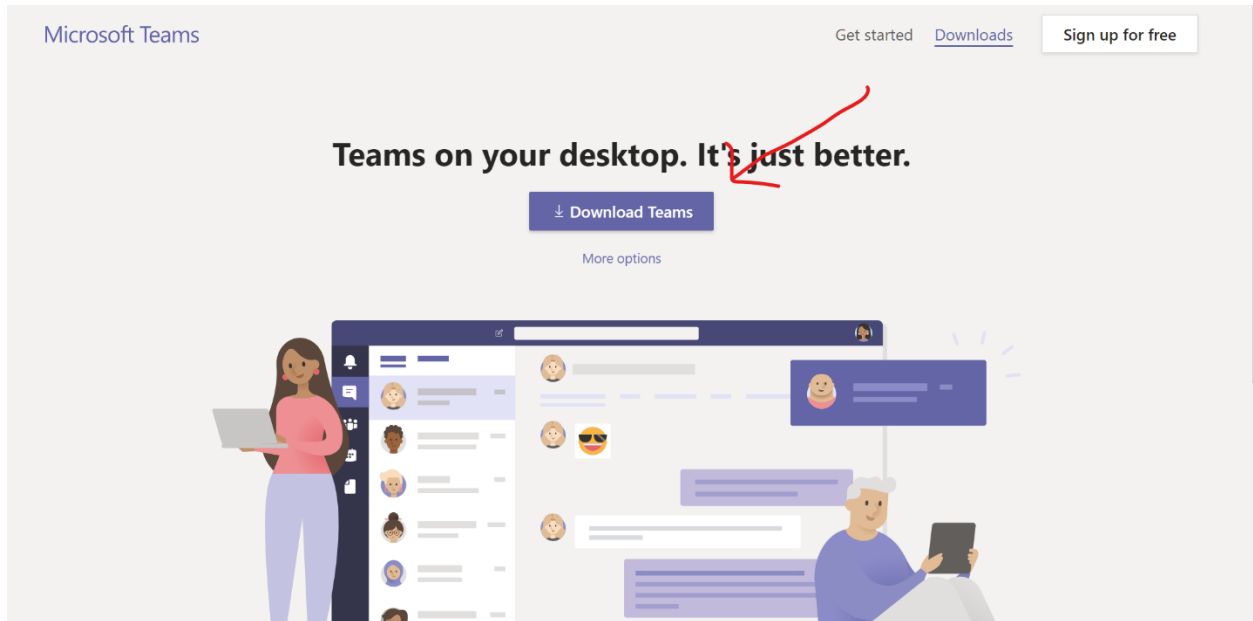


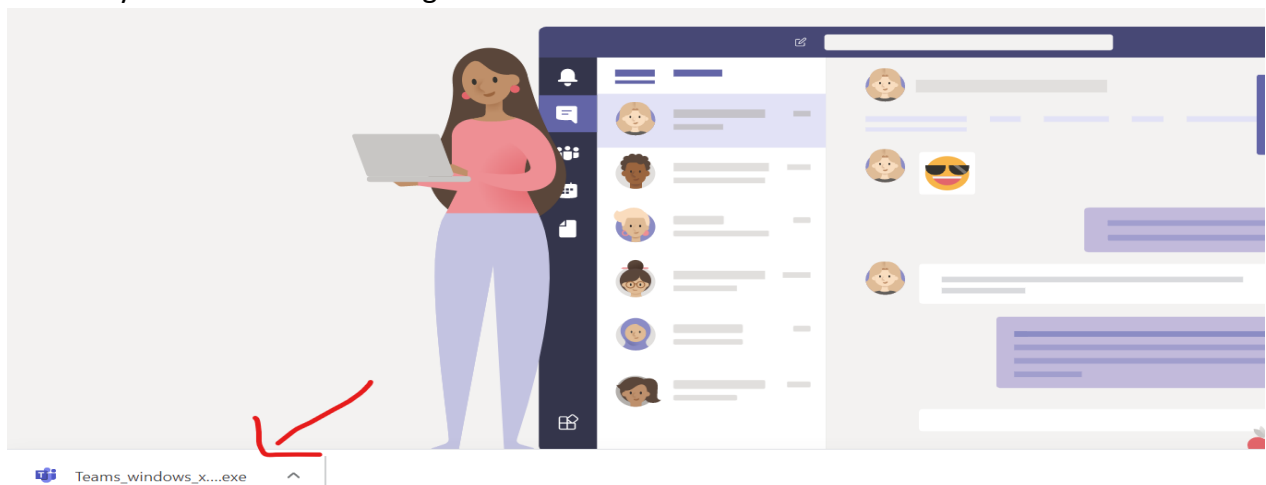
Downloading and Installing Teams

Here is the direct link to install Microsoft Teams: <https://teams.microsoft.com/downloads>

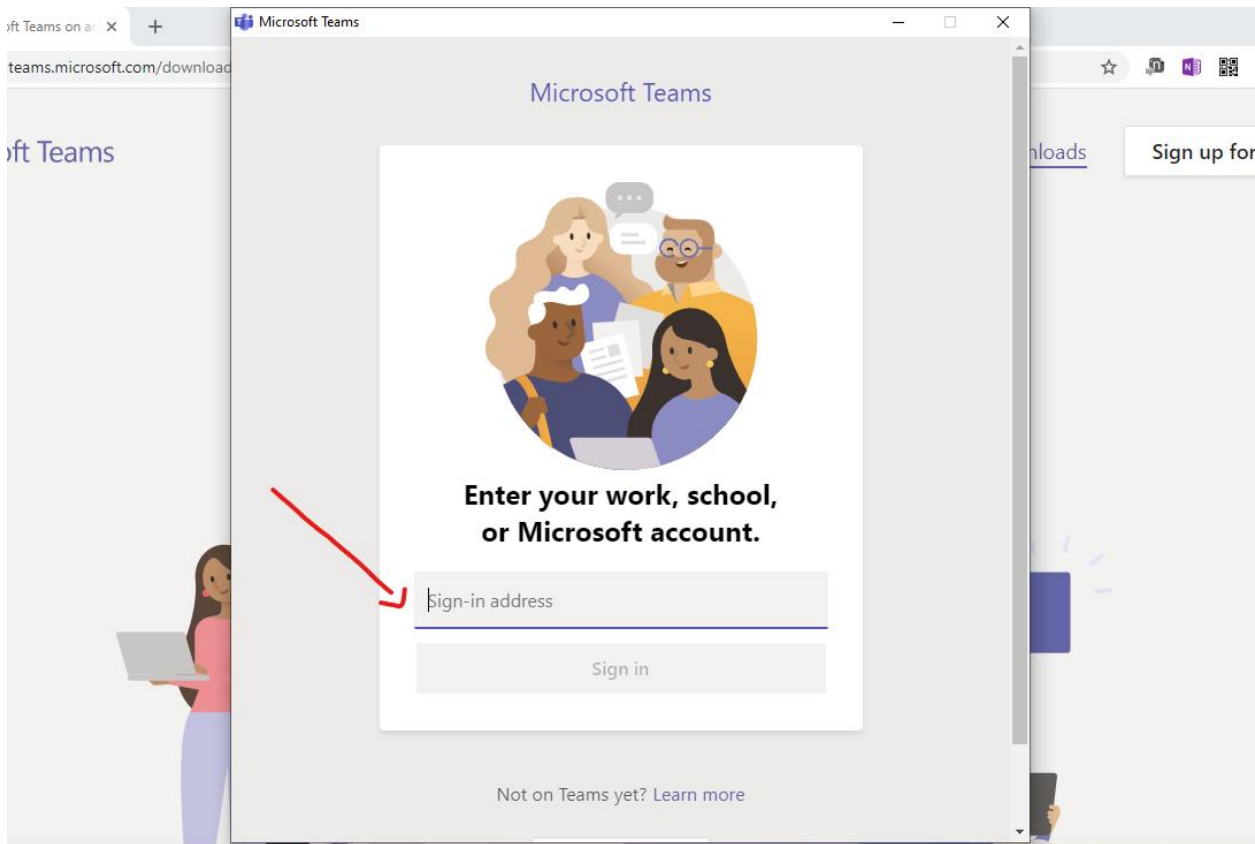
Once you on the site click “Download Teams”



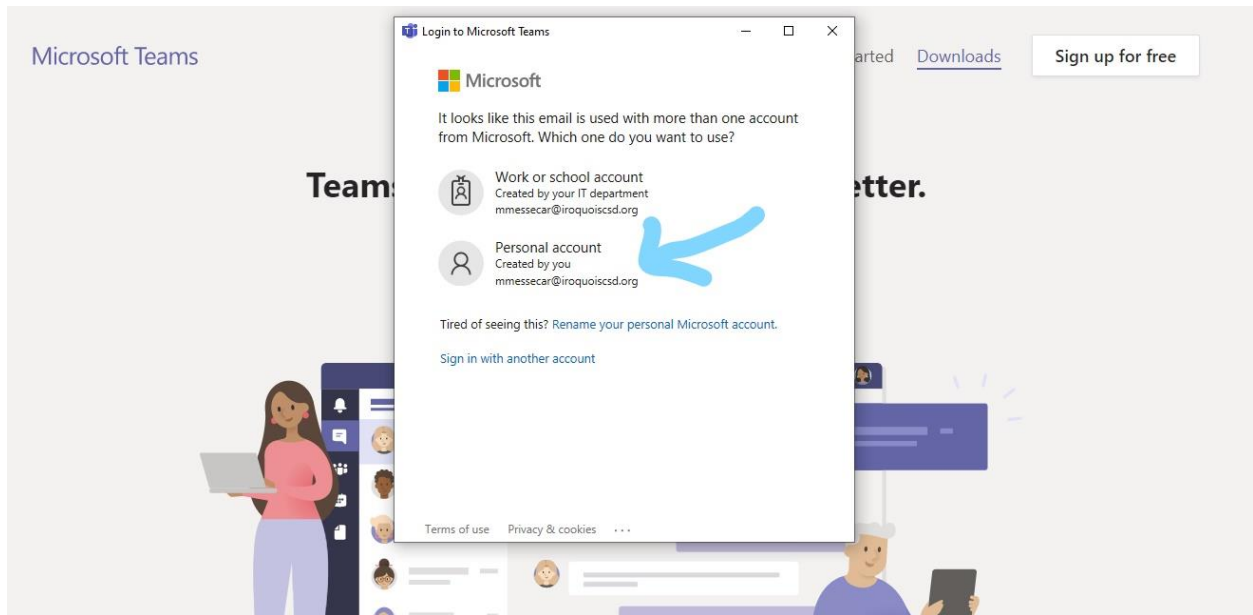
The download will start and appears at the bottom left of your screen (if in Chrome). Once it is finished you can double click to get the install started.



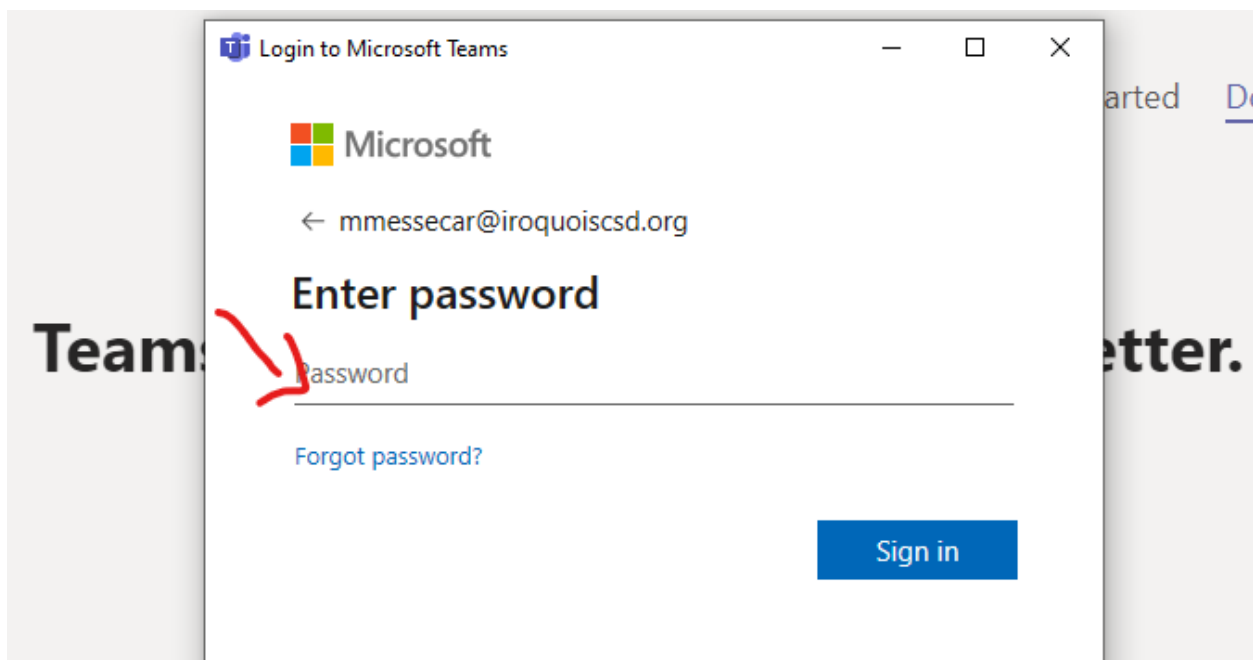
The install will finish on its own and you will get a Microsoft Teams sign-in page. Here you can type in your Microsoft email address or whatever email you have tied into the account. Some people may have an existing Microsoft account. Ex. jd@micro.com



After you enter in your email address the next prompt box will ask you to choose “work or school account” or “personal account” You will want to choose personal account.



Lastly, it will ask you to enter your password. After you do that, you will be signed into Teams.



Teams is now downloaded, installed and signed in!