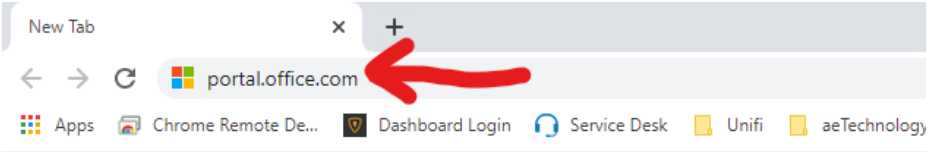
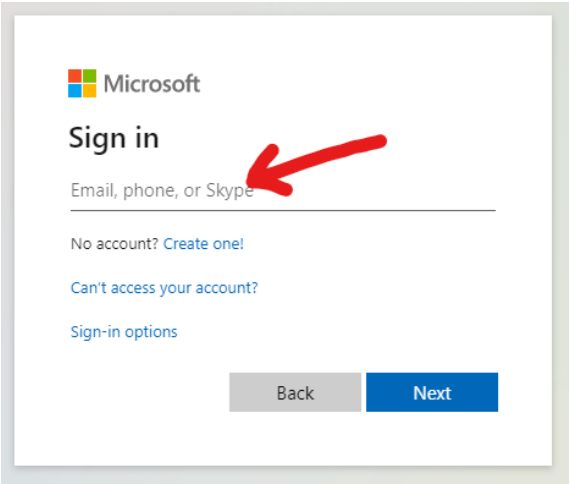
How to install Microsoft Teams

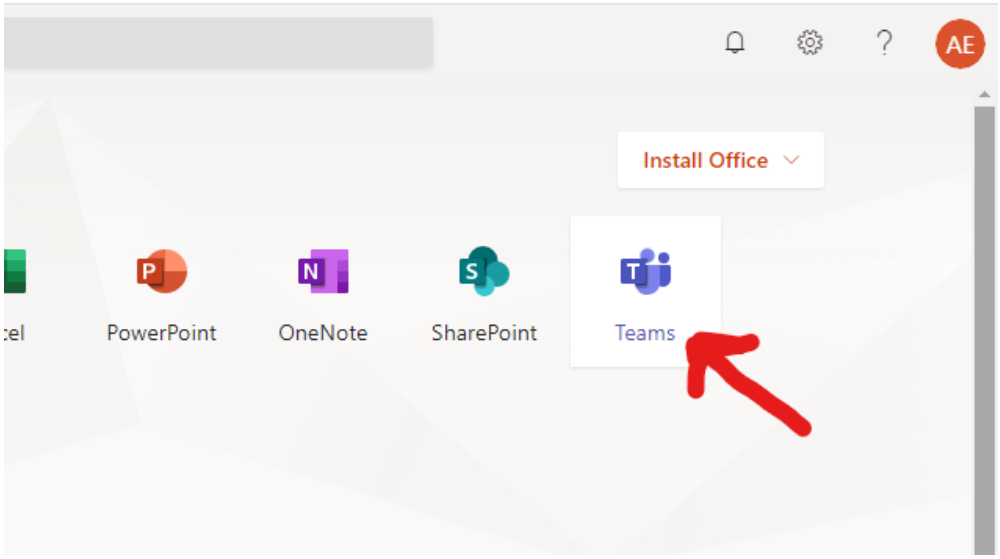
1) Open your Internet browser and go to the following website by typing it into the address bar and pressing <ENTER> on your keyboard. https://portal.office.com



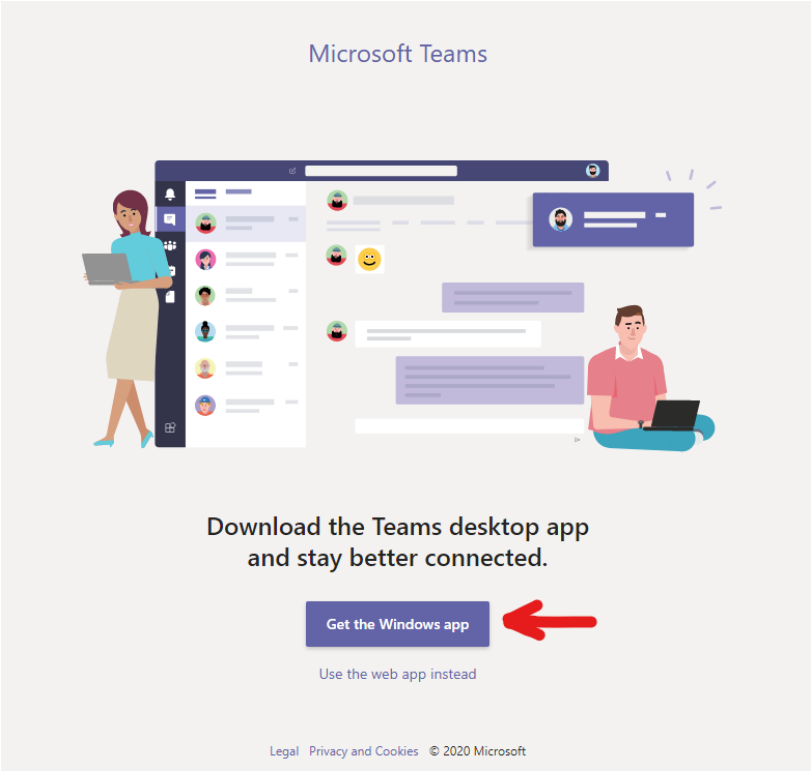
2) Log in to your Microsoft account using your work email address and password.



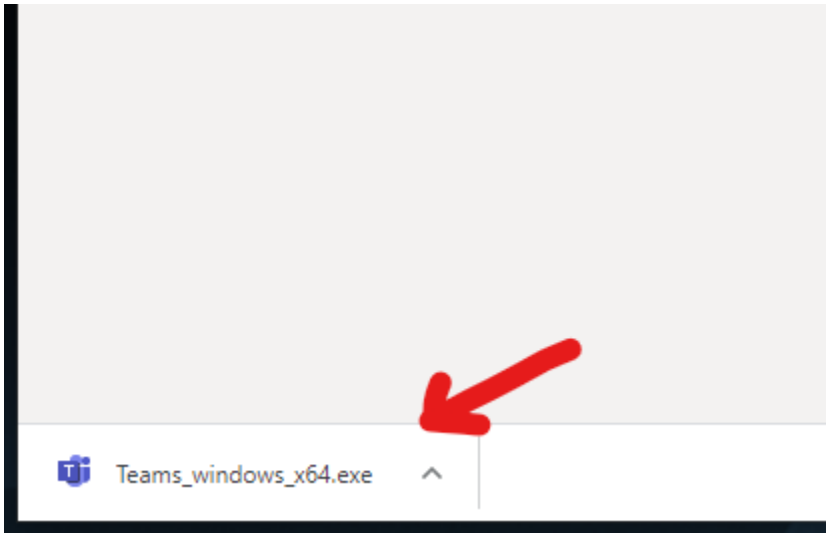
3) Click on the Teams icon in the list of available apps.



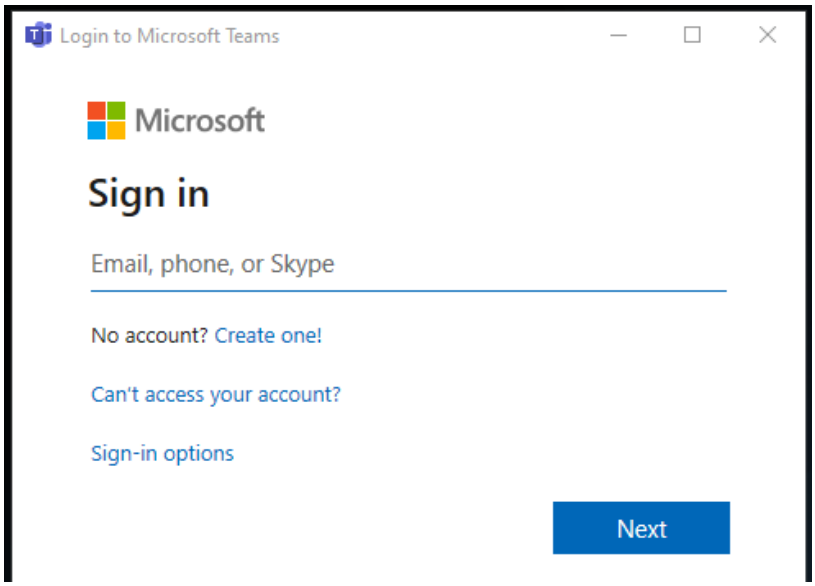
4) Click on Get the Windows app button.



5) Depending on which browser you use, it may look slightly different, but it will download the setup file at this point. If it asks to run or save, select Save. Once the download is complete, you will need to click to Run it. (Chrome browser shown below)



6) When asked, login to Microsoft Teams using your work email address and password.



7) After you have logged in, the installation will be complete.