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## Microsoft Teams

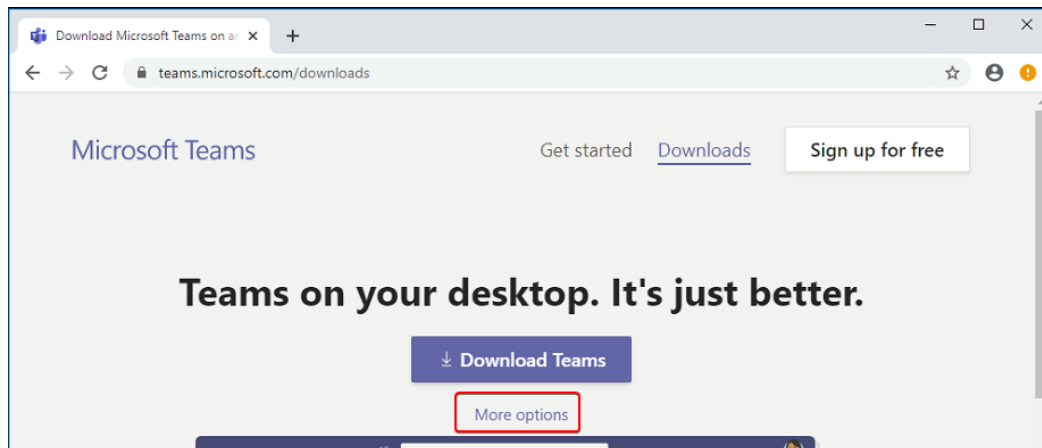
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Downloading:

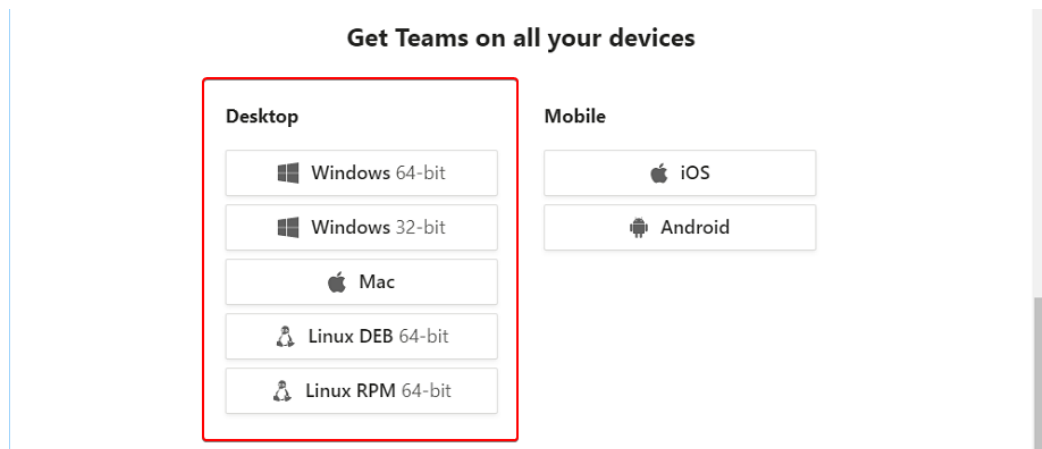
Installer files for Various Computer platforms are available at this link:

<https://teams.microsoft.com/downloads>

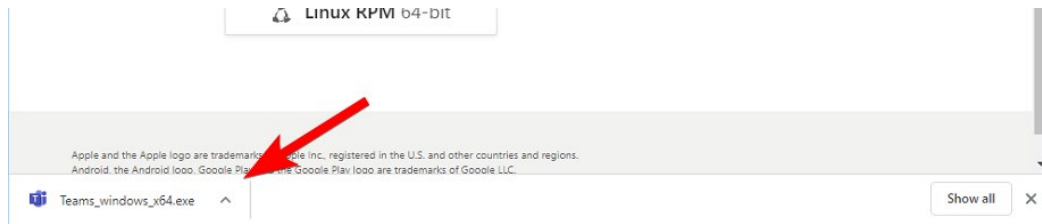
Once Loaded, click **More Options** to be taken to the available installers.



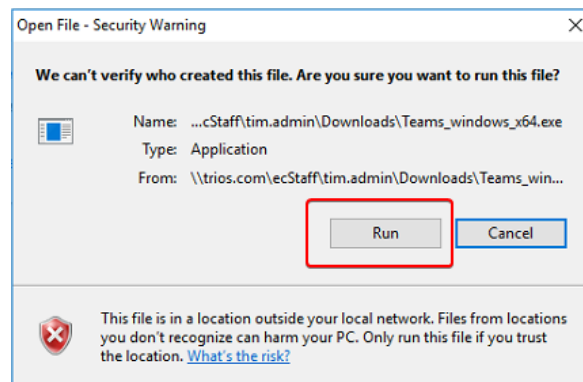
Click on the Appropriate version for the system you are using.



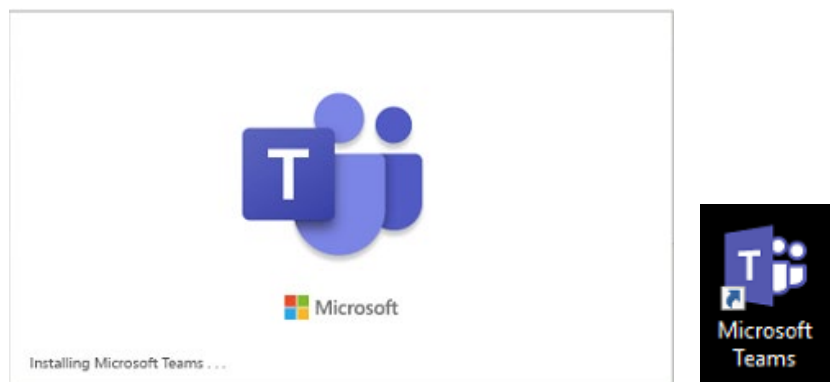
## Installing on Windows:



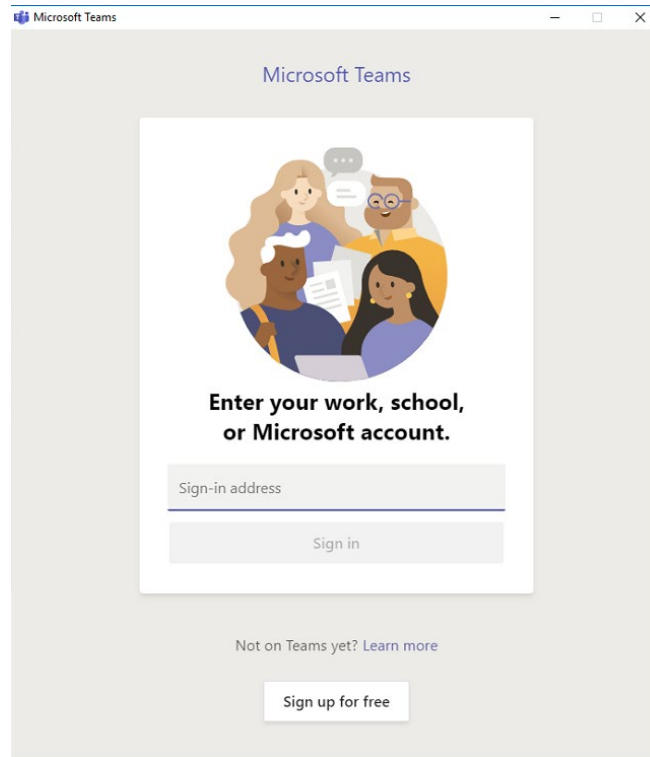
1. Locate your Downloaded File and Click to open it.



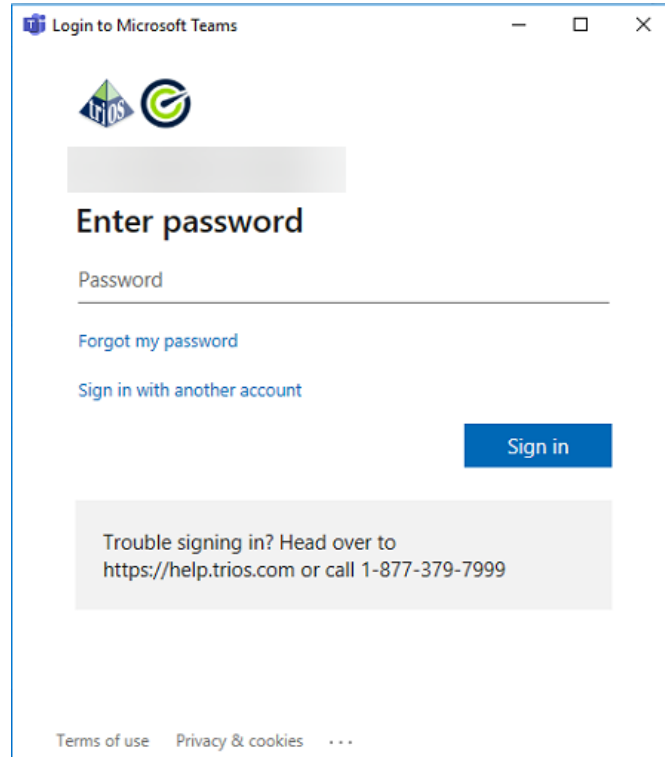
2. You may be prompted to confirm you want to install with a security warning. Click Run if Prompted. Enter your Computers Administrator Password if Prompted.





3. A loading screen for Teams installation will start. And an Icon will appear on the desktop.



4. Once the installation is complete it will load to a sign in screen. Enter your School Username. Sign In.



Login to Microsoft Teams

**Enter password**

Password

[Forgot my password](#)

[Sign in with another account](#)

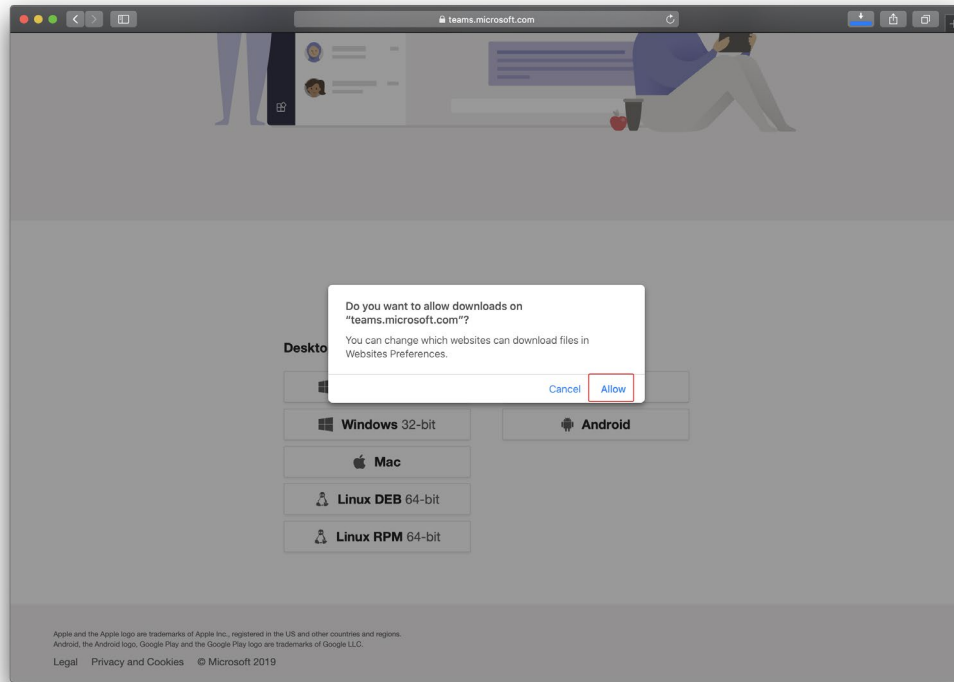
**Sign in**

Trouble signing in? Head over to  
<https://help.trios.com> or call 1-877-379-7999

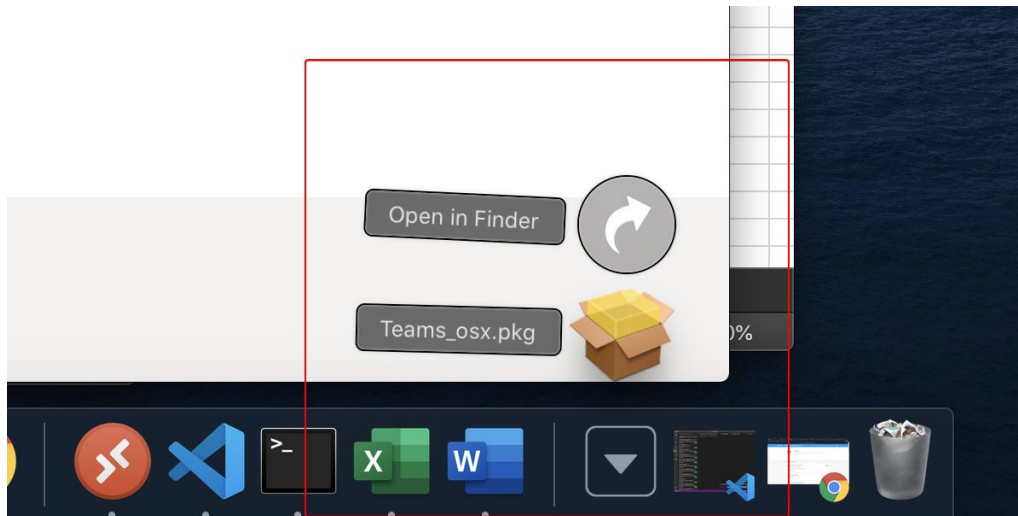
[Terms of use](#) [Privacy & cookies](#) ...

5. You will be Prompted for your Password. Enter it. Click Sign in. You will be taken to the main Teams Application.

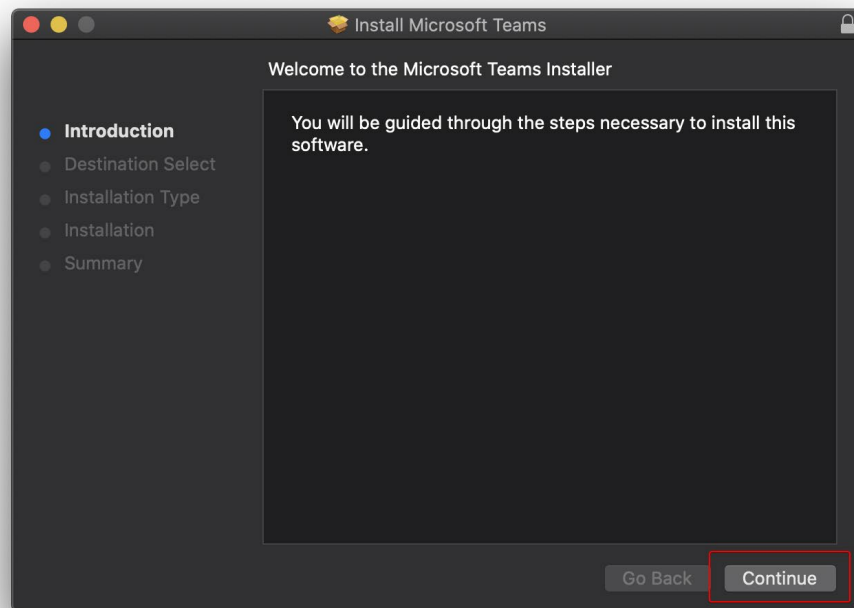
## Installing on Mac:



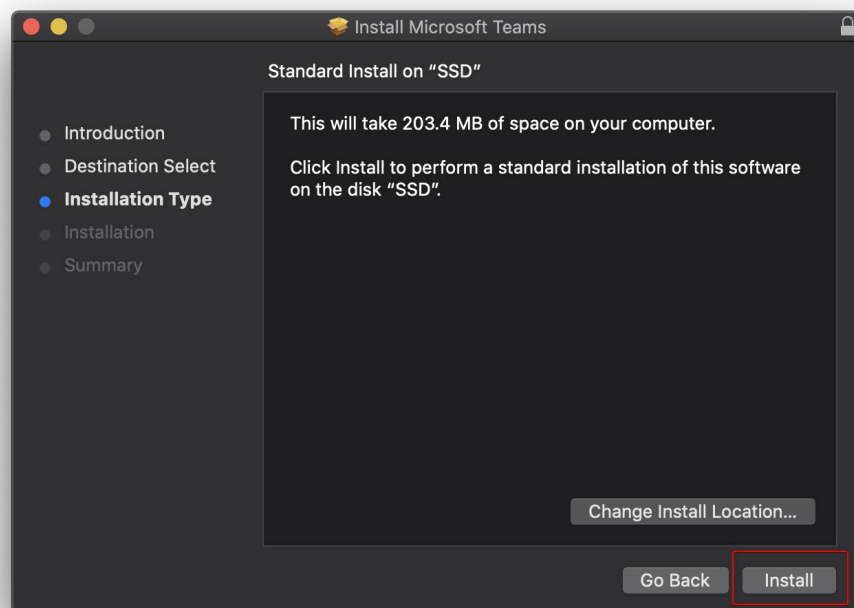
1. You May be prompted to allow the download. Click Allow if prompted.



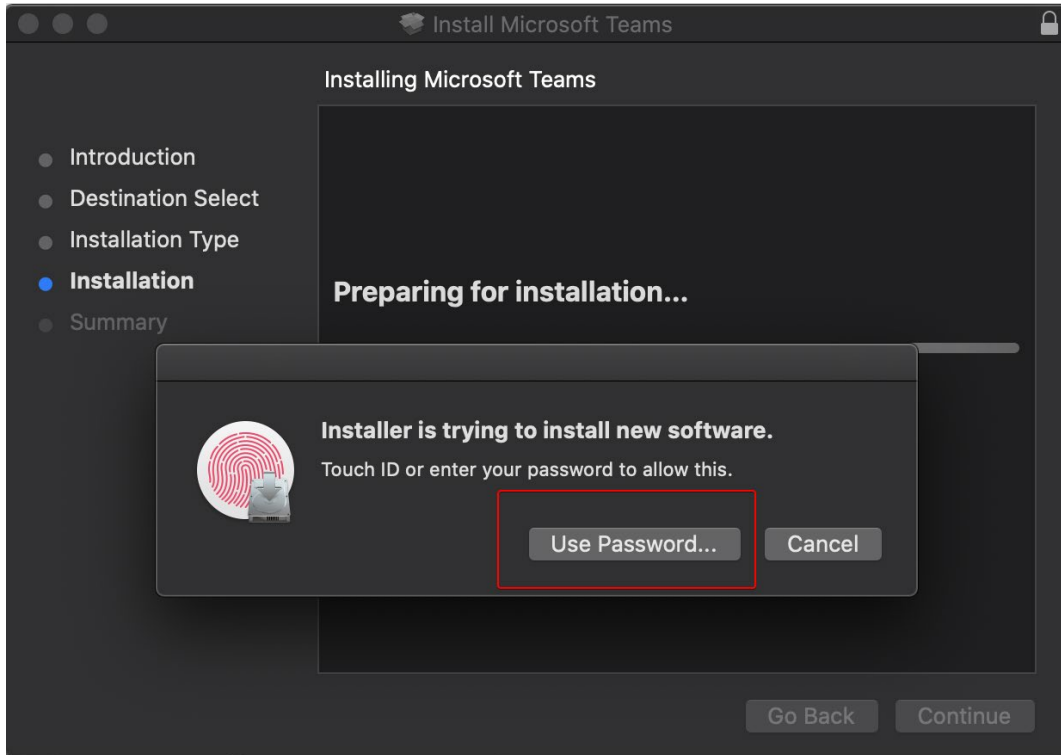
2. Locate your download in the Dock or the Downloads folder (Teams\_OSX.pkg) and click to run.



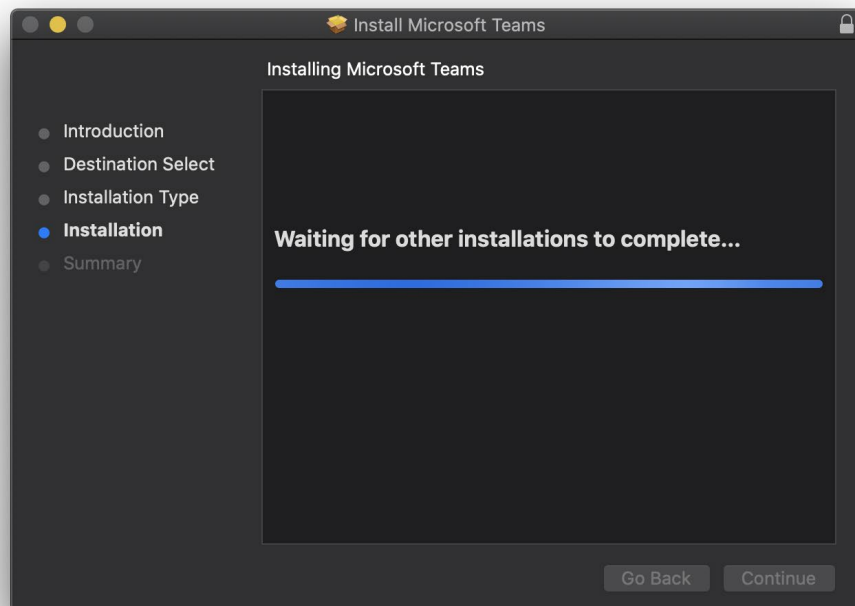
3. The installer will start. Click Continue.



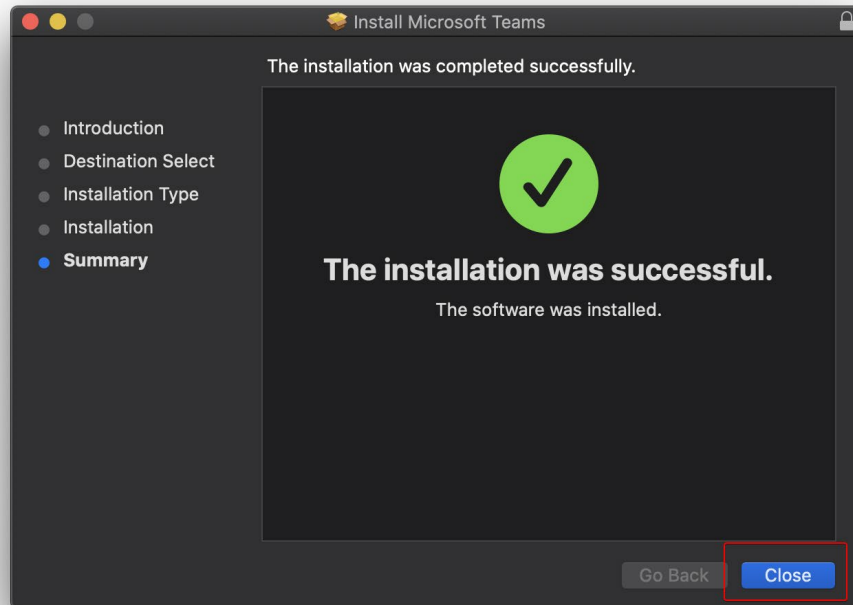
4. Click Next after confirming the Install location (no changes necessary)



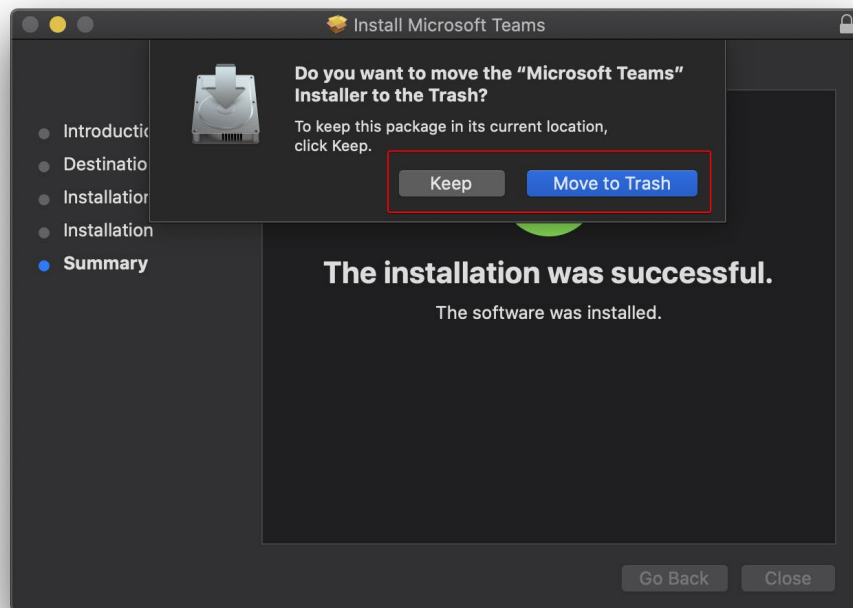
5. You May be prompted to enter a password or use touchID to Install teams. Enter Password or use Finger Print/Facial Recognition as required.



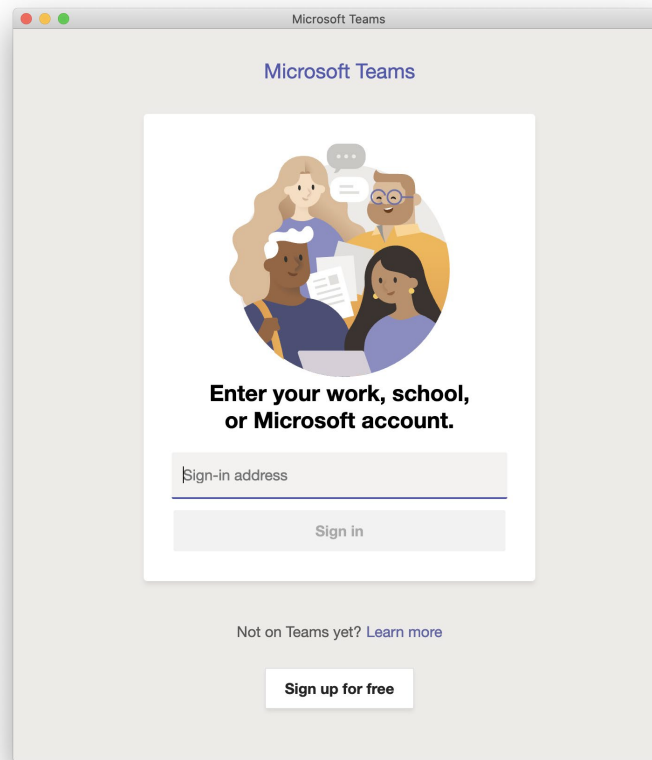
The Progress bar will start and Complete.



6. Once Completed, Click Close to Close the Installation Wizard.



7. You will be presented with the option to keep the download or move to trash. You will not need the download in the future, so it can be either moved to trash or kept.

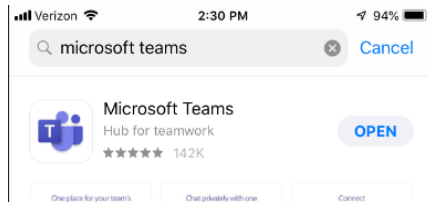


8. Locate and Launch the Teams Application from Spotlight or the Dock. Enter your School Email address and Password as Prompted to Sign in.

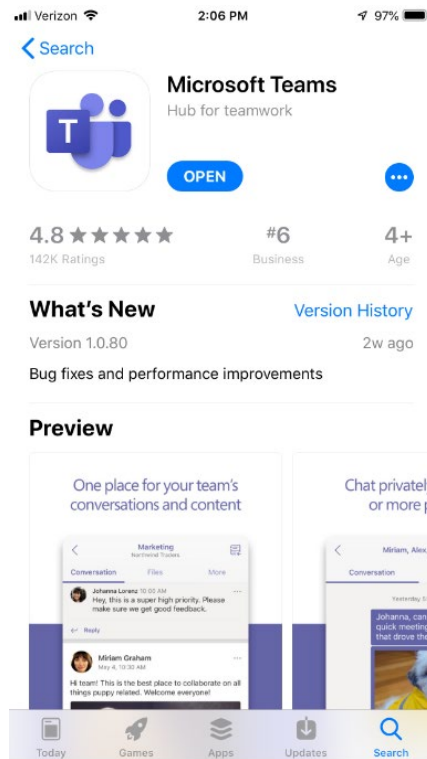
Installing on iOS:



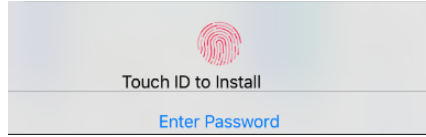
1. Open the App Store



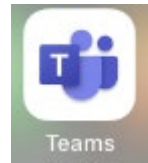
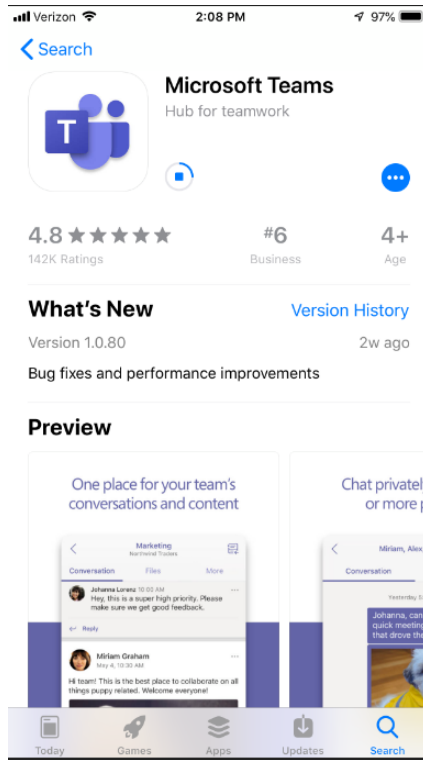
2. Search for Microsoft Teams



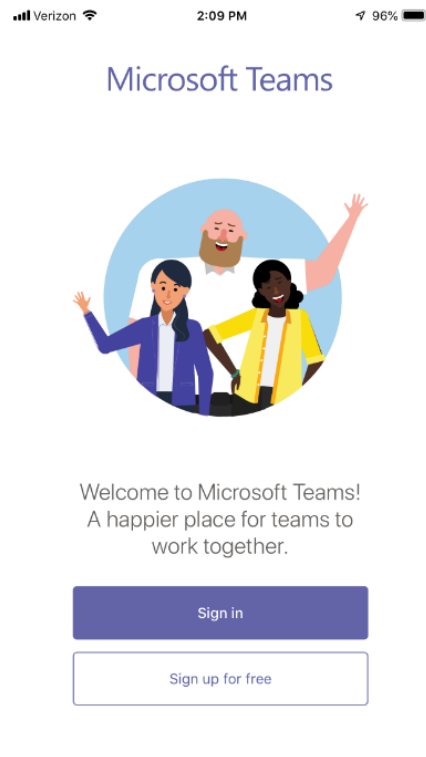
3. Tap Get When Able.



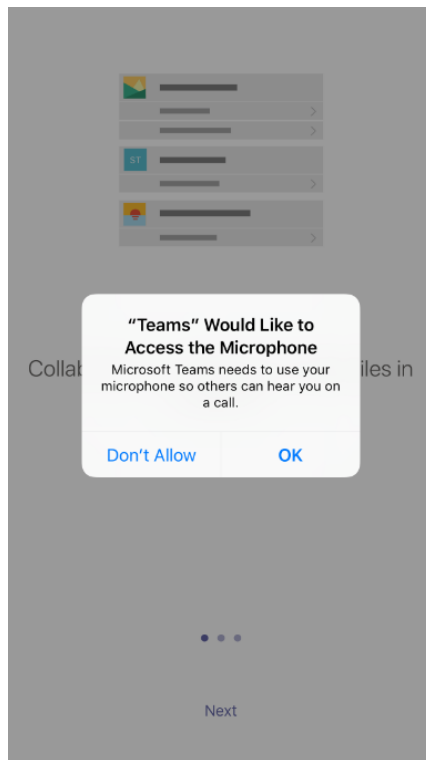
4. Enter your Password or use Touch ID to install.



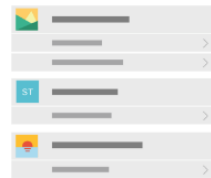
5. Once the Download is complete you can click to Open or use the Icon on the Home Screen to Launch.



6. Sign In to the Application by Tapping Sign in.



7. You may be required to grant some additional right to the Teams app to use various components of your Device. Tap OK on Each.



Collaborate with others and share files in channels.



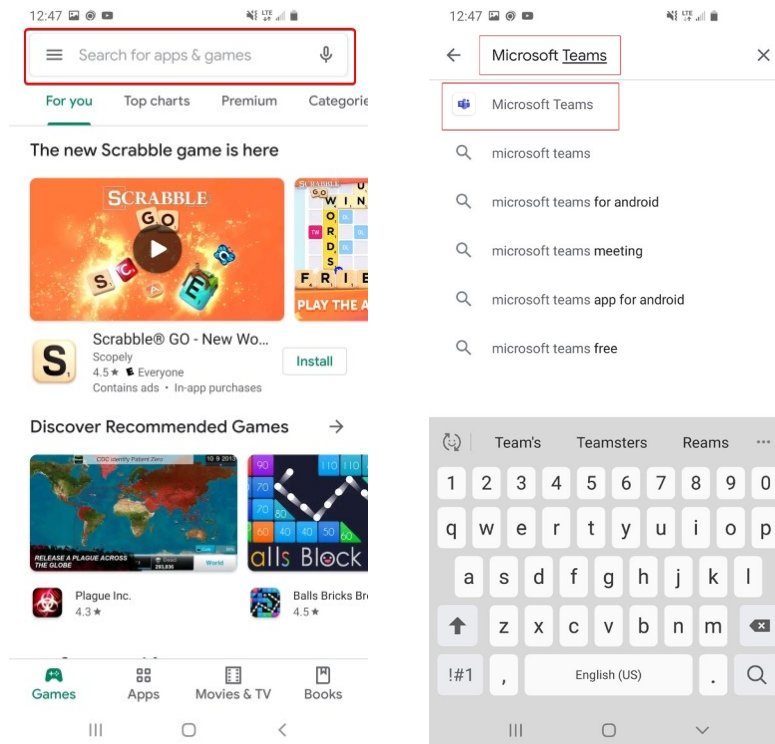
Next

8. Tap next to go through the orientation to Teams.

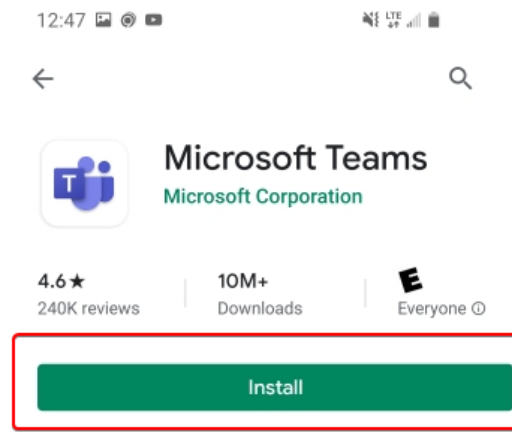
Installing on Android:



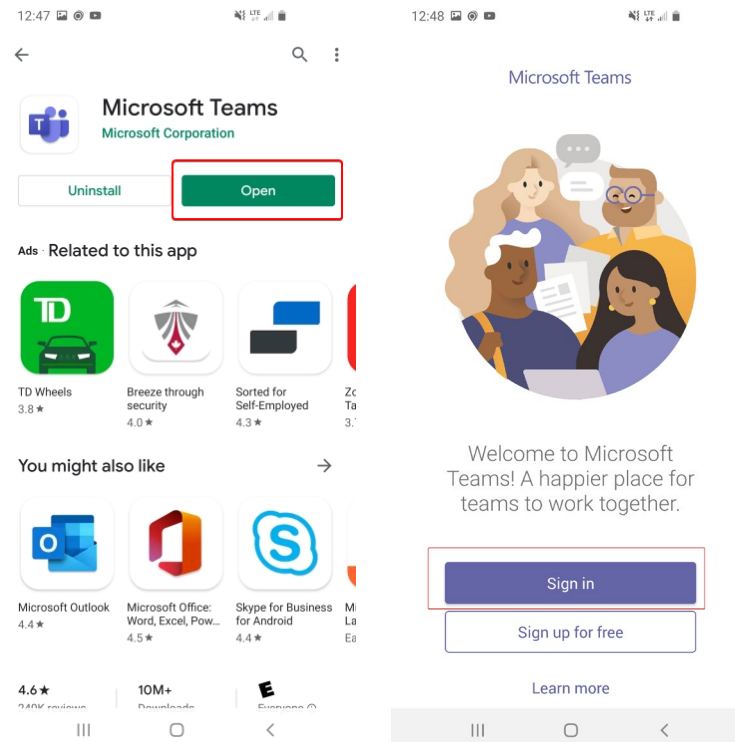
1. Open the Google Play Store



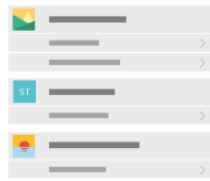
2. Tap in the Search Box and Type **Microsoft Teams**
3. Select the Microsoft Teams Option from the Presented list.



4. Tap Install



5. Once the Installation is completed. Tap Open. You will be prompted to sign in to the Application Once loaded. Use your school Email address and Password.



Collaborate with others and share files in channels.



Next

6. Tap next a few times to proceed through the Welcome Orientation.

Resources for using Microsoft Teams:

Video Training:

<https://support.office.com/en-us/article/microsoft-teams-video-training-4f108e54-240b-4351-8084-b1089f0d21d7>