



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>

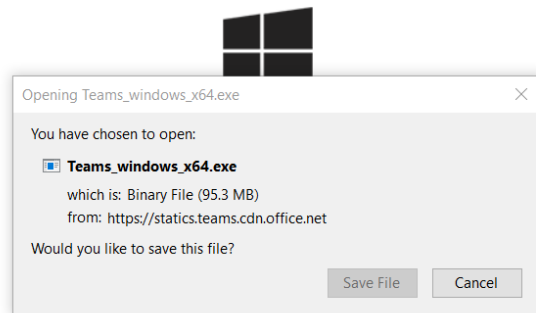
Click on 'Download Teams'

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 header includes 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 features the heading 'Download Microsoft Teams on any device' in a large blue font. Below this, a sub-heading reads 'Connect on Teams anywhere with Windows, Mac, iOS and Android devices, or bring remote participants into meeting spaces of all sizes with Teams.' A prominent blue button labeled 'Download Teams' is centered on the page. To the right, a partial view of a smartphone screen shows a list of Teams channels, including 'Adventures Works Cycles', 'Marketing', 'Performance', 'Shiproom', 'Salesmg', '32 more channels', 'Tallghn Toys', and 'Account Teams'.

Teams_windows_x64.exe will begin downloading. A dialog box will ask you will be asked to save the file, please click 'Save File' and the download will begin.



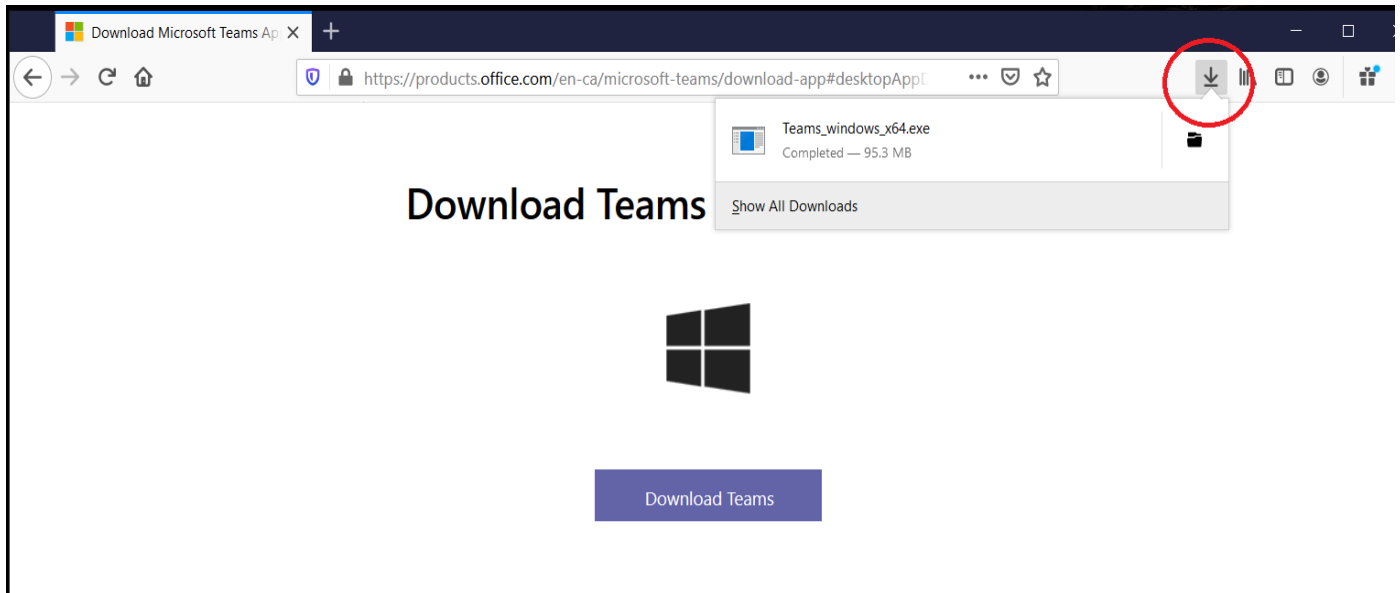
Download Teams for your desktop



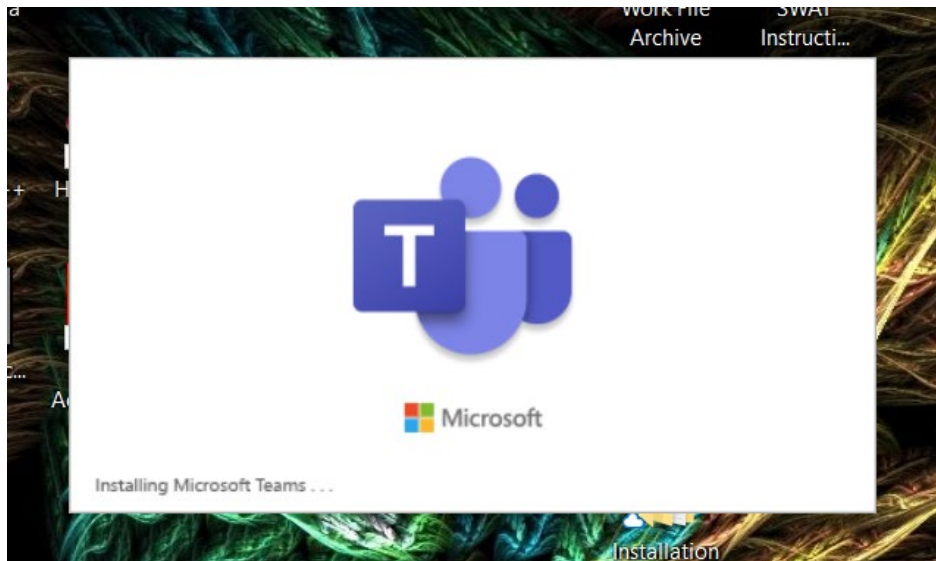
Get the Teams mobile app



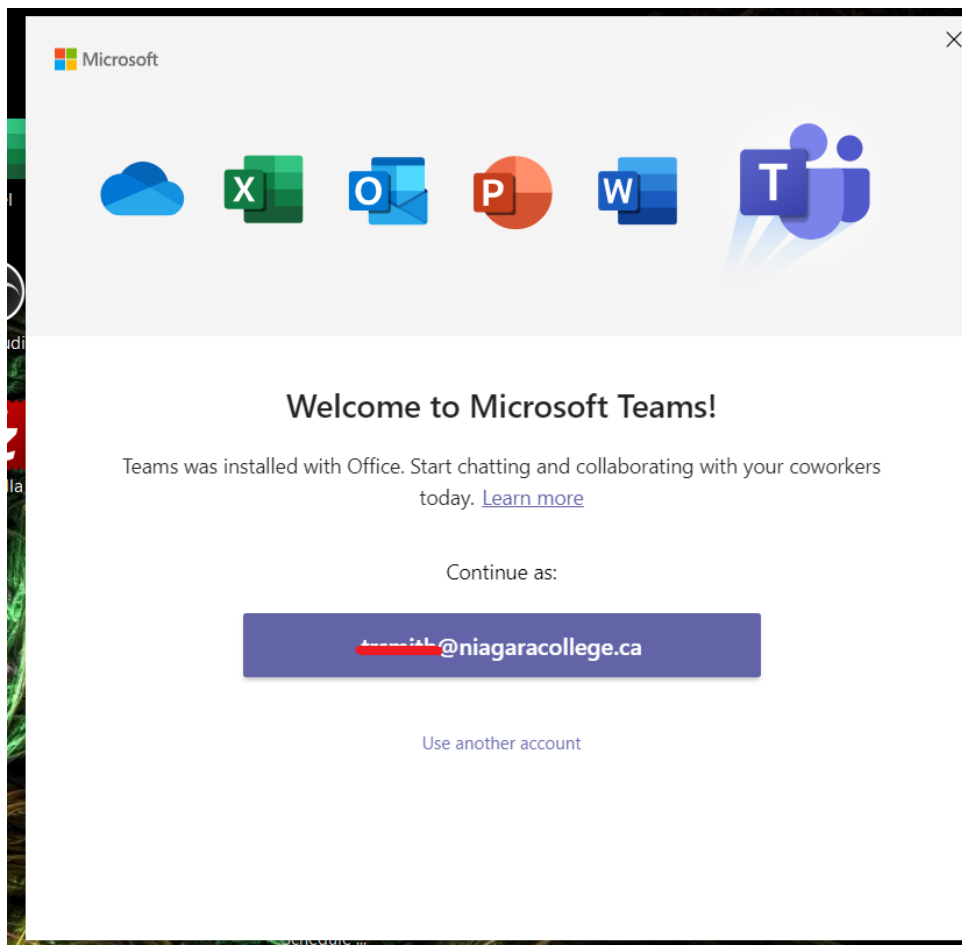
Once finished the file will be visible by clicking on the blue arrow near the top-right of the application screen. Clicking on the file will begin the installation.



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.