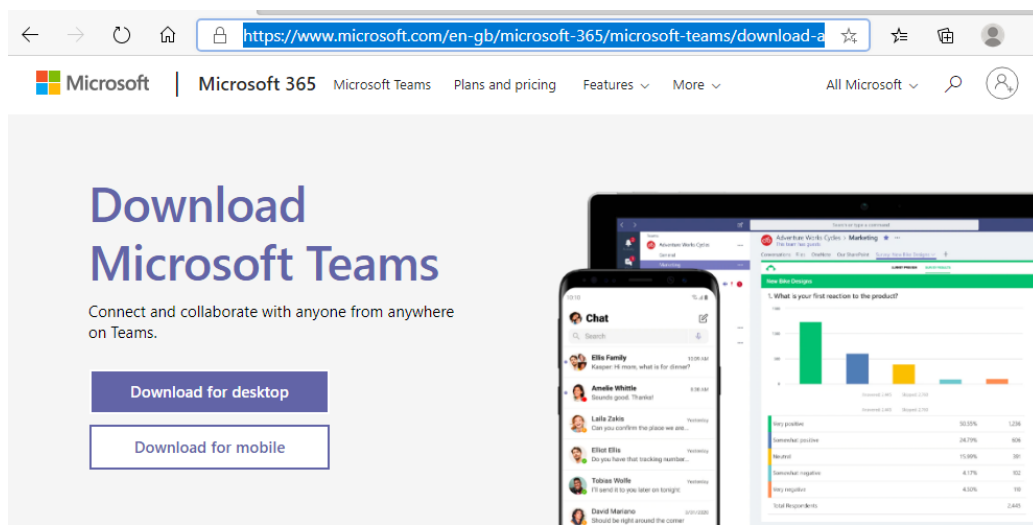


How to install Microsoft Teams using Windows

- 1) Open your web browser and navigate to the following URL:

<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>

note: this link may change over time, so if using google search engine you type: download Microsoft teams you will be directed to the correct website



- 2) You now need to click on the button **“Download for desktop”**, and on the following screen click **“Download Teams”**

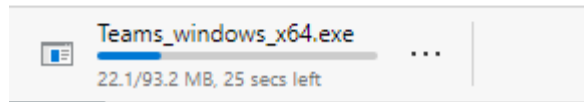
Download Teams for work on your desktop



Download Teams

- 3) Once you have clicked on this button depending upon your browser configuration it should automatically download the files into your “Downloads” folder on your computer

You will notice the file is now downloading to your computer

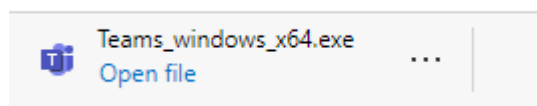


- 4) Once the file has download you can confirm this by navigating to your downloads folder on your computer. The file will be titled “Teams_windows.....”

Note: depending upon your operating system the title of the file may be different to the one seen below



- 5) If you now double click on the file, or open it directly from your web browser Microsoft Teams will begin to install



- 6) Please be patient as the program will be installing, eventually you will see a screen informing you the installation is in progress




Microsoft

Installing Microsoft Teams ...

7) You can now access **Microsoft Teams** by signing in with your school e-mail account and password

Microsoft Teams



**Enter your work, school,
or Microsoft account.**

Sign in