

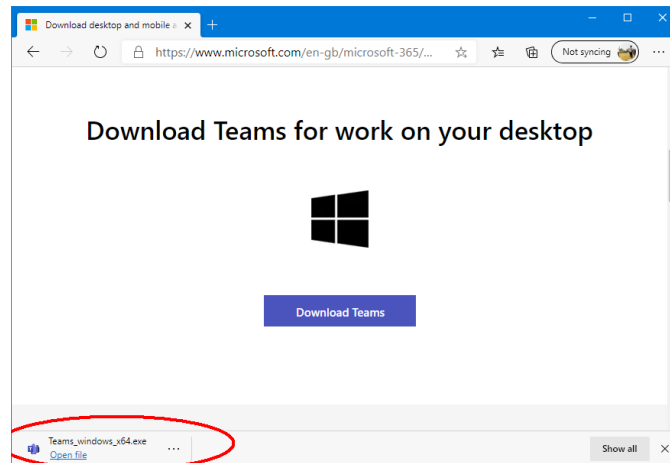
Installing the Microsoft Teams desktop app

Although you can use Teams within a browser (Google Chrome, Microsoft Edge etc), using the desktop app will give you better functionality. Installing the app is easy – just follow the steps below.

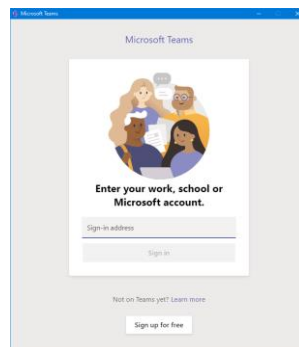
Open your browser and go to

<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>

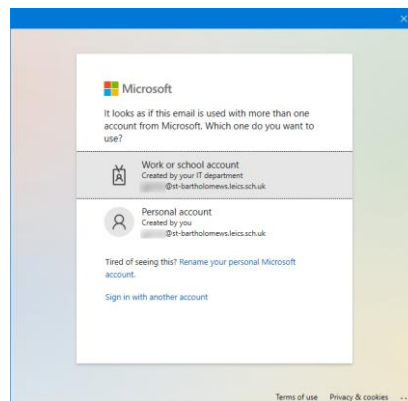
Click on Download for Desktop and then Download Teams. If you are using Google Chrome or Microsoft Edge, your download will start and appear in the bottom left corner of the window: -



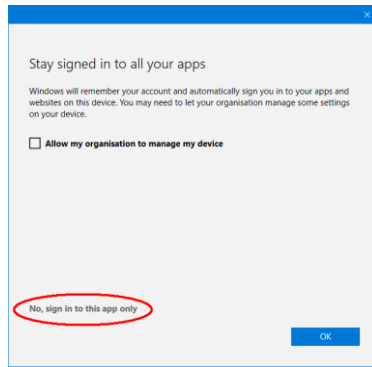
Click on the file or 'Open file' to start the installation. Teams install without prompting you again and you should see a screen 'Installing Teams' and then 'Loading Teams'. If all goes well, the next screen you see will be the Teams main login screen: -



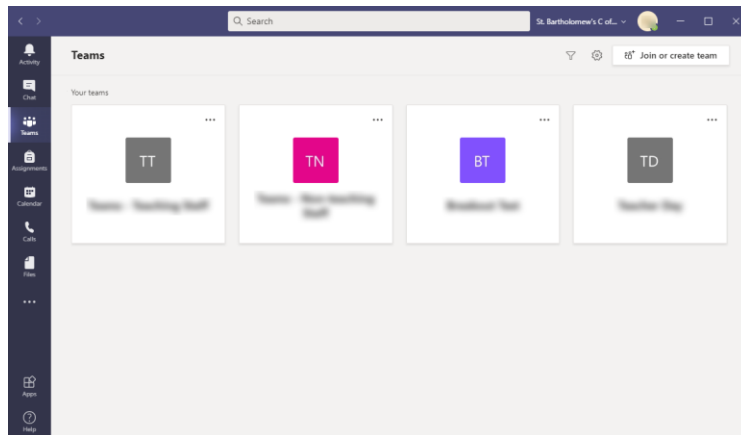
Sign in with your school account. If you see a screen like the one below, choose 'Work or school account'. Enter your password when prompted.



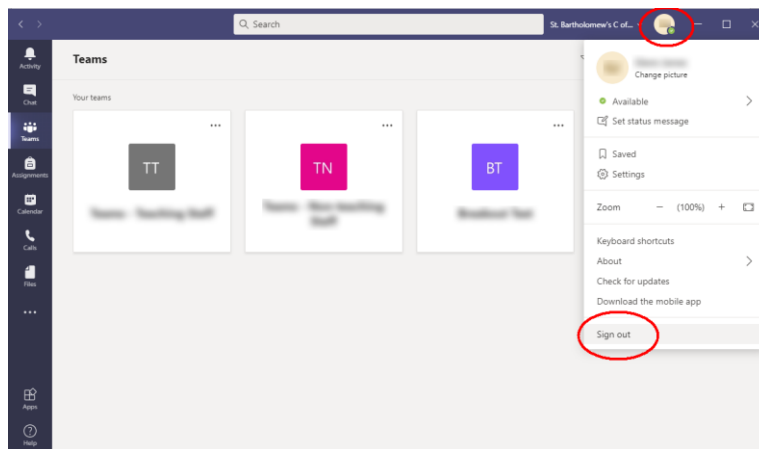
At the next screen untick the box that says 'Allow my organisation to manage my device' and click on 'No, sign in to this app only



You should then see the main Teams screen. You won't have the same Teams as displayed below, but the overall layout should be the same.



You are now signed in to Teams. If you are using a shared computer you should always sign out after using Teams to prevent other users from accessing your account: -



Updating Teams

New features are added regularly so make sure to check for updates ever once in a while: -

