

Instructions for downloading Microsoft Teams App

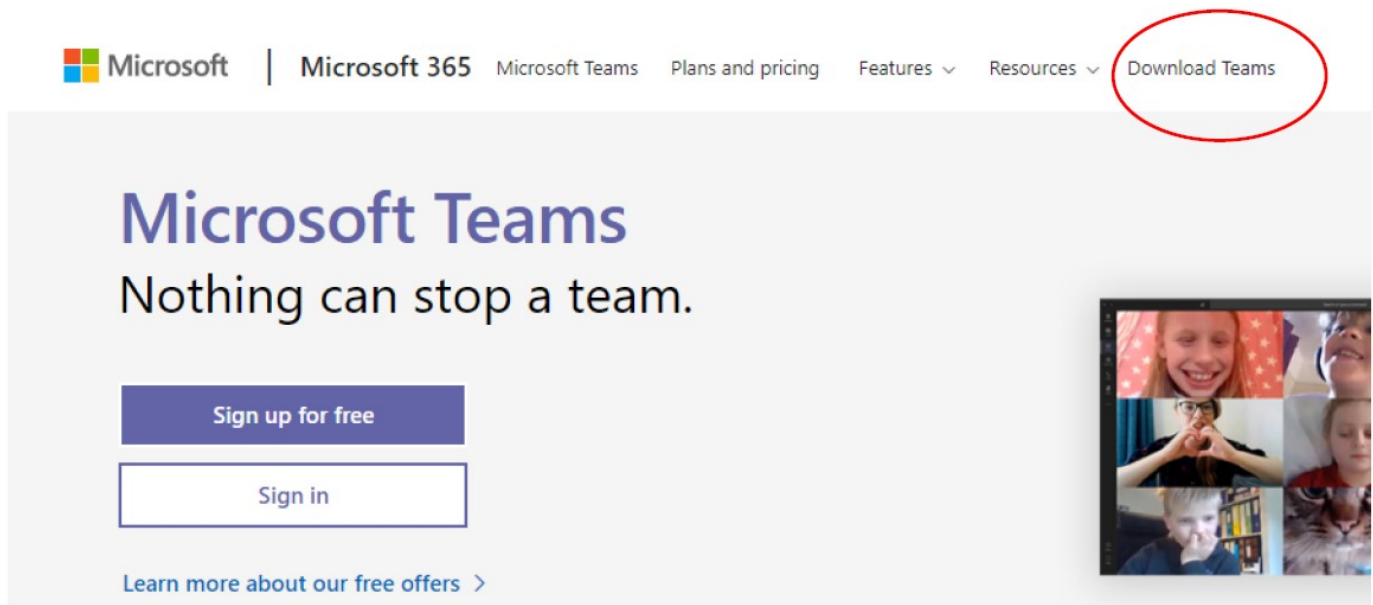
- 1 On Google Chrome type in Microsoft Teams and click on the link below.

(Ad) www.microsoft.com/ ▼

Microsoft® Teams - Safe. Secure.

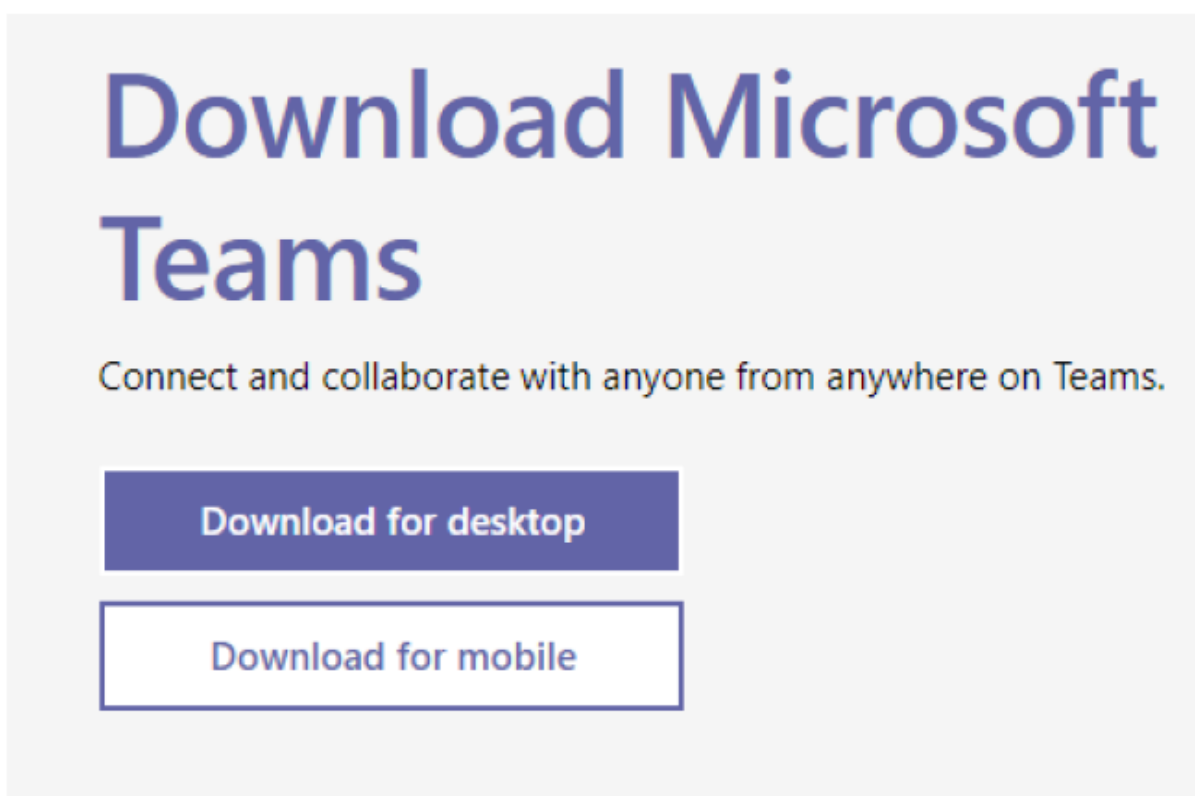
Invite Everyone You Work With To Chat, Meet, Call, & Collaborate All In One Place. App Integrations. Call From Anywhere. Instant Messaging. Video Conferencing. Host Meetings. Cloud Phone System. Types: Video Calling, One-To-One Chatting, Shared Workspaces.

- 2 Click on 'Download Teams' at the top right of this screen shot.



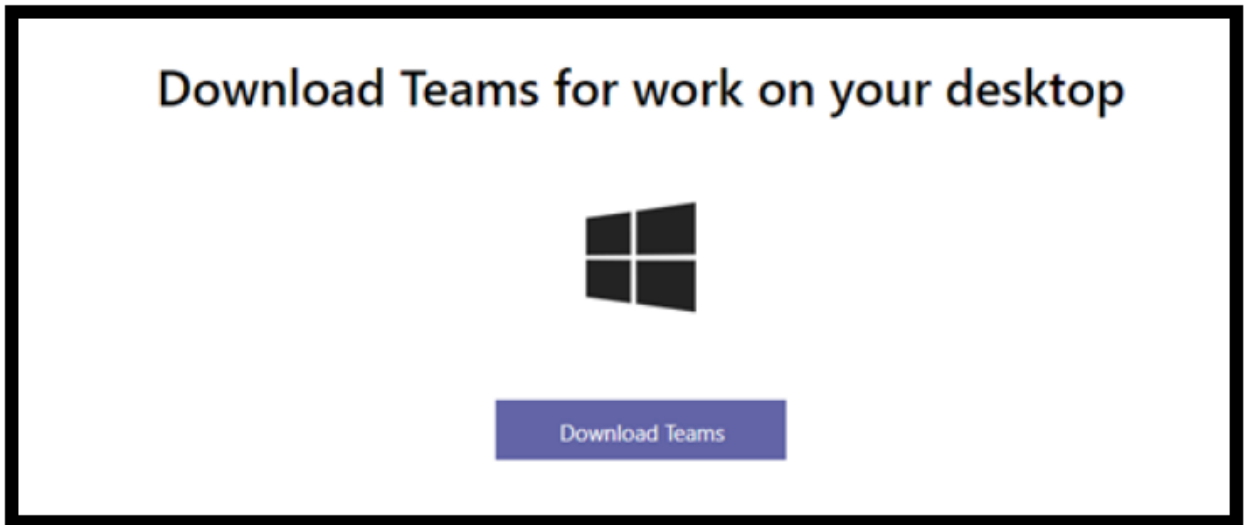
The screenshot shows the Microsoft Teams website. At the top, there is a navigation bar with the Microsoft logo, 'Microsoft 365', 'Microsoft Teams', 'Plans and pricing', 'Features', 'Resources', and 'Download Teams'. The 'Download Teams' link is circled in red. Below the navigation bar, the main content area features the heading 'Microsoft Teams' and the tagline 'Nothing can stop a team.'. There are two buttons: 'Sign up for free' (a solid blue button) and 'Sign in' (a white button with a blue border). A link 'Learn more about our free offers >' is also present. On the right side, there is a video call grid showing several participants.

- 3 Click on the Download for Desktop blue button.

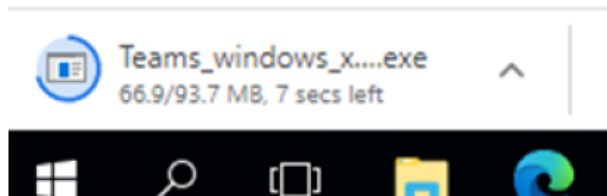


The screenshot shows the Microsoft Teams download page. The main heading is 'Download Microsoft Teams'. Below it is the tagline 'Connect and collaborate with anyone from anywhere on Teams.'. There are two buttons: 'Download for desktop' (a solid blue button) and 'Download for mobile' (a white button with a blue border).

4 Click on The Download Teams button as shown below.

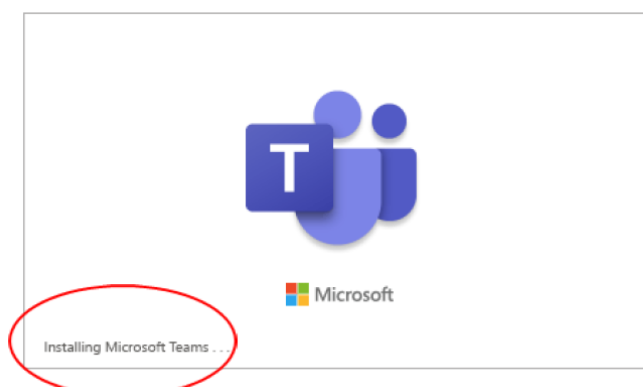


5 You will see it starting to download in the bottom left of your screen.




6 It will say 'opening teams' on the file in the bottom left corner. You will then get a message to say it is installing Teams, followed by 'Loading Teams'. After this it will open Microsoft teams.

Download Teams for work on your desktop



- 7 Enter your school e-mail address in the box and then click on 'Sign in' blue button. Your e-mail address is your first name full stop surname @shepeaustow.lincs.sch.uk as shown below.

Microsoft Teams




Enter your work, school,
or Microsoft account.

firstname.surname@shepeaustow.lincs.sch.uk

Sign in

- 8 Enter your password—this is made up of your initials followed by your year of birth, e.g FS1981
Once you have done this click on the blue sign in button.



firstname.surname@shepeaustow.lincs.sch.uk

Enter password

.....

[Forgot my password](#)

[Sign in with another account](#)

Sign in

- 9 The following screen will open. Your initials will be in the circle in the top right corner of the screen. This page welcomes you to your class.

