How to Install Microsoft Teams on Windows

PURPOSE:
- The following document illustrates signing into the Microsoft Teams application, in Windows
- Additionally, there is basic functionality for Microsoft Teams
- For assistance in downloading and installing teams, please contact the UIS Service Desk by submitting a request to help@cu.edu

HOW TO INSTALL MICROSOFT TEAMS ON WINDOWS:

Once installed, enter your CU username (generally last name, first initial) followed by @cu.edu into the sign-in field.

Click Sign in.
At the next prompt, enter your account password.

Click Sign in.

If the credentials are entered correctly, you will see a small splash screen as the application loads.

On initial login, Microsoft Teams will display a brief tutorial on some of its basic features. You can view these slides, or skip through them by clicking Next.
Once you are through, click Let’s go.

Once connected, the different main screens and functions will be displayed on the left.

Activity/Feed will show a social media style view of recent chats and events.

Chats will be where individual chat conversations can be accessed.
The Team section will be where group discussions and pages will be accessible.

Documents will be a space where SharePoint or OneDrive documents can be accessed.