

Accessing the Teams Application

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If your Office 365 Administrator has enabled Teams for you, you can access this either through your web browser or you can download the Teams application.

Web Browser

You can access the Teams Online Application at <https://teams.microsoft.com>.

If you have another Office 365 Online Application bookmarked, you can also access Teams from your list of Apps found through the Grid icon in the top corner.

to the Office Applications or this has been disabled by your Admin, you can download the standalone application.

1. Access the Teams Online Application at <https://teams.microsoft.com>
2. Select the Desktop App download button
3. Run the Downloaded .exe. file

Note: Depending on the options put in place by your IT Administrator, you may need an Admin login to start the install.

4. Run the Microsoft Teams App

Desktop Application

The Teams application is now installed as part of the Office Suite. However, if you don't have access
