

Wellbeing for Life Virtual Training

Downloading Microsoft Teams – Step by Step Guide



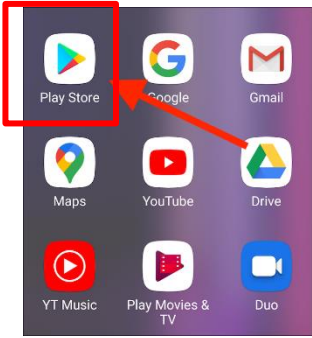
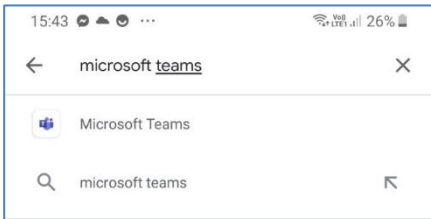
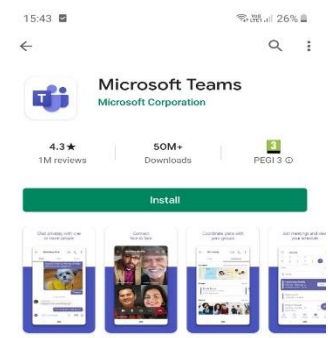
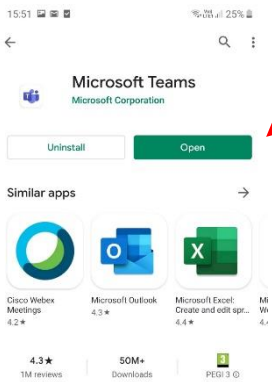
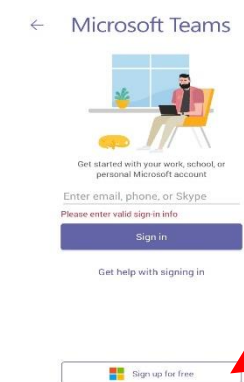
Microsoft Teams is a digital communication platform which enables video meetings to take place securely and confidentially. In order to have virtual training, you will need a smartphone, tablet, laptop or PC, with access to the internet (either via Wi-Fi or data).

You will need to download Microsoft Teams to your device. The app is free to download. You will only need to do this once.

Please identify which device you will be using below, and follow the relevant steps to install Microsoft Teams.

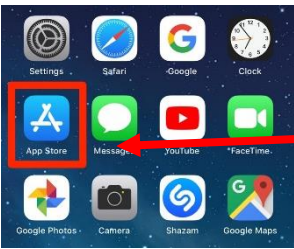
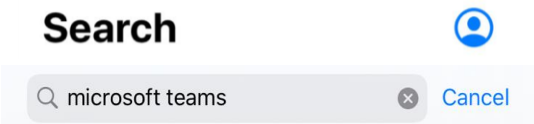


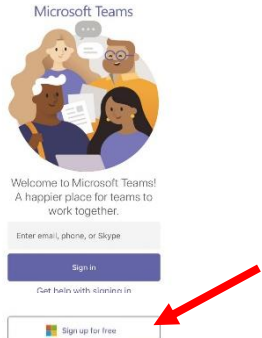
If you have an Android device



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|  <p>1</p> <p>Open the Google Play Store on your Android device</p> | <p>2</p> <p>Use the Search feature in the store to find Microsoft Teams. Make sure you choose the Microsoft app, as shown.</p>  |
|  <p>3</p> <p>Tap the Install button to install the app on your device.</p> | <p>4</p> <p>Once the app has finished downloading and installing, tap the Open button.</p>  |
|  <p>5</p> <p>You should now see the screen below. If you do not have a Microsoft account, click 'sign up for free' at the bottom of the page.</p> | |

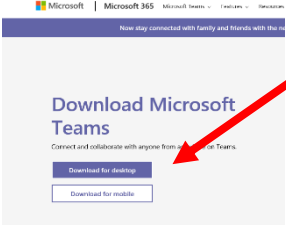
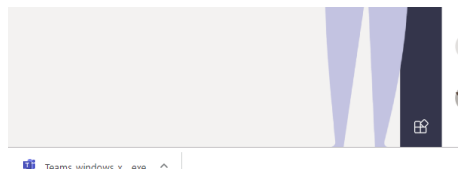
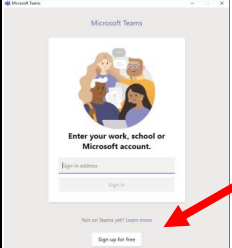
If you have an iOS device (iPhone or iPad)



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| <p>1</p>  <p>Open the Apple App Store on your iOS device:</p> | <p>2</p> <p>Use the Search feature in the store to find Microsoft Teams. Make sure you choose the Microsoft app, as shown.</p>  |
| <p>3</p>  <p>Tap 'Get' to begin downloading the app.</p> | <p>4</p>  <p>Once the app has finished downloading and installing, tap the Open button.</p> |
| <p>5</p>  <p>You should now see the screen below. If you do not have a Microsoft account, click 'sign up for free' at the bottom of the page.</p> | |

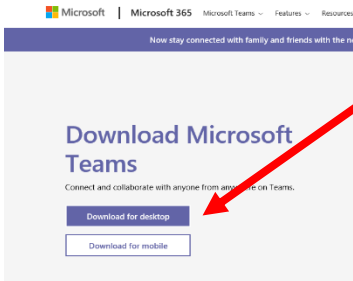
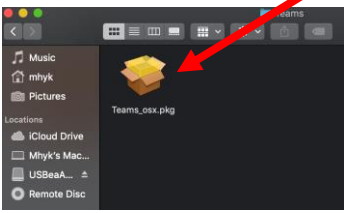
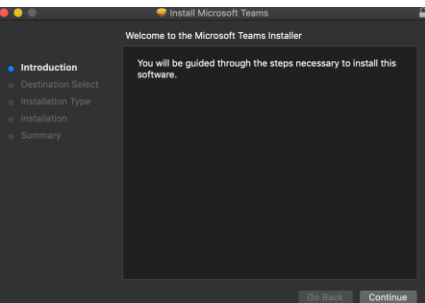
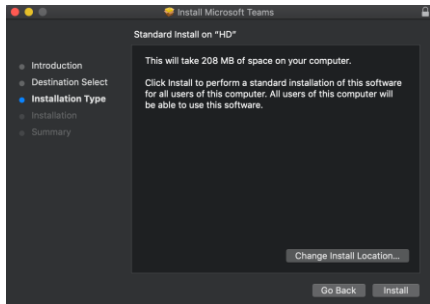
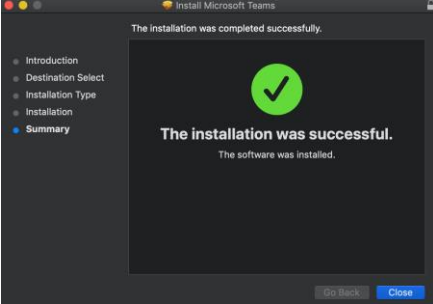
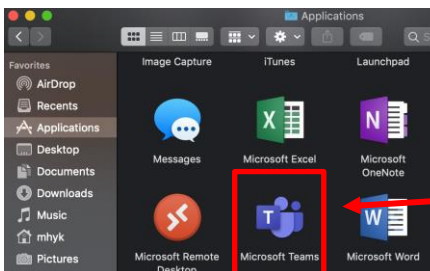
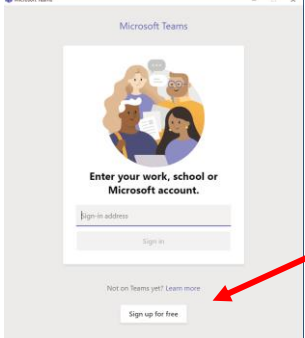
If you are using a Windows PC or laptop



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| <p>1</p> <p>Visit: https://teams.microsoft.com/downloads and click 'Download for Desktop'</p>  | <p>2</p> <p>The file will now begin to download at the bottom of your screen. Once completed, double click the file.</p>  <p>Microsoft Teams will now be installed on your PC/laptop.</p> |
| <p>3</p>  <p>If you do not have a Microsoft account, click 'sign up for free' at the bottom of the page.</p> | |



If you are using a Mac computer or laptop

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| <p>1</p> <p>Visit: https://teams.microsoft.com/downloads and click 'Download for Desktop'</p>  | <p>2</p> <p>Once the download is complete, double click on the Microsoft Teams Installer</p>  |
| <p>3</p> <p>Follow the installation prompts from the package installer</p>  | <p>4</p> <p>Click 'Install'</p>  |
| <p>5</p> <p>Click 'Close' once the installation is complete</p>  | <p>6</p> <p>The installed application will be under the Applications folder in the Finder.</p> <p>Double click the application.</p>  <p>Microsoft Teams will now be installed on your PC/laptop.</p> |
| <p>7</p> <p>If you do not have a Microsoft account, click 'sign up for free' at the bottom of the page.</p>  | |