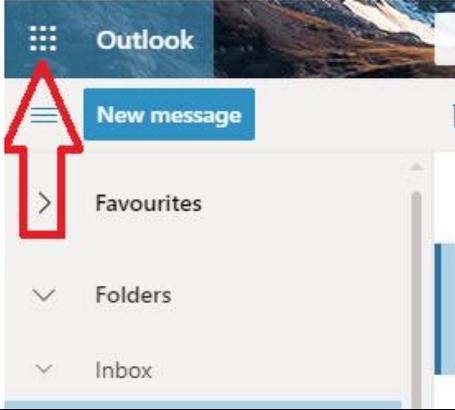
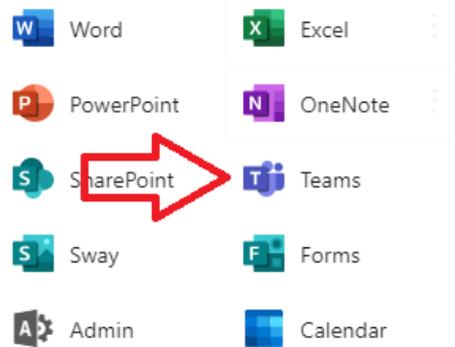
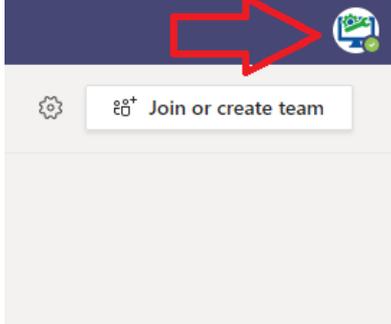
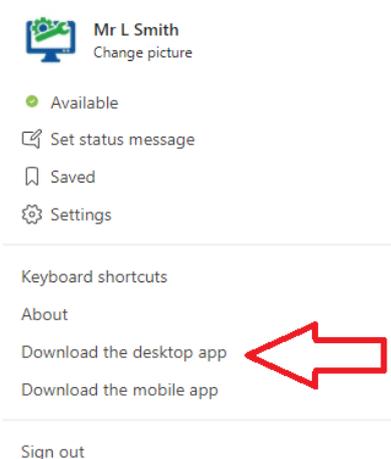
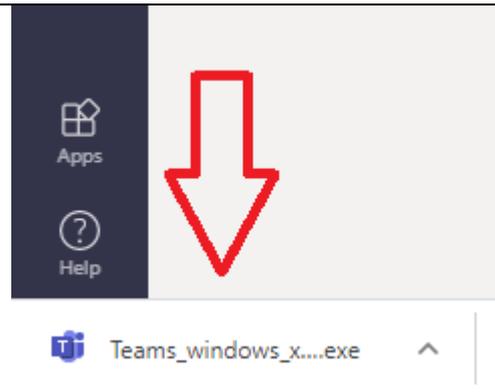


## Installing the Microsoft Teams Desktop App

<p>Open <b>Google Chrome</b></p> <p>Log into your <b>school email</b></p> <p>Once logged in, click on the <b>App Launcher</b> in the top left hand corner</p>	 A screenshot of the Outlook web interface. In the top left corner, there is a grid icon representing the App Launcher. A red arrow points to this icon. Below it, a dropdown menu is visible with options: 'New message', 'Favourites', 'Folders', and 'Inbox'.
<p>Click on <b>Teams</b></p>	 A screenshot of the Office App Launcher. It shows a grid of application icons: Word, Excel, PowerPoint, OneNote, SharePoint, Teams, Sway, Forms, Admin, and Calendar. A red arrow points to the Teams icon.
<p>Click on the <b>Account Management</b> button in the top right hand corner</p>	 A screenshot of the Microsoft Teams interface. In the top right corner, there is a profile picture and a gear icon representing the Account Management button. A red arrow points to this gear icon. Below it, a button labeled 'Join or create team' is visible.
<p>Click on <b>Download the desktop app</b></p>	 A screenshot of the Microsoft Teams profile menu. The user's name 'Mr L Smith' and 'Change picture' option are at the top. Below are options: 'Available', 'Set status message', 'Saved', and 'Settings'. A horizontal line separates these from 'Keyboard shortcuts', 'About', 'Download the desktop app', and 'Download the mobile app'. A red arrow points to the 'Download the desktop app' option. At the bottom is 'Sign out'.

Click on the file in the bottom left hand corner when it has finished downloading



Click **Run**

You may need to sign in with your email address and password. Once this has been done, the new Teams app will open and there should be an icon on your desktop

