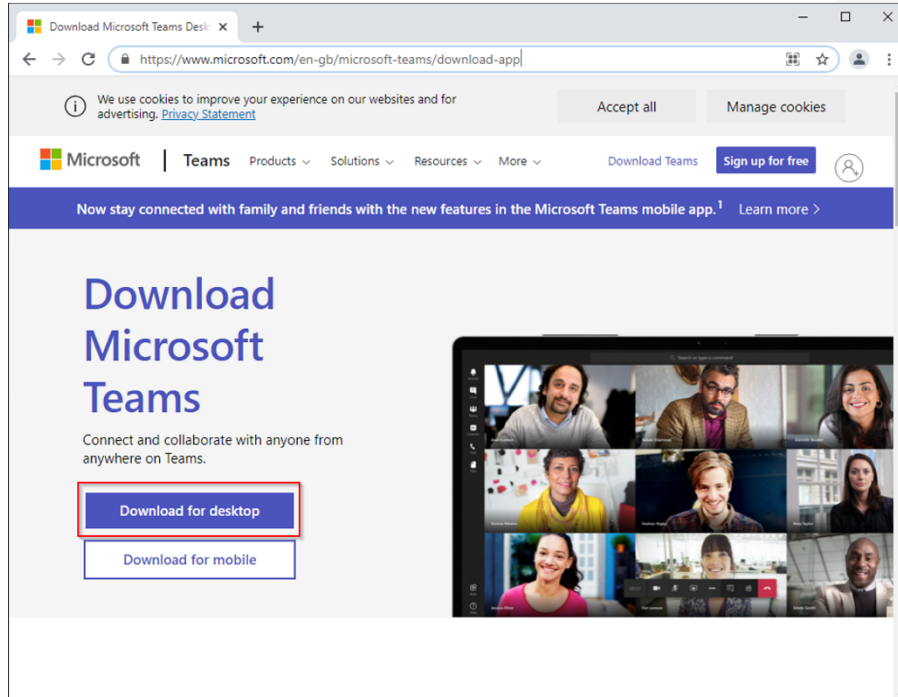


Installing Microsoft Teams on Windows

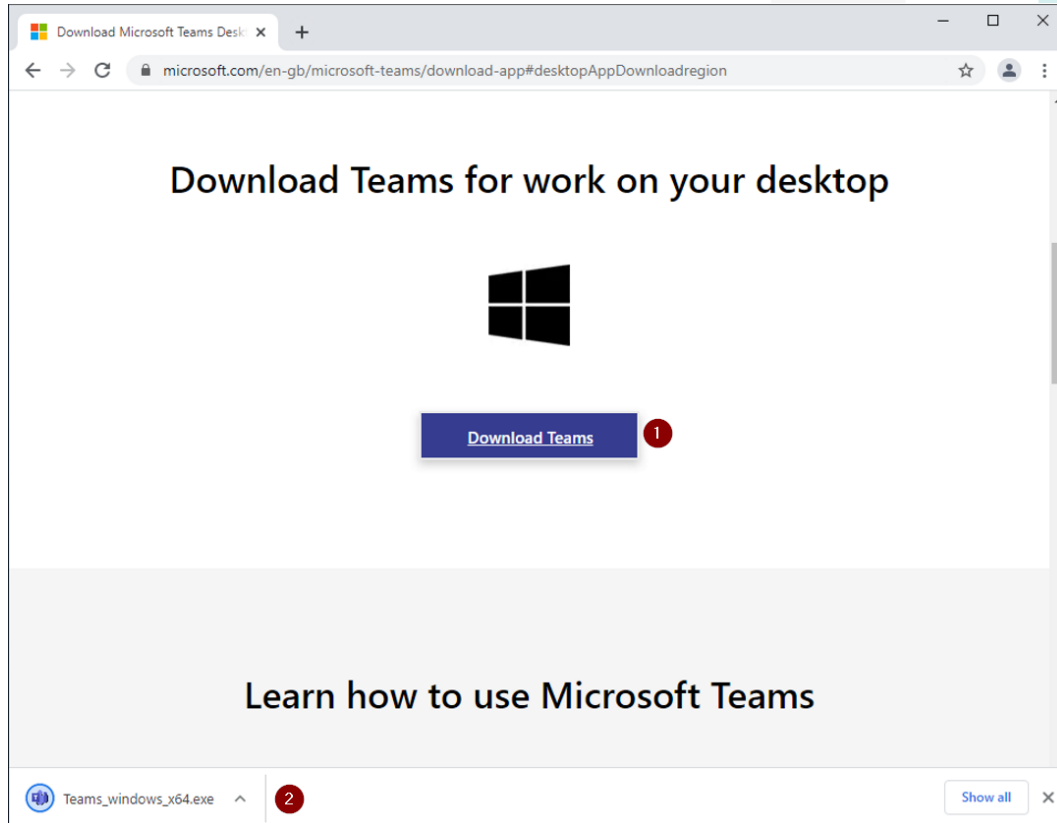
Go to:

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

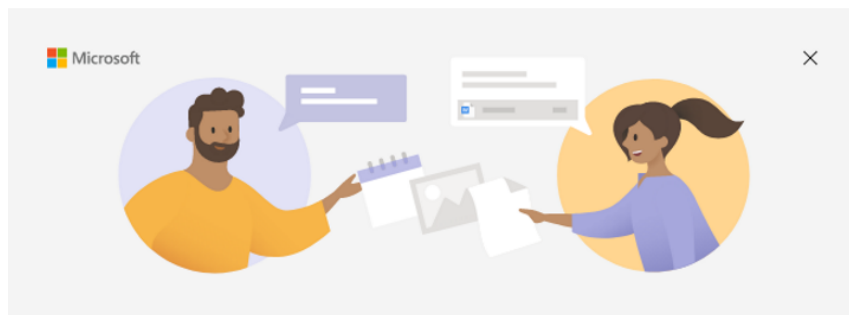
Download for desktop



Download Teams then open Teams_windows_x64.exe

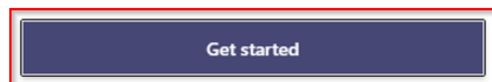


Click Get Started



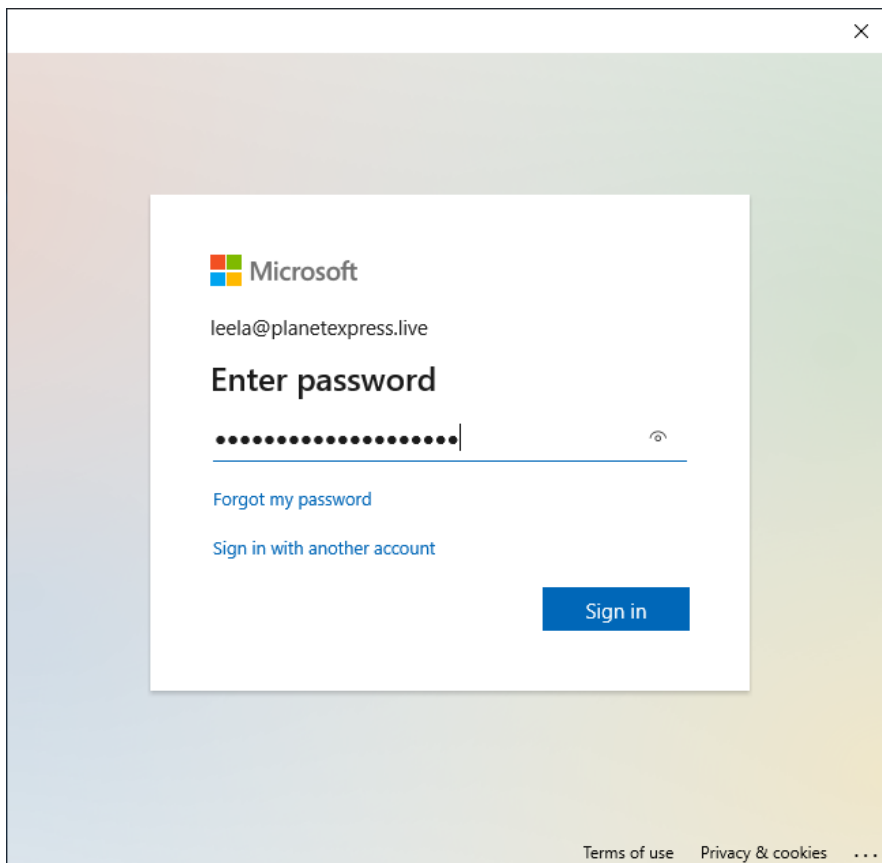
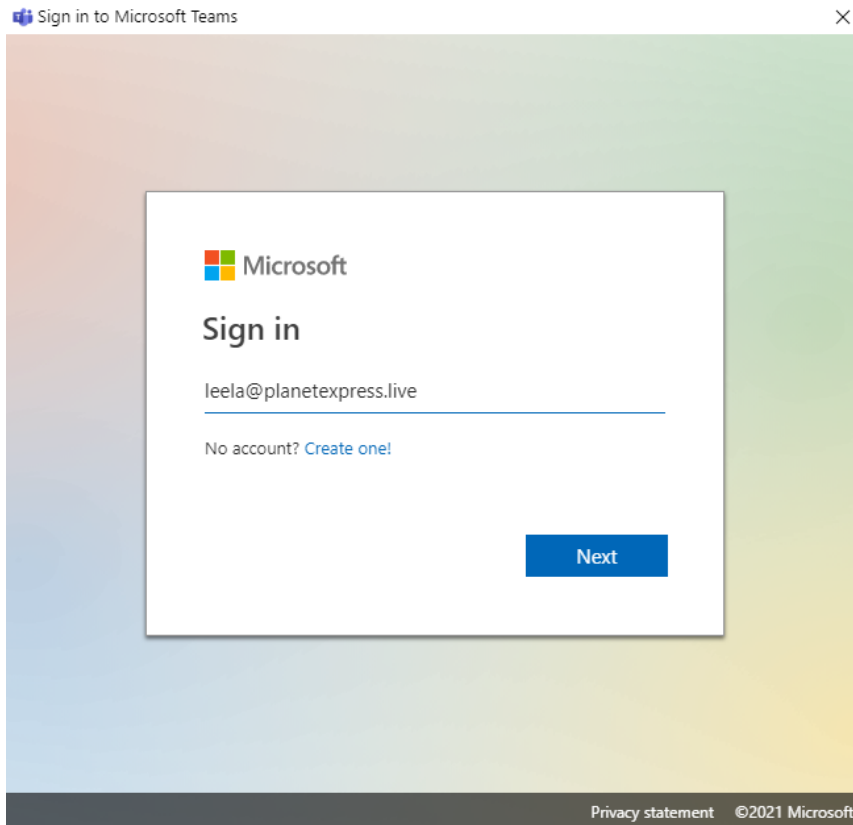
Welcome to Microsoft Teams!

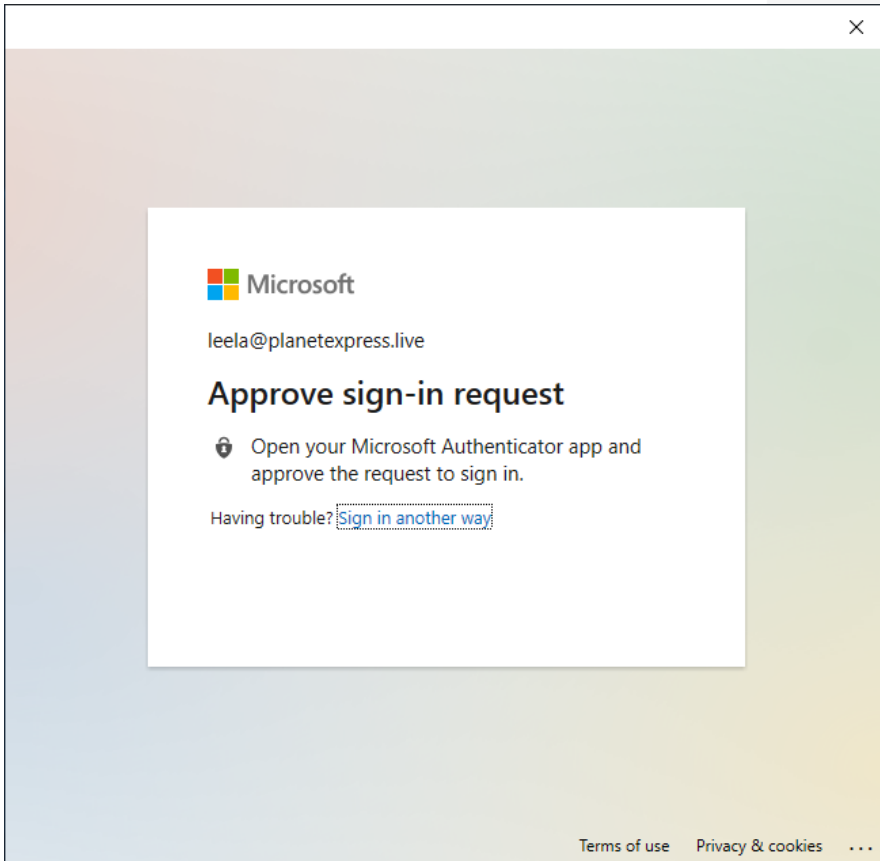
Collaborate with your coworkers or coordinate with your social groups in one app.



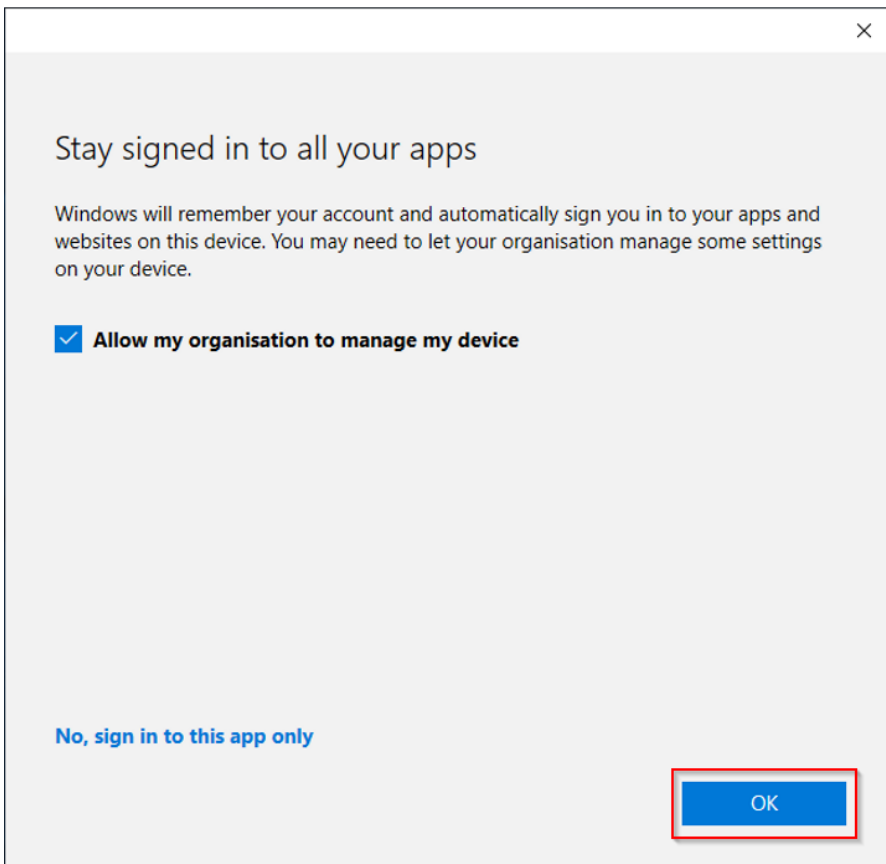
[Get Microsoft Teams for my small business](#)

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

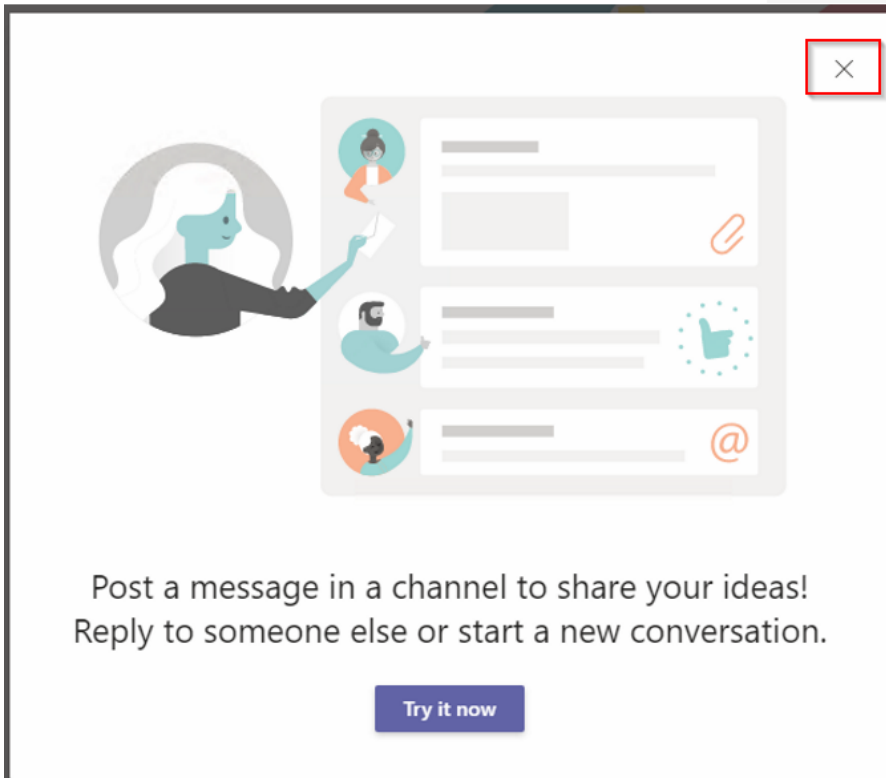




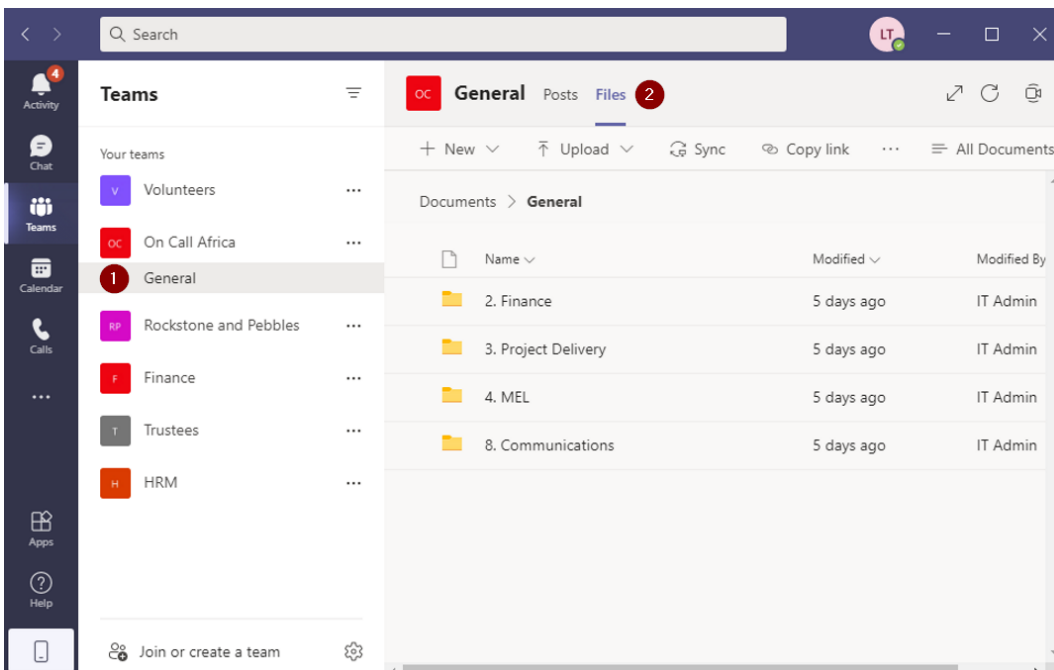
Click OK



Click Close



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



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

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

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

