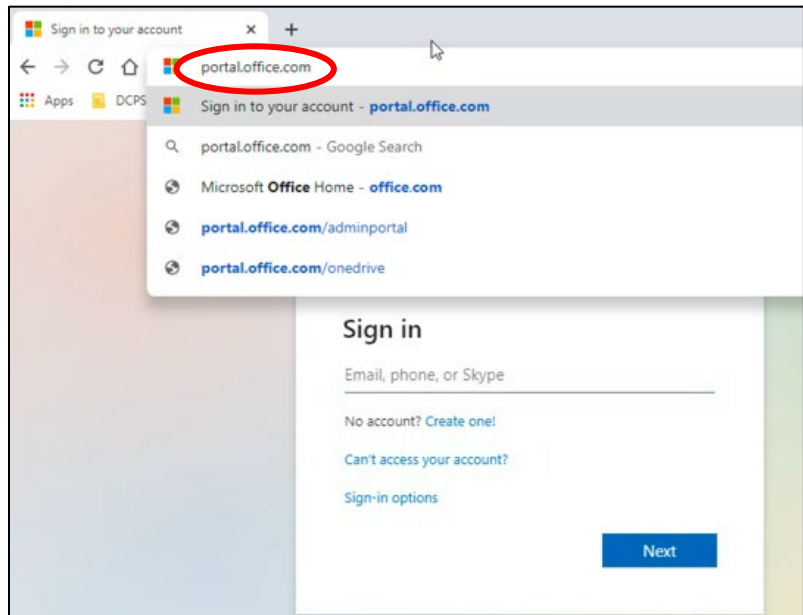


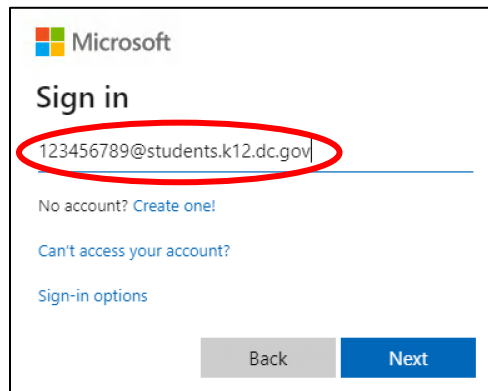
# How To Install Microsoft TEAMS on Student Devices

**Step 1:** Open up an Internet Browser and go to portal.office.com.

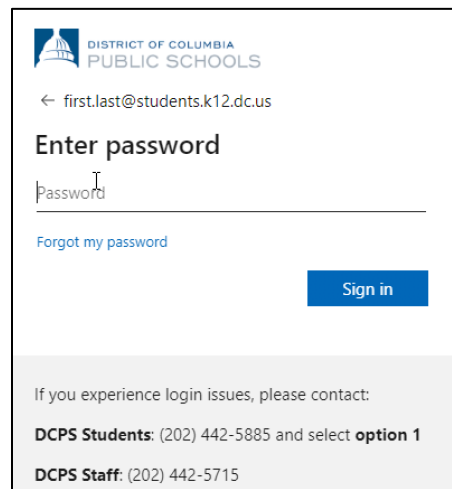
The recommended Internet Browser is **Google Chrome**.



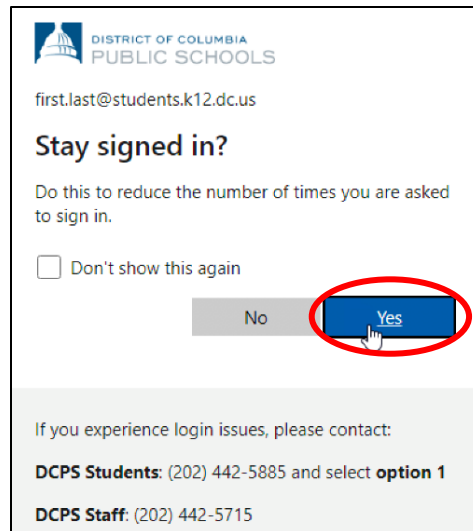
**Step 2:** Sign in with the student's user name.



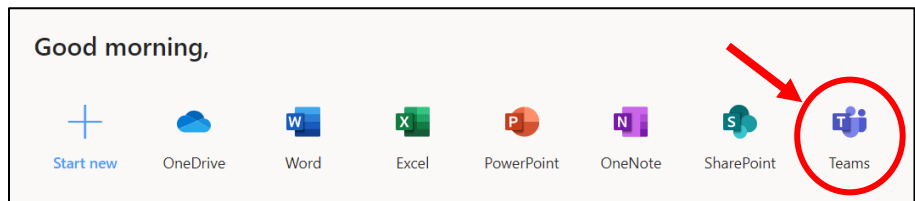
**Step 3:** Enter the student account's password.



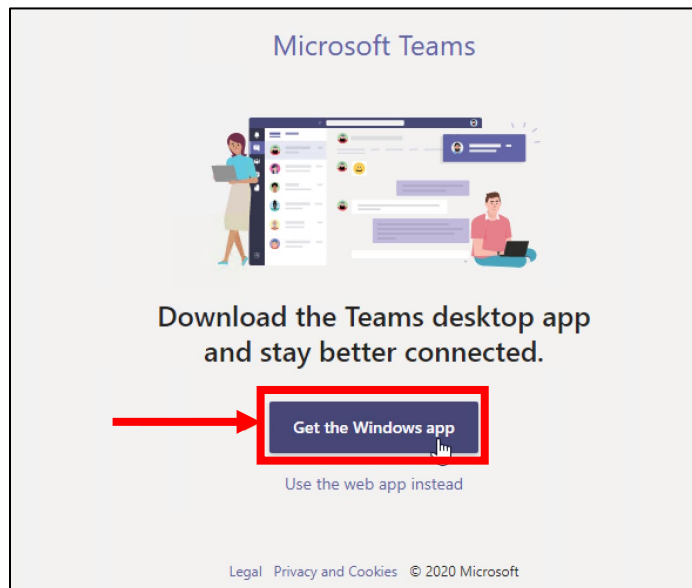
**Step 4:** When prompted to “Stay Signed In?” click “Yes”.



**Step 5:** Once logged in, click on the “Teams” icon.



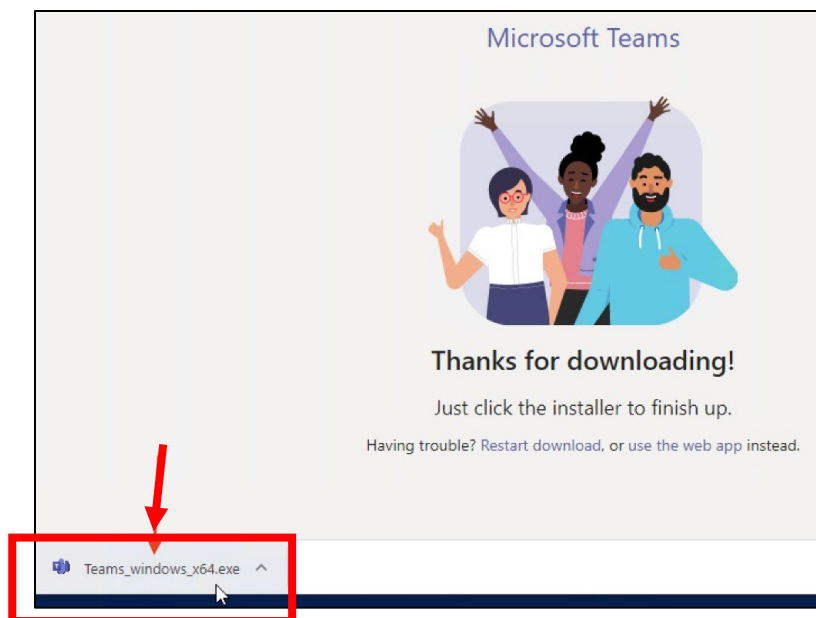
**Step 6:** Click on “Get the Windows App”.



**Step 7:**

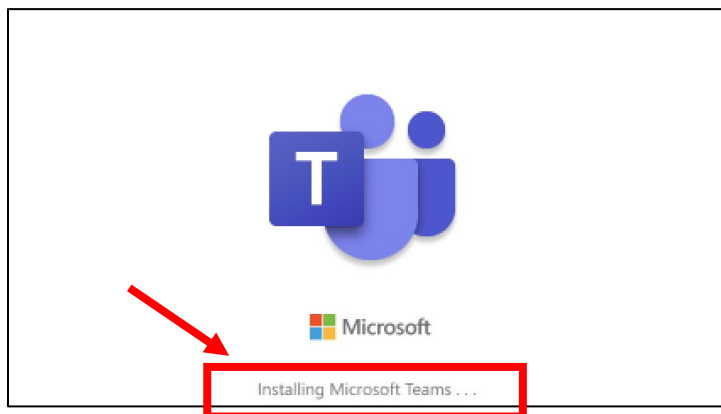
Teams\_Windows\_X64.exe” will download.

Click on the downloaded file to complete installation.



**Step 8:** Teams will display a box showing that it is installing.

After a few moments, Teams desktop app will automatically launch.



**Step 9:** If Teams does not automatically launch, click on “Sign in” to launch Teams.

Enter the student’s password, click on “Sign in”.

