## Installing Microsoft Teams on Windows

Go to:

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

## Download for desktop







Get Microsoft Teams for my small business

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Sign into Teams with your email address and password and approve the MFA request

📫 Sign in to Microsoft Teams	×
Microsoft	
Sign in	
leela@planetexpress.live	
No account? Create one!	
Next	
Privacy statement	©2021 Microsoft



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Click OK





## **Click Close**

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Reply to someone else or start a new conversation.						
Try it now						

Open a Team then click on the Files tab to see folders and documents

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By default when you open files they will open directly in Teams

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But you can choose to open files either directly in Teams, the desktop version of Office or Office online

🔄 info@tectribe.co.uk

(i) www.tectribe.co.uk

Right click the file - Open

Edit in Teams > open the file directly in Teams Open in app > open the file in the desktop version of Word Open in browser > open the file in Word Online

For most documents editing directly in Teams is the quickest and easiest option

You should use "Edit in Teams" or "Open in browser" unless you have the desktop version of Microsoft Office installed



