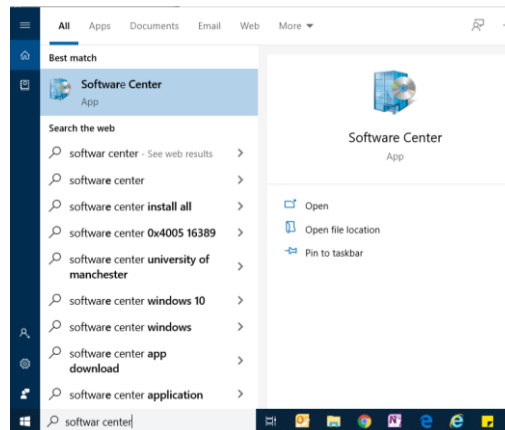# INSTALLING MICROSOFT TEAMS
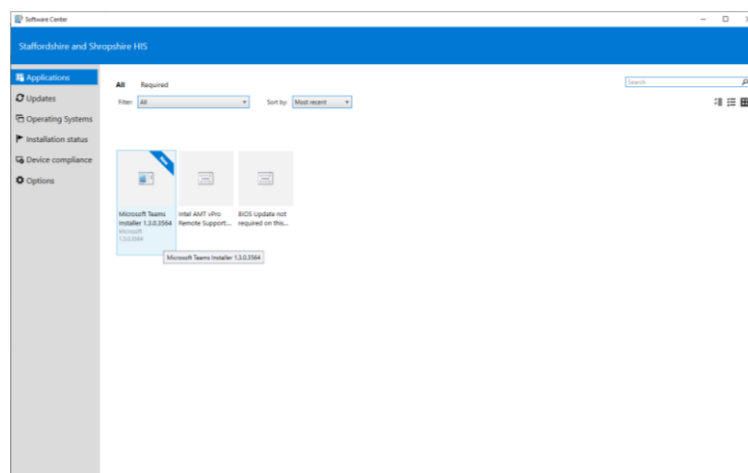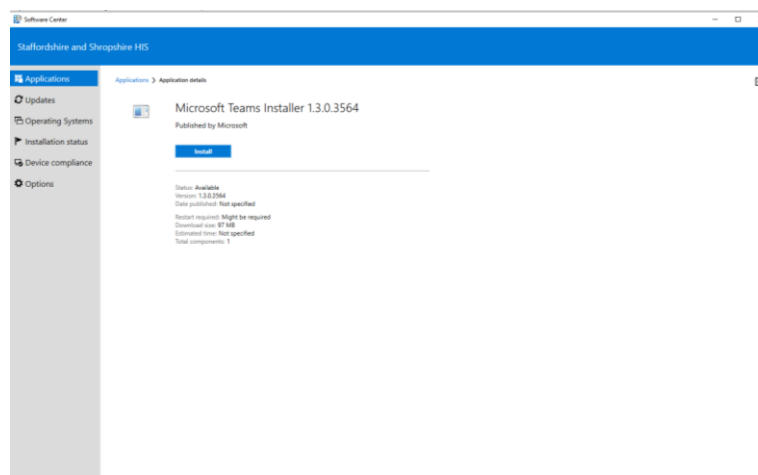
(Windows 10)

Step 1 – Go to the search bar next to the start menu and type in 'Software Center' and open the app.
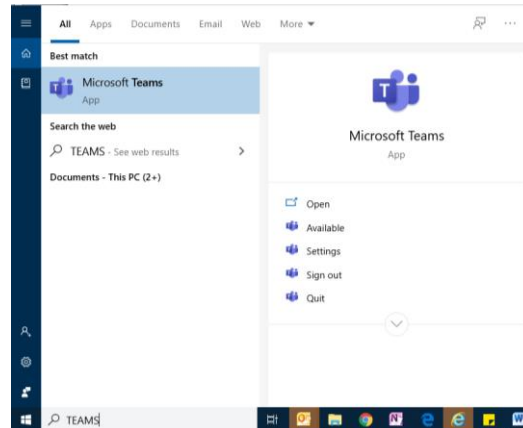

Step 2 – In the Software Center look for 'Microsoft Teams Installer…' and click to open this.
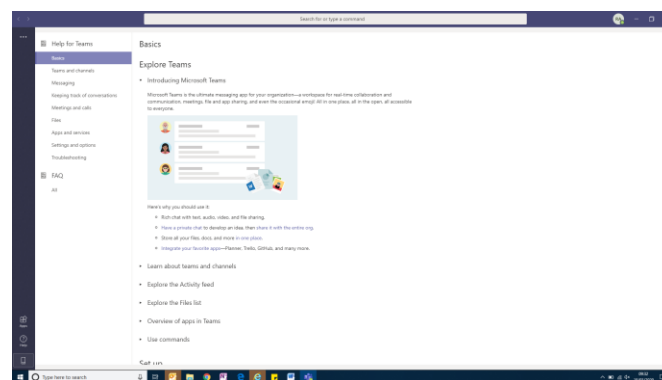

Step 3 – Click on the Installer and follow the instructions.

Step 4 – Go to the search bar next to the start menu and type in 'Teams' and open the app. (If this does not appear, try restarting your computer. If you still have issues try the following link to prompt the application to load - **https://teams.microsoft.com**.

You should now be set up to use Microsoft Teams.

Web Access

If you have installed teams or accessing via the online portal (https://teams.microsoft.com) then login using the email format firstname.surname@staffs.nhs.uk and your normal password for logging into your device.