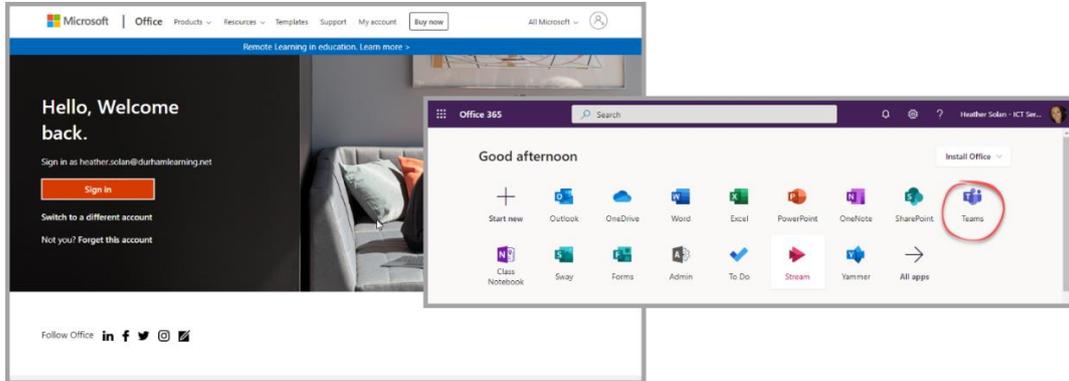




## How to access Microsoft Teams on a laptop/PC

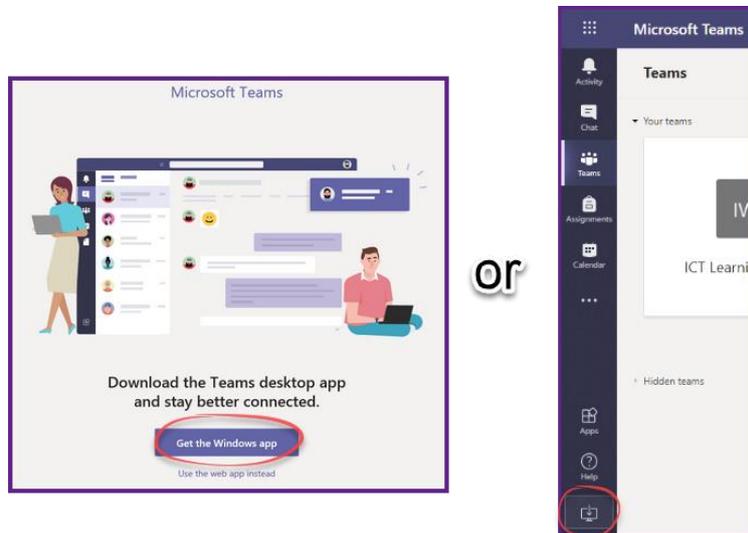
Sign into your Office 365 account as normal and select the Teams app.



You can continue using the above method to access Teams or, if you prefer, you can download the Teams desktop app instead.

### Downloading the desktop app \*recommended\*

You might receive a pop-up message on first log in to Teams which gives the option to download the desktop app. If so, click **Get the Windows app** then choose **Run** to start the installation. If not, click the **Download desktop app** button in the bottom left corner of the Teams screen and run the install.



Once installed sign into the app using your Office 365 login details.

Now you can open Teams, on this device, directly from your desktop rather than having to go to the internet and log into Office 365 first.

