

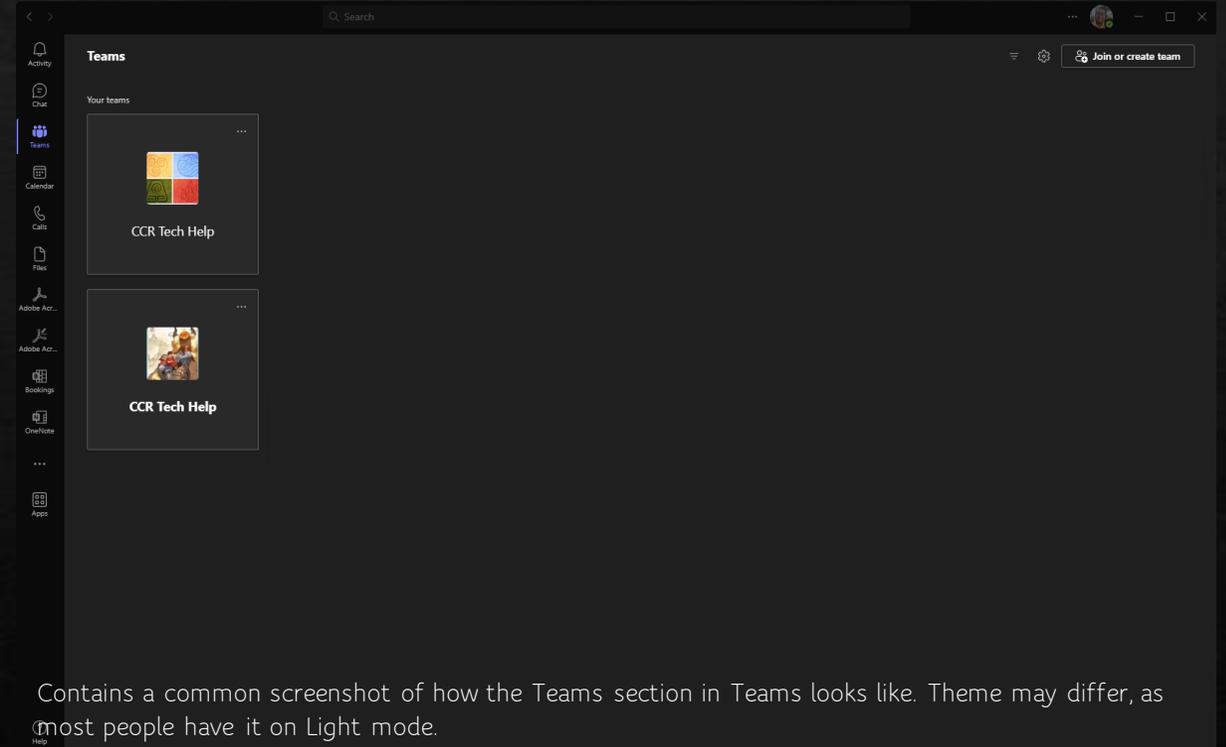
# How to Install Teams

CCR Tech Help



# What is Teams?

- ◆ Teams is a program which allows for students to attend their online classes through their phone or computer, similar to that of Zoom.
- ◆ Microsoft Teams allows for students and teachers to save chats that were used in previous video/audio calls, as well as directly contact each other.
- ◆ It also allows for everyone to create different class groups, which can contain channels that allow for a more organized way of managing class content.
- ◆ It integrates with your Outlook calendar, making it easier to plan out for your classes.



## What do you need to get started with Teams?



- ◇ An active Wake Tech email address
- ◇ A computer, phone, or tablet
- ◇ A webcam (if you are using a computer which doesn't have one)
- ◇ An active internet connection
- ◇ A recent version of Microsoft Teams

# How to Install Teams (Windows PC)

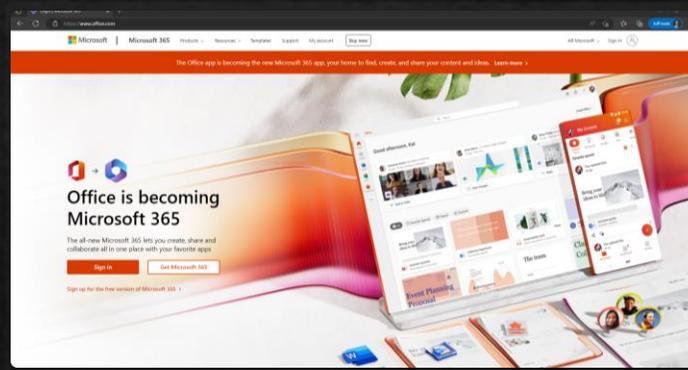
This also installs anything you need for class like Word, PowerPoint, Outlook, etc.

# How to Install Microsoft Teams (Windows PC)



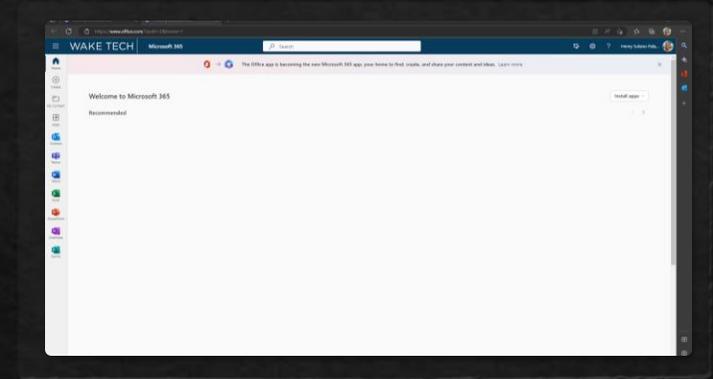
## Step 1) Open a browser

This can be any browser, but the preferred options are Google Chrome, Firefox, or Microsoft Edge.



## Step 2) Go to the Office page

In the search bar at the top, type [www.office.com](http://www.office.com). From there, click the Sign in button. It will ask you for an email. Use your Wake Tech email and password for this.

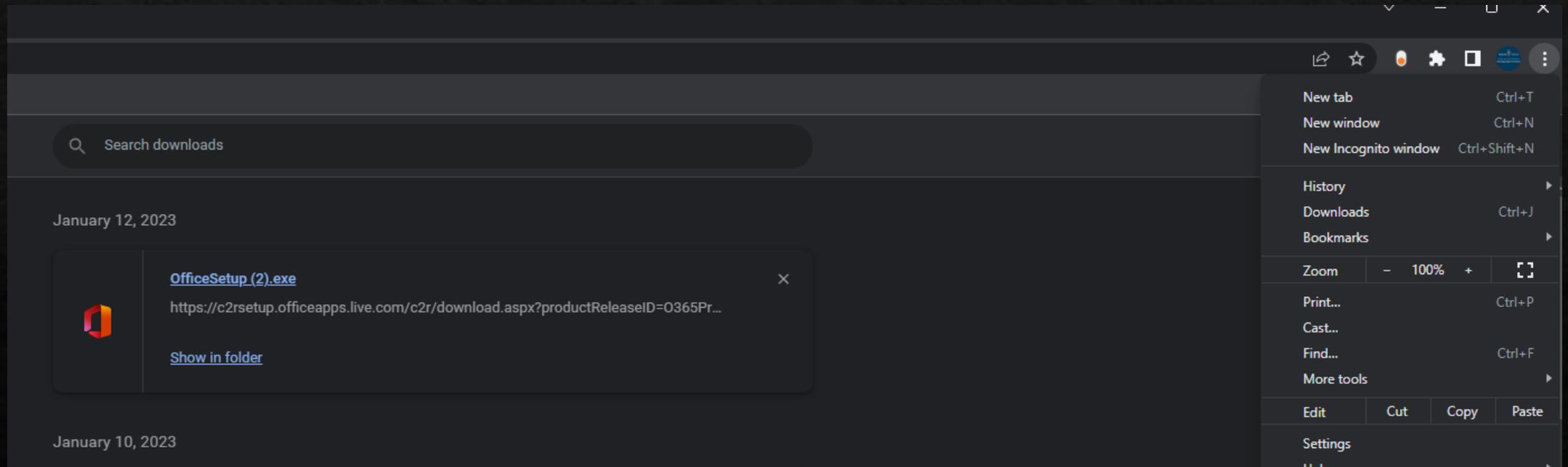


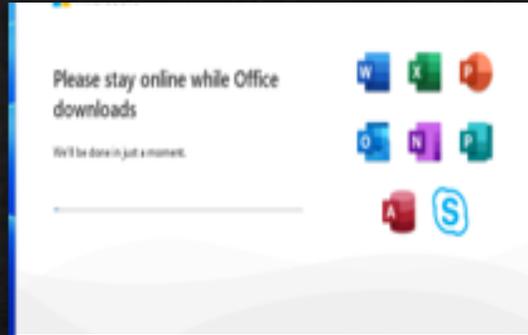
## Step 3) Click Install Apps

In the right corner, be sure to click install Apps, then click Microsoft 365 apps. This will download a file that is needed for you to install the programs.

# Step 4: Start the Installer

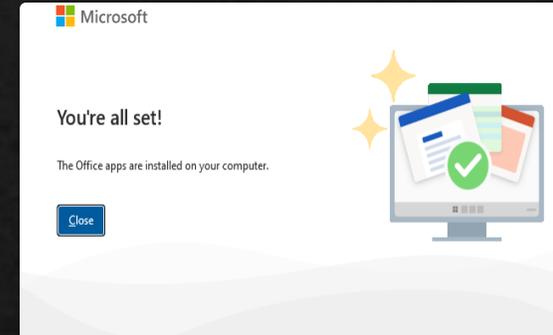
Locate your downloads option, then click the file called "OfficeSetup.exe". For Chrome, click the 3 dots on the right, then click Downloads. You will find your file here.





## Step 5: Wait for it to install

After starting the installer, please wait for it to finish installing. It will install everything you have access to under your Wake Tech account.

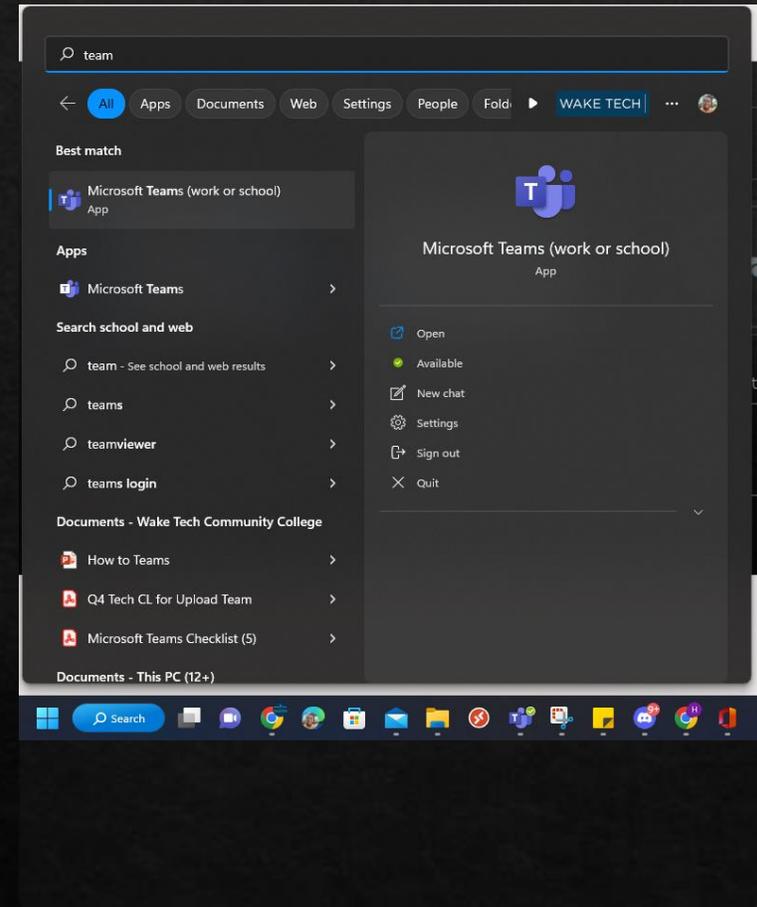


## Step 6: Close the installer

Once this shows, close the installer using the Close button.

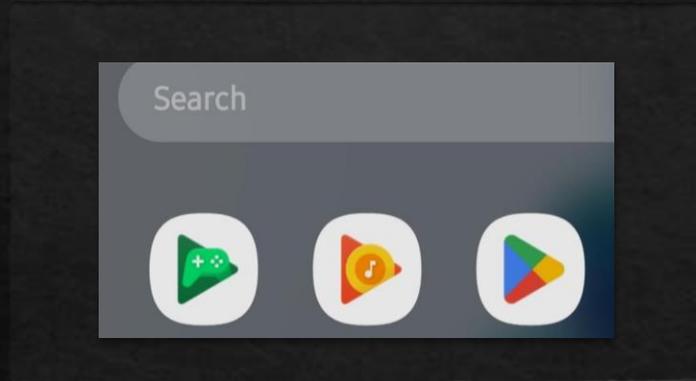
# Step 7: Open Teams

Click the  icon on your keyboard, or by clicking it on your screen. In the search bar, type "Teams." You should see Microsoft Teams show up in your search. Click on it, then login using your Wake Tech email and password.



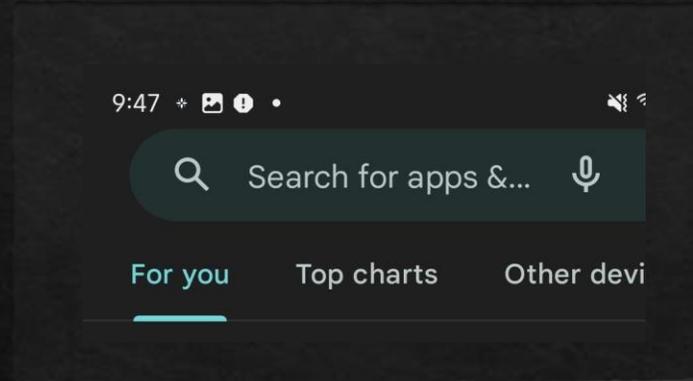
# How to Install Teams (Android)

# How to Install Microsoft Teams (Android)



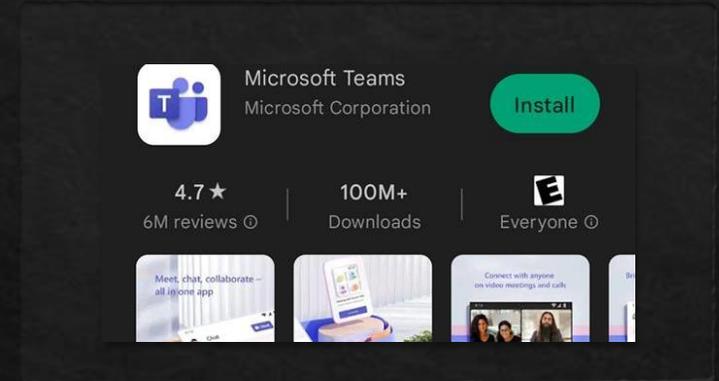
Step 1) Open the Google Play Store

On your Android device, open the Google Play Store. It is the triangle with rainbow-like colors.



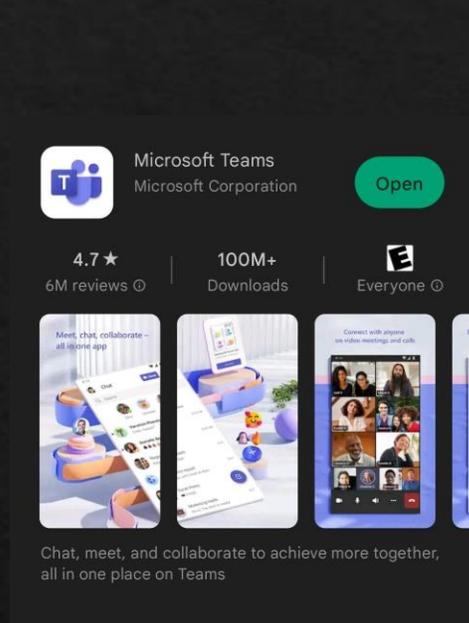
Step 2) Search for "Microsoft Teams"

In the search bar above, type "teams."



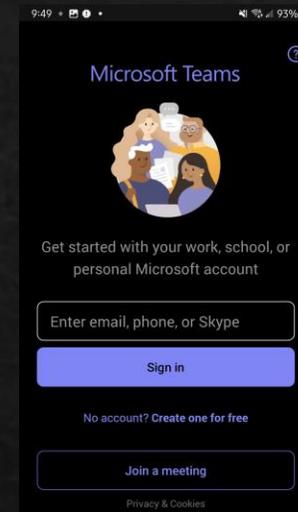
Step 3) Click "Install"

Below, you will see a list of results. Install the one labeled by "Microsoft Corporation," as illustrated in the picture.



## Step 4: Open the app

Once it finishes installing, open the app.



## Step 5: Enter your email

When you open it, this should show up. Enter your Wake Tech email, click Sign In, and then your password if prompted.

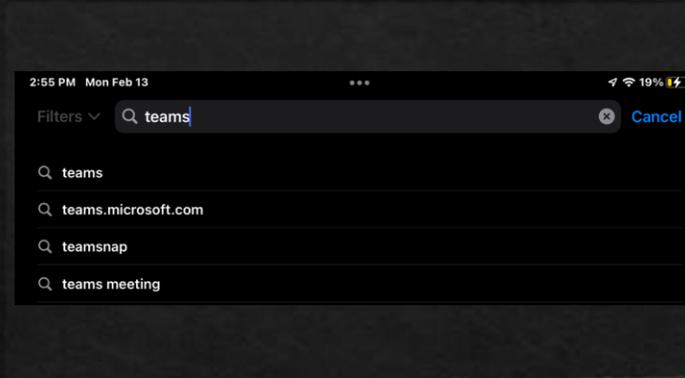
# How to Install Teams (iOS)

# How to Install Microsoft Teams (iOS)



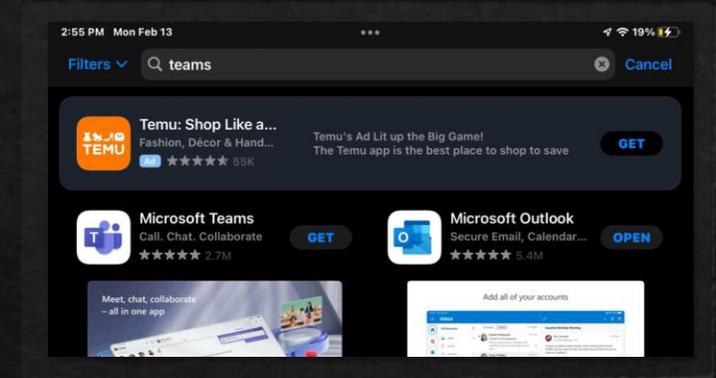
Step 1) Open the App Store

On your iOS device, open the App Store.



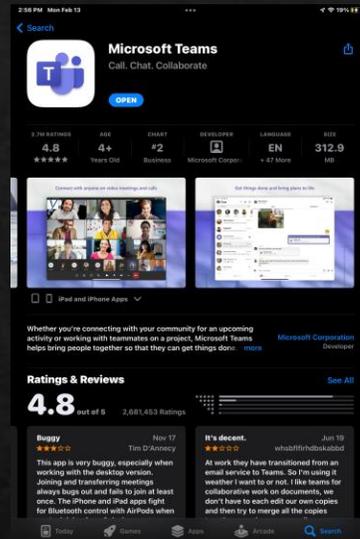
Step 2) Search for "Teams"

In the search bar above, type "teams."



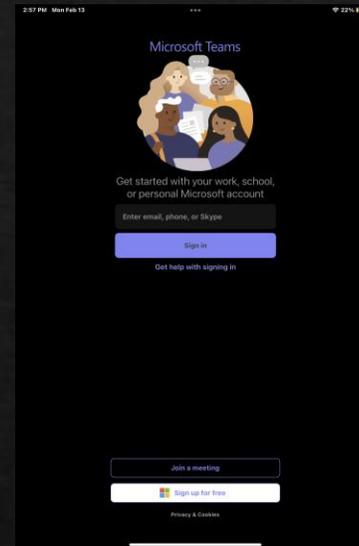
Step 3) Click "Get"

Below, you will see a list of results. Click the "Get" button next to the app labeled "Microsoft Teams."



## Step 4: Open the app

Once it finishes installing, open the app.



## Step 5: Enter your email

When you open it, this should show up. Enter your Wake Tech email, click Sign In, and then your password if prompted.

Congratulations! You have installed Teams!  
Good luck to everyone in their classes!

