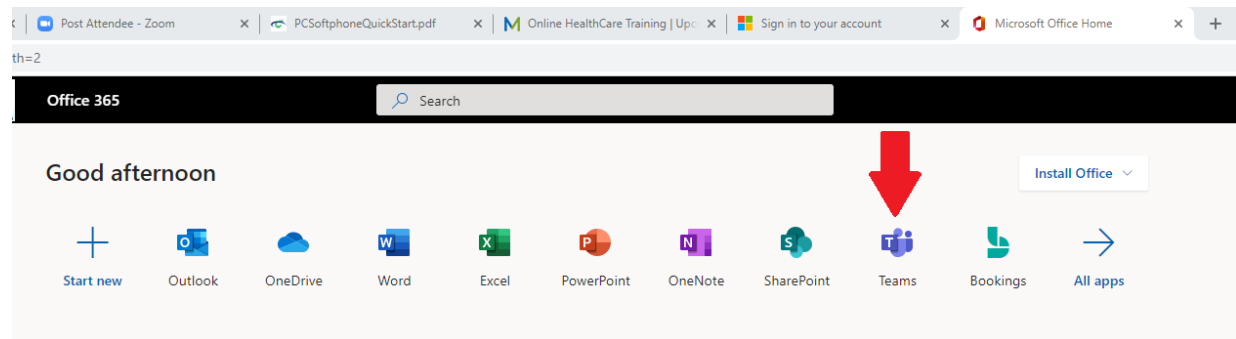


Access Microsoft Teams from Internet:

Log into Microsoft 365:

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

Click sign in and access MS Teams through top icon:

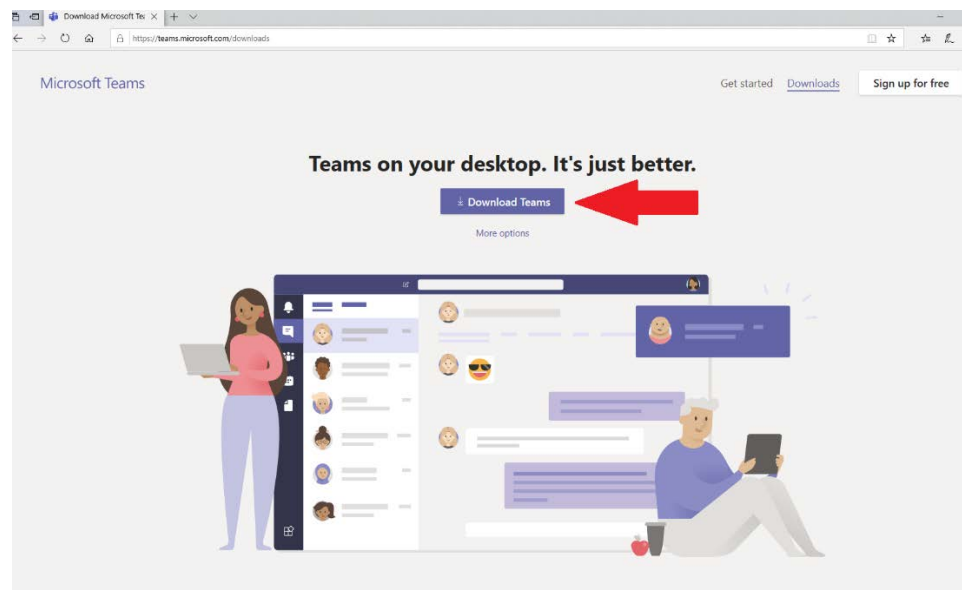


How to Download Microsoft Teams:

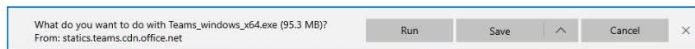
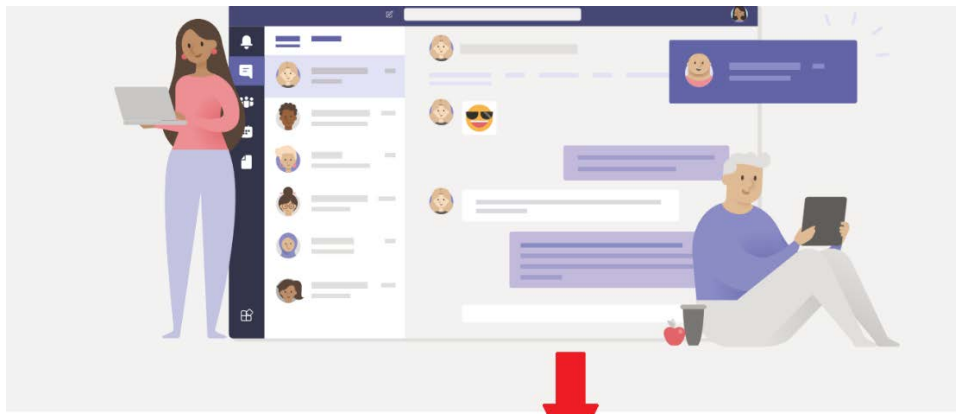
In browser go to: <https://teams.microsoft.com/downloads>

Once browser is opened click Download Teams Link (see arrow):

*If working from a Mobile device or MAC desktop/laptop you may select the appropriate download link below from the website page (See screenshot).



Once you click download a prompt will appear to run program, click run (see arrow):



After the program has completed running, a Microsoft Teams Icon will appear on your home screen, (see arrow):



Once the program completes installation, you may open and run the program. Double click to open icon. Once opened, you will move into your calendar icon on left hand side.