Setting up Microsoft Teams

Using the web-version of Teams won't let you use video or screen sharing. Follow these instructions to install the desktop version of Teams to have full function.
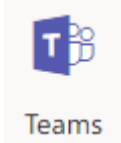
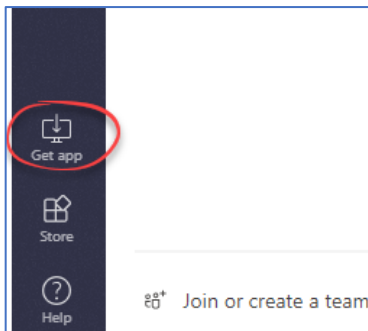1. Open any Internet browser (*except for Internet Explorer*)

   Safari   FireFox   Chrome   Edge

1. In the address bar, type **portal.office.com**

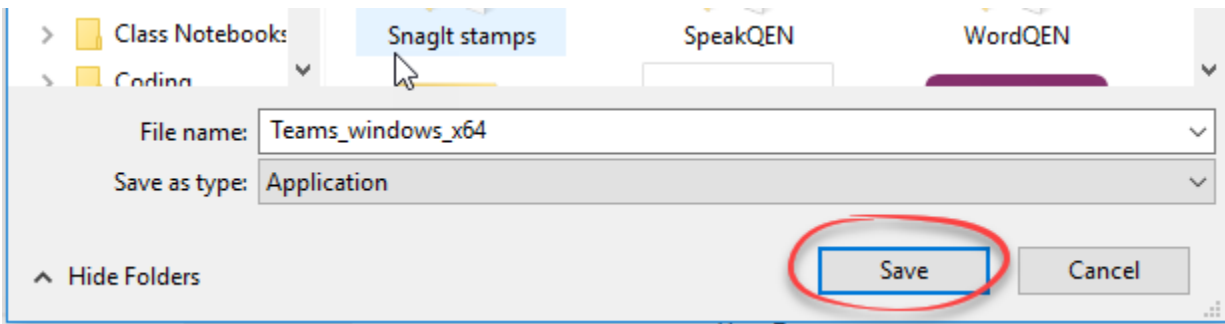2. Sign in using your school email address and password.

3. Click the Teams icon.

   Teams

4. On the left side of the screen, near the bottom, click the link for "Download the App"

5. Click Save.

   | File name: | Teams_windows_x64 |
   | Save as type: | Application |

6. At the bottom left of the browser window, click the downloaded file link and agree to any steps that come up.

   Teams_windows_x64.exe