# INSTALLING MICROSOFT TEAMS

These steps assume that you have logged in and are on the desktop screen. Please have ready your student's email address and password.

STEP 1: Once on the desktop you will see a shortcut for Office 365. Double click on the shortcut to open Office 365 in the browser. Office 365 will require logging in using your student's email address and password.
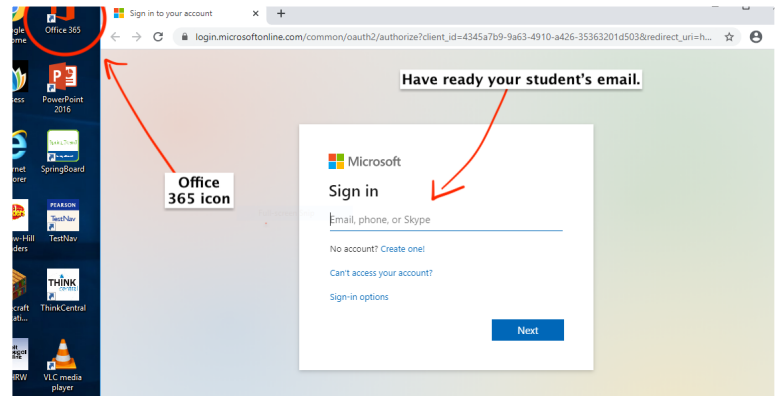

Once you log in, it will ask if you wish to stay signed in. Please click "Yes". This should help to avoid having to sign in again on the browser in the future.
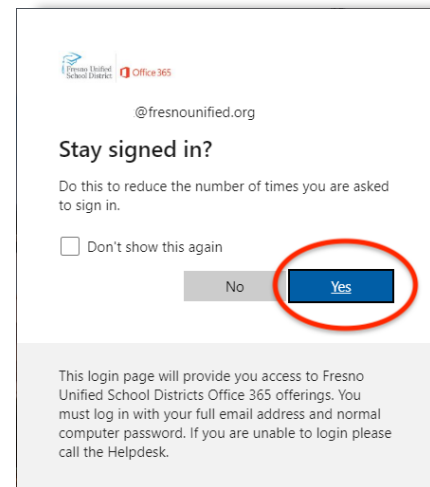
STEP 2: From the Office 365 Dashboard you will need to find Teams on the left hand side and click into the web app.
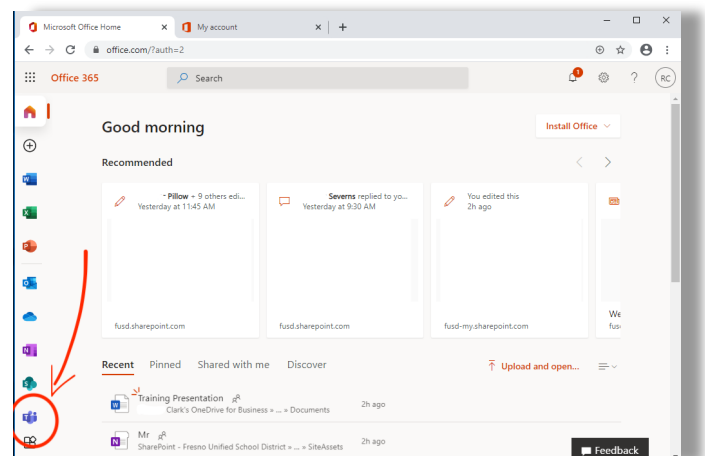
STEP 3: With the web app open, click on the user icon in the top right corner of the web app to reveal additional options. Click on the option "Download the desktop app".
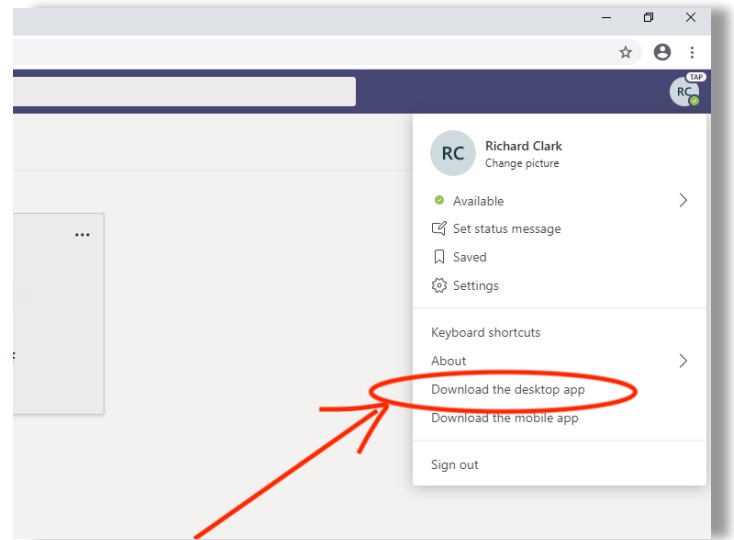
STEP 4: Navigate to the File Explorer to locate the downloads folder. On student laptops the File Explorer is not already pinned to the bottom and will need to be reached by clicking into the Recycle Bin. You will see "Downloads" on the left side of the window. Inside "Downloads" you will see the installer for Microsoft Teams. Double click the installer to install. Teams should open once the install is complete.