



Microsoft Teams Installation

Windows 10

Downloading & Installing Teams

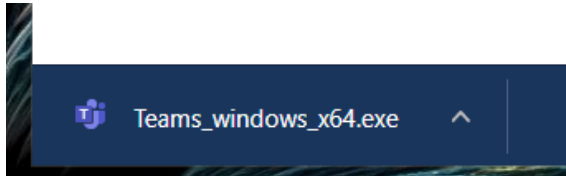
Please note that ITS recommends using Google Chrome or Firefox for web browsing. These instructions include screenshots for Chrome and Firefox.

In a web browser navigate to <https://products.office.com/en-ca/microsoft-teams/download-app>

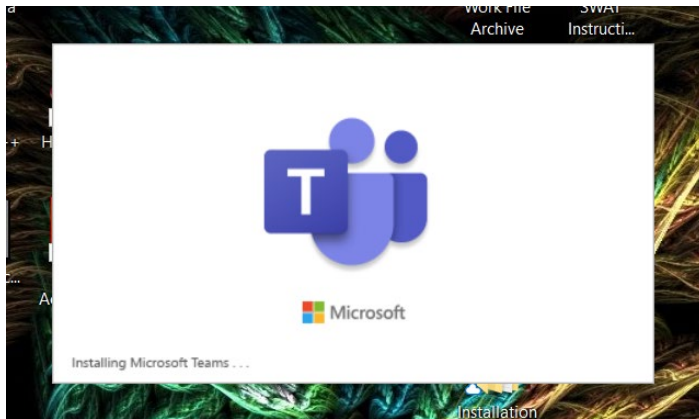
Click on 'Download Teams'

A screenshot of a web browser displaying the Microsoft Teams download page. The browser's address bar shows the URL 'products.office.com/en-ca/microsoft-teams/download-app'. The page features the Microsoft logo and navigation links for 'Office', 'Microsoft Teams', 'Plans and pricing', 'Features', 'Resources', and 'Download Teams', along with a 'Buy Office' button. The main content area has the heading 'Download Microsoft Teams on any device' and a sub-heading 'Connect on Teams anywhere with Windows, Mac, iOS and Android devices, or bring remote participants into meeting spaces of all sizes with Teams.' Below this is a prominent blue 'Download Teams' button. On the right side, there is a partial view of a mobile device screen showing a Teams interface with various channels listed.

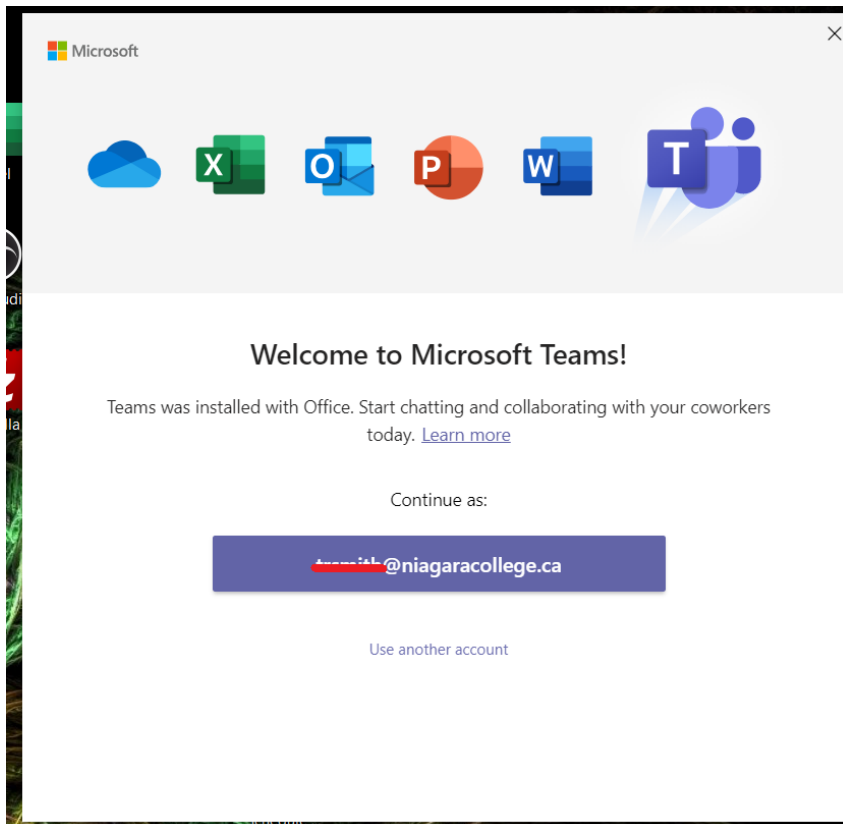
Teams_windows_x64.exe will begin downloading. The teams installation file will appear on left hand lower corner of the application window. Once finished please click on the file name and installation will begin.



While installing you will see a screen indicating the installation is proceeding.



With the installation completed you will be presented with a screen asking for your staff email address.



If the email address indicated is correct, click on the address to continue logging in. If the email address is incorrect, please click on 'Use another account' and enter the correct Niagara College email address and password.

****Please Note** If you are off campus you will be required to complete MFA verification.**

Please see <https://its.niagaracollege.ca/multi-factor-authentication/> for more information regarding setting up MFA Verification if you have not done so already.

If you have any issues logging in or completing MFA Verification, please contact the IT Service Desk at 905-735-2211 x7642 or itservicedesk@niagaracollege.ca and we can troubleshoot any issues and walk through MFA verification setup.