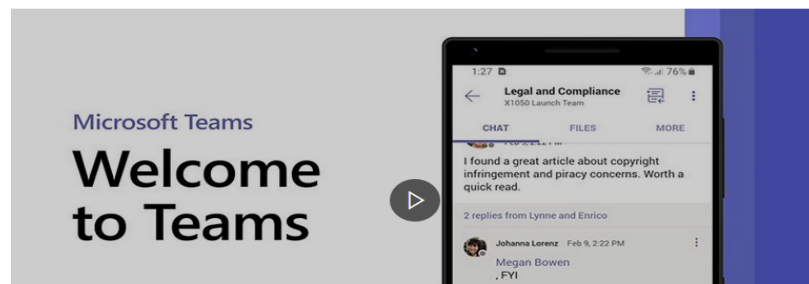**Microsoft Teams Download and Installation**

This is a quick reference guide to help you access the Microsoft Teams App. You will also have access to other Microsoft products such as Word, Excel and Power Point which you can access from the same site. Remember, you can use your preferred browser, but **Firefox Mozilla** is the recommended one.

For a quick review of Microsoft Teams, please visit https://support.microsoft.com/en-us/office/welcome-to-microsoft-teams-b98d533f-118e-4bae-bf44-3df2470c2b12?wt.mc_id=otc_microsoft_team
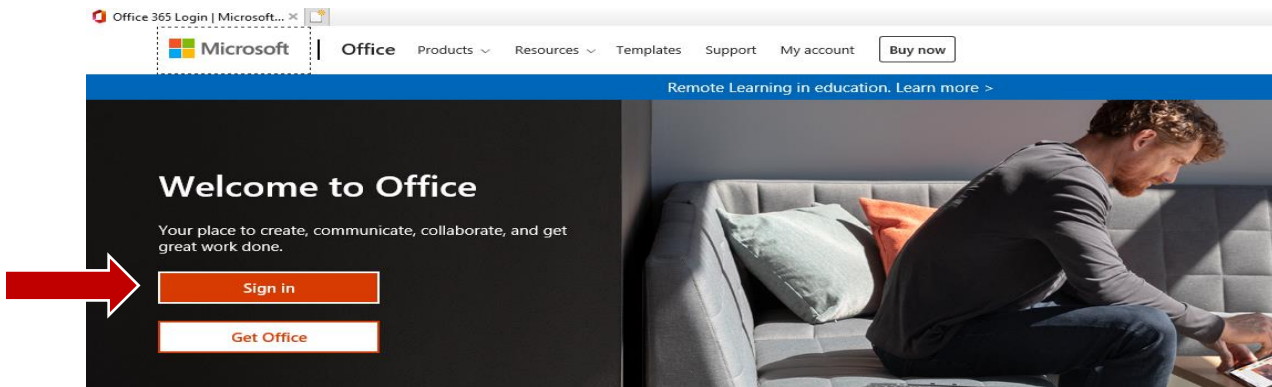
Microsoft Teams video training / Intro to Microsoft Teams / Welcome to Microsoft Teams

Welcome to Microsoft Teams
▷ Video

Next: Set up and customize your team

1. Go to www.office.com and click on the **Sign in** box

2. Sign in using your full NetID (i.e., ########@student.commnet.edu) and click **Next,** you will be redirected to the CSCU Login Portal to enter your password
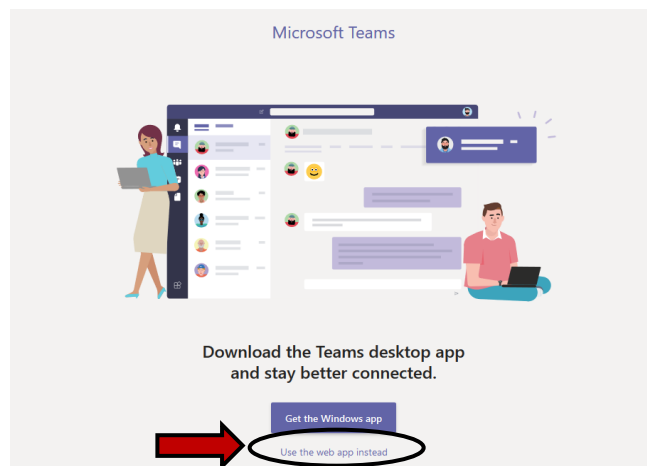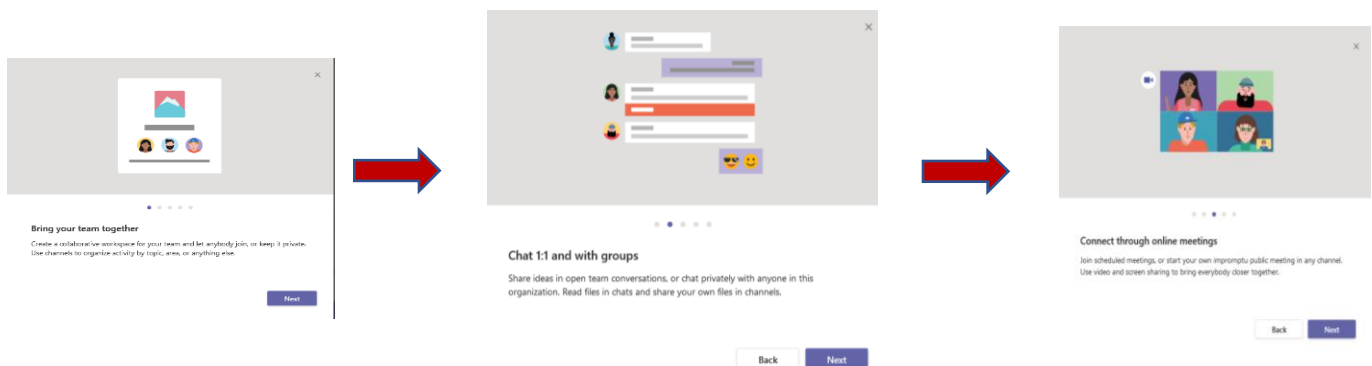
3. Once signed in, click the top left dotted square, then select Teams. From here, you can also access any one of the applications shown.
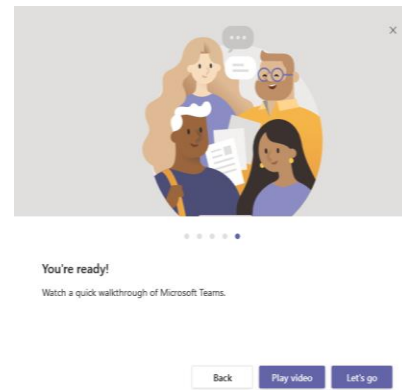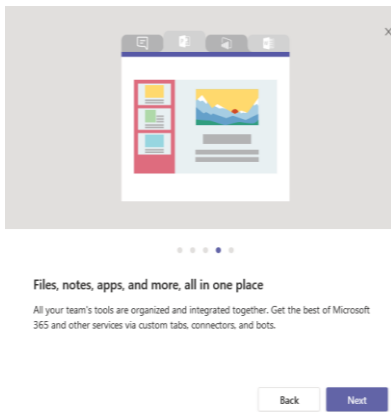

4. You will be prompted to choose either **Get the Windows App** or **Use the Web App**. If you wish to **Microsoft Teams** on the web, proceed. If you wish to download and install Microsoft Office on your personal device, follow step #6:
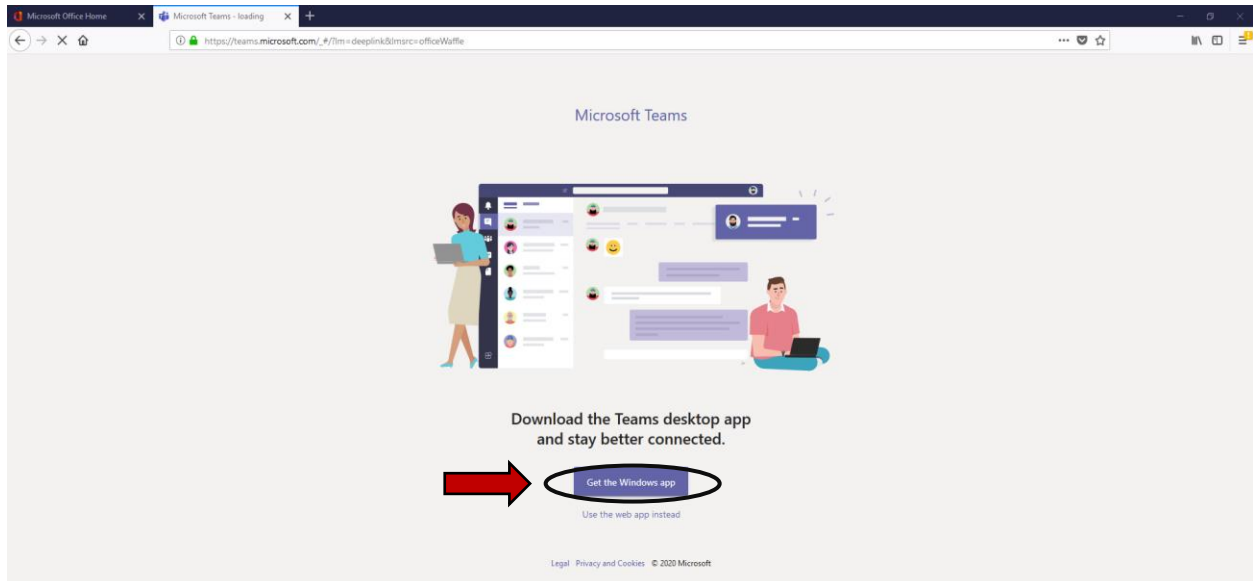

5. Microsoft Teams will open, most likely on your **Teams** group page if you are a member of any - these are groups created by your instructors. Shortly after, you will be guided through a tutorial in the browser, as follows. After reading, you will be ready to use **Teams**!
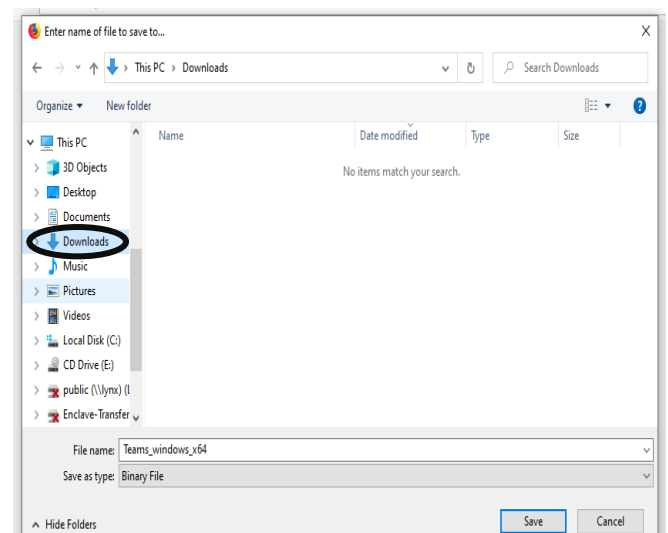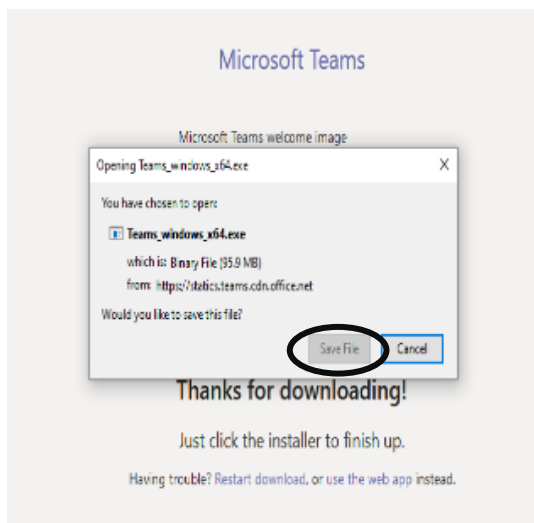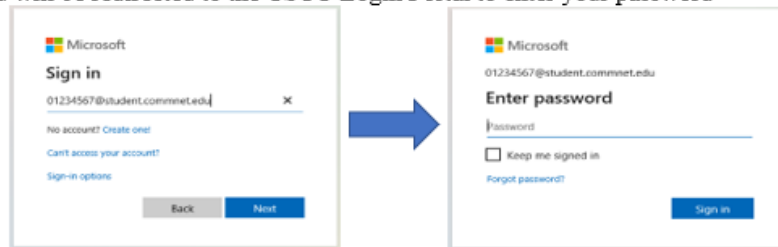
6. Please proceed clicking on the **Get Windows App** to start the download:
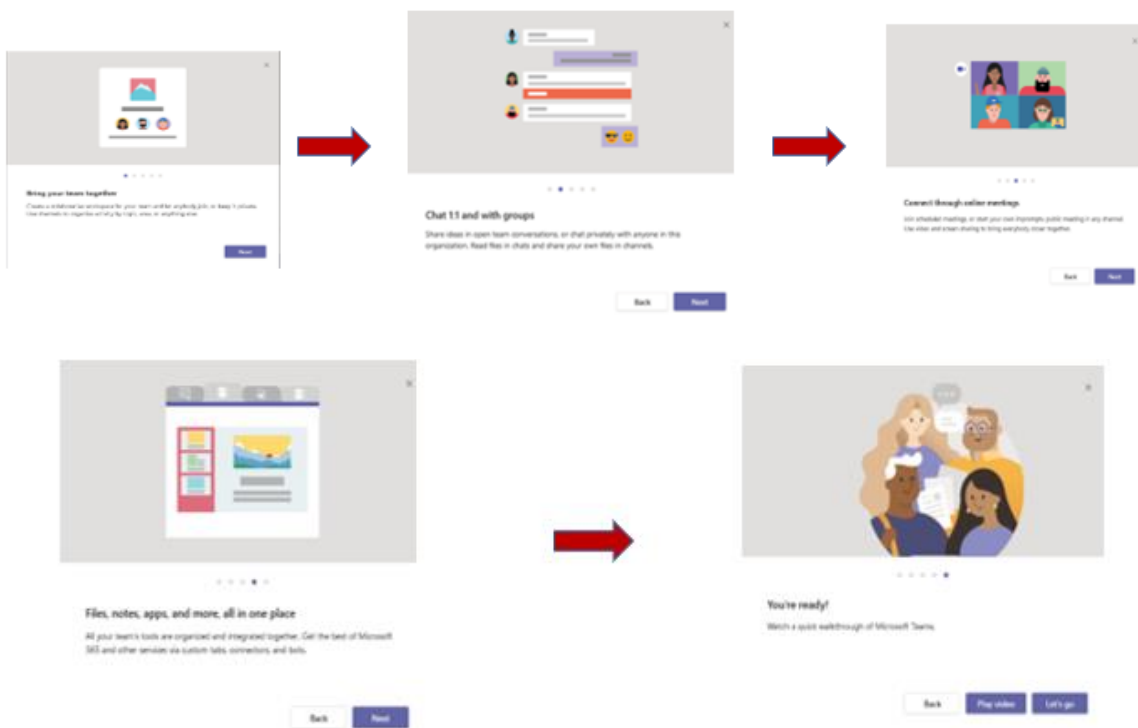

7. You will then be prompted to save the file (executable), click on **Save File** and then you will be prompted to save into the downloads folder. Your download prompt screen may be different than pictured, if it cannot be found, you can access your downloads through searching the term 'downloads' on the search tab on your computer's task bar (very bottom of screen, or top on Mac).

8. Once you install the App, it will be installed to the first available spot on your desktop. Open the app, and you will see a login screen, as in step #3.

3. Sign in using your full NetID (i.e., ########@student.commnet.edu) and click "Next," you will be redirected to the CSCU Login Portal to enter your password

9. From there, you will receive a tutorial on how to use the application, read the tutorial, and you have successfully installed Teams!

For a quick review of Microsoft Teams, please visit
https://support.microsoft.com/en-us/office/welcome-to-microsoft-teams-b98d533f-118e-4bae-bf44-3df2470c2b12?wt.mc_id=otc_microsoft_team