



## Accessing and logging on to Teams

These guides are going to evolve as we develop our own knowledge and understanding of the system, so please bear with us, be patient and check back for updates if you are stuck.

There are three ways to access Microsoft Teams, these are:-

- Microsoft Teams downloaded to your computer
- Web browser/internet search on your phone, tablet or computer
- Phone or tablet app

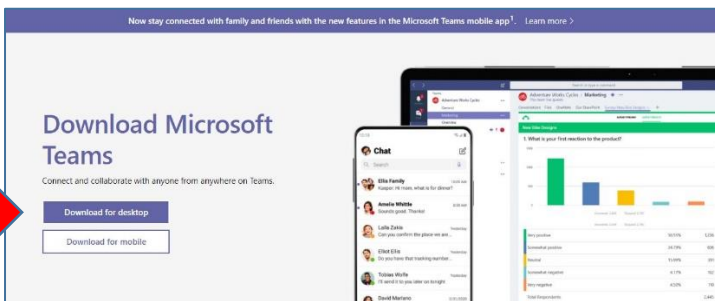
### How to access via downloading to your computer

This is the preferred way to access Microsoft Teams and has the most functionality, but don't worry if you don't have a computer. The other two ways of accessing the system work as well.

Type the following in your web browser

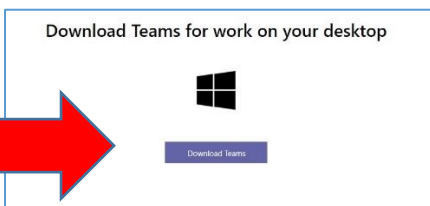
<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download>

You will be presented with the below page



Click download for Desktop.

You will then see a screen like this



Click download now

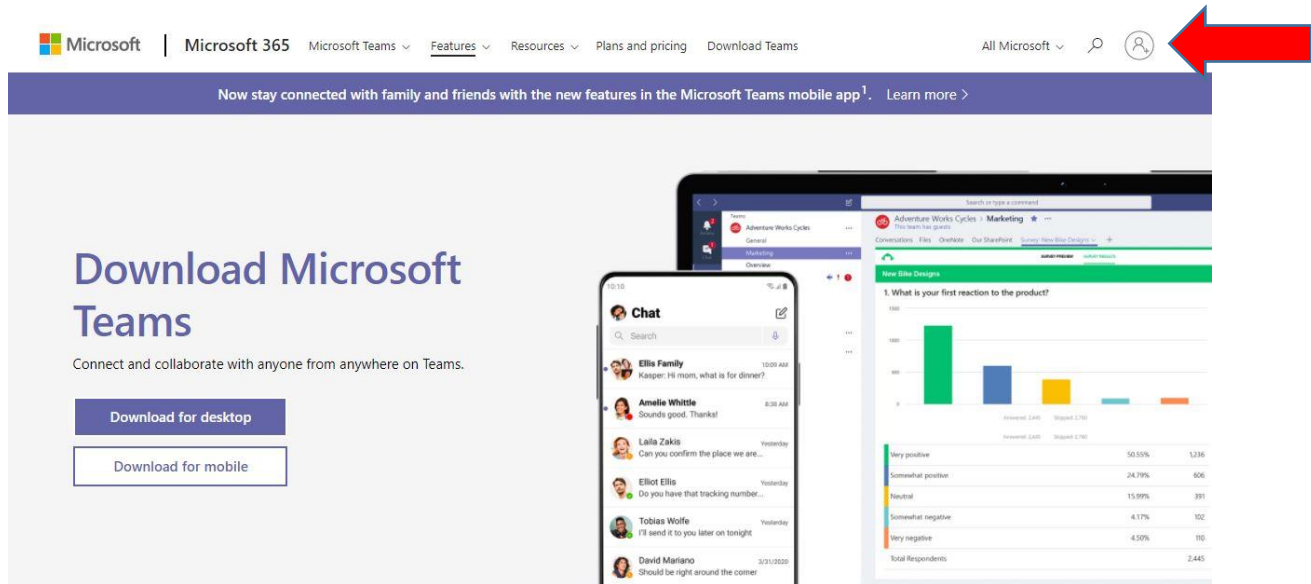
Once downloaded, click the exe. File at the bottom on the screen then run.  
Then move on to Section 1 **How to Log On**

## How to access on a Web browser/internet search on your phone, tablet or computer

Type the below internet address into your web browser :-

<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>

Click sign in in the top right hand corner



Then move on to Section 1 **How to Log On**

## How to access via the app on your phone or tablet.

Access your phone or tablets app store i.e. Google Play /Apple App Store

Search for Microsoft Teams it should look something like the image below



Click and install

Then move on to Section 1 **How to Log On**