

# Quick Guide to Microsoft Teams

*A print-friendly version.*

## Account Setup:

*If you already have a Microsoft Teams account, you can skip this step.*

Click on the following link to be redirected to the account signup page:

<https://account.microsoft.com/>

1. Once you have clicked on the link, you will see a 'Sign in' button in the middle of your page.
2. Click on 'Sign in'
3. After you are redirected to the sign in page, click 'Create one!'
4. Proceed through the prompts providing the asked information. (Note down the email and password you had set)
5. After you are finished, you can close out of the window and refer to the next section

## Installing Teams

For installing Microsoft Teams on your computer, follow the link below:

<https://go.microsoft.com/fwlink/?linkid=2187327&Lmsrc=groupChatMarketingPageWeb&Cmpid=directDownloadv2Win64&clid=0x409&culture=en-us&country=us>

1. A download will start within your browser
2. After it has finished click on the file to open it or right click and select 'Open'
3. Teams should then install after a few moments
4. Teams will then auto launch; if it does not, you will have a shortcut on your desktop
5. Sign into Teams with your account

You can also use Microsoft Teams directly within your browser by visiting this link and signing in:

<https://teams.microsoft.com>

*To download and install Microsoft Teams on Mobile, please click this link: <https://aka.ms/teamsmobiledownload>  
(Click this link within the browser of your phone)*