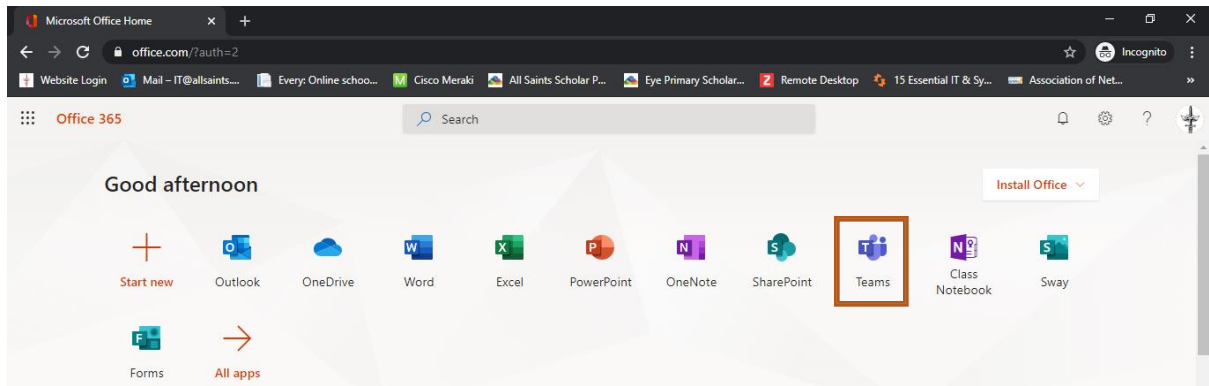
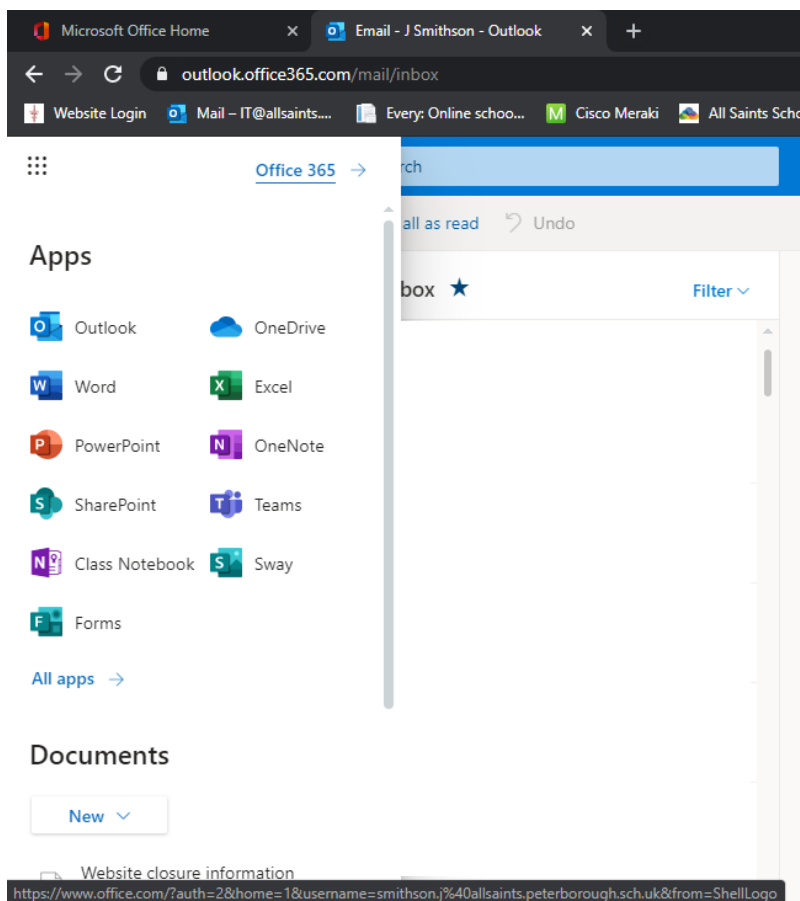


### Step by Step to installing teams.

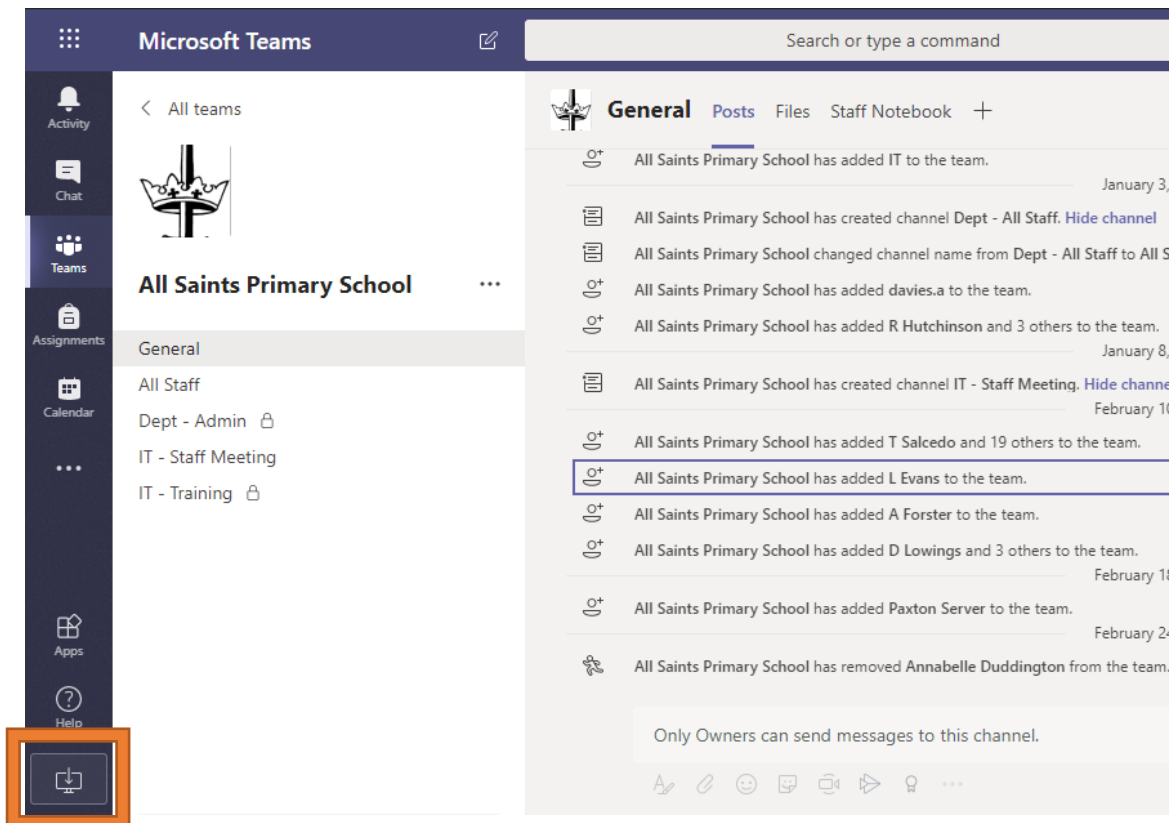
1. Go to Google Chrome and go to the website <https://login.microsoftonline.com/>
2. Login to your staff email account
3. Your screen should then look like this.
4. Then click on Teams



3a. If your screen displays your email account you will need to click on the square dots in the top left hand corner of the screen and click on Teams



- Once you Teams has loaded you will be able to click on the icon in the bottom left hand corner



It will then start installing the software you will be able to run the install and then teams will load. You will then be presents with a login screen. Please login with your school email and password.

If you have, any issues please let me know ASAP and we can work through it to get it installed.