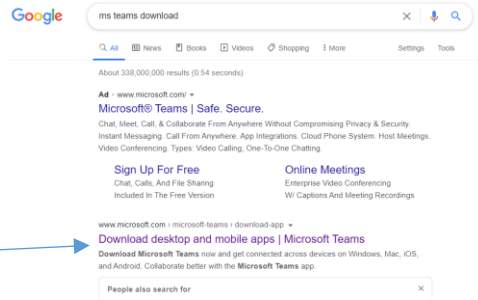


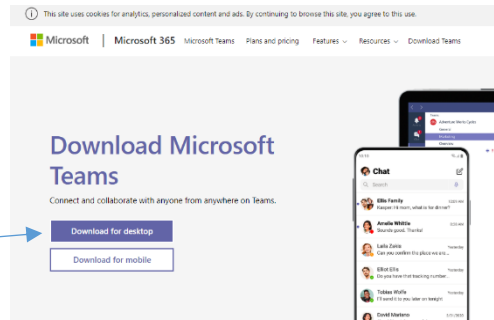
Downloading & Accessing TEAMS

Do a google search for “MS Teams download”



Click on

This screen is then displayed



Click Here to download to a PC

Download Teams for work on your desktop

This screen will display

Click on Download Teams



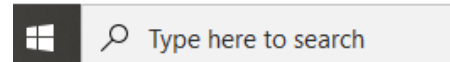
Download Teams

This will display at the bottom left of your screen

Click here

Teams_windows_x64.exe
93.2/93.2 MB

You will get an option to open and an Icon should be on your desktop



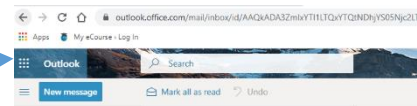
OR

Go to MS office Email:-

Either via the college website (scroll to bottom & click the link for Email)

Or <https://www.office.com/>

When in Office 365 mail click on the 9 dots at the top left



This will display a selection of Office apps

Click on the Teams app



and Teams will load

