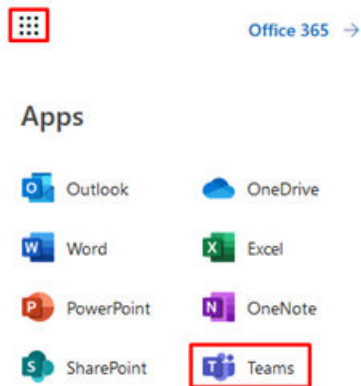




Instructions to download MS teams on a Windows PC:

Before you install Teams on your Windows computer, you must check to see that it's not already installed. Go to the **Start** menu and select Microsoft Teams. If Teams is already installed, you're all set! Otherwise, follow the directions below.

1. Go to the [Office 365 sign in](#) page. Enter your Office 365 email address, password and click **Sign in**
2. Click the menu icon and select **Teams**.



3. Click **Get the Windows app**.
4. When prompted with the pop up window, click **Save File**.
5. Now that you've downloaded Teams, log in with your Office 365 email credentials to get started!