



## How to Install Microsoft Teams

There are three options for accessing and using Microsoft Teams remotely. These are:

1. Using a web browser (such as Chrome, Edge, Safari etc)
2. Downloading the Application to your PC or Laptop
3. Downloading the Application to a smart phone or tablet

### 1. Using a web browser

- Access your account via <http://login.microsoftonline.com/>
- Sign in to your account. Your username/email address is as follows:
  - Your username is your student email
  - Your password is the password you use to login to the school computers
- Left click on the Microsoft Teams application in the top window to open the web browser

### 2. Downloading the Application to your PC or Laptop

- Open this URL in your web browser:  
<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>
- Select the link 'Download for desktop'
- Follow the installation instructions
- Enter your sign in details as above (you should only need to do this once)

You can also download this app through the Microsoft Store application by clicking on the start icon, opening the Microsoft Store application and searching for 'Teams'. Then follow installation instructions.

### 3. Downloading the Application to a smart phone or tablet

- Open the Application Store on your device
- Search for 'Teams' and download the application
- Open the application
- Enter sign in details as above (you should only need to do this once)