. Depending on the OS, you'll see Install Now, Reboot and install, or Install System **Software**. Tap it.

Microsoft Teams Update – Android Mobile/Tab

✓ **MS teams**

Open Play store to update the application

Device Software Update – Windows PC

✓ **To stay up to date,**

Select Start > Settings > Update & Security > Windows Update, and then select Check for updates.

If an **update** is available, **Download** button will appear. Tap it.

**Restart the device periodically (minimum 2 days once)