

How to Install Microsoft Teams on Windows

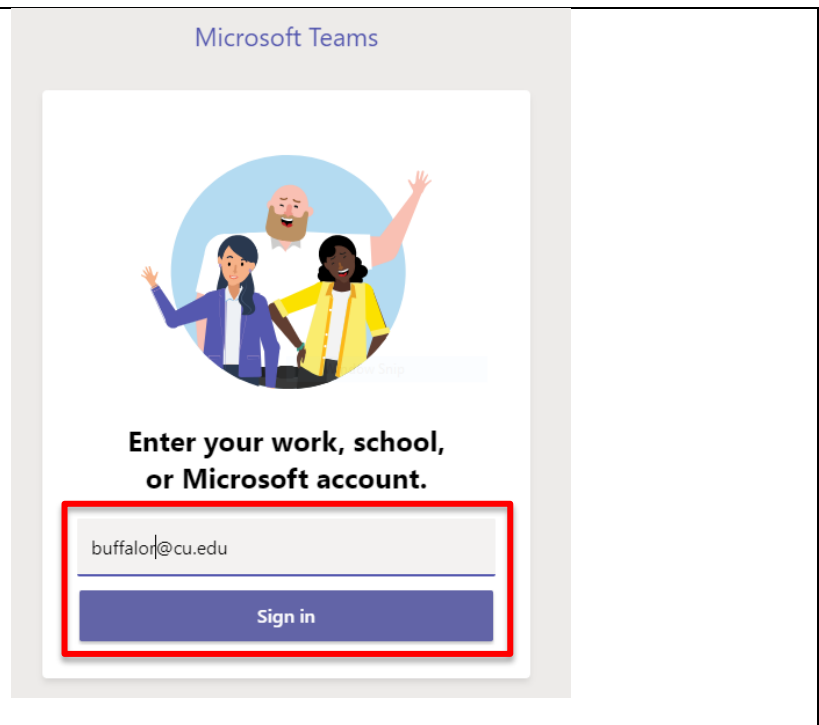
PURPOSE:

- 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.



Microsoft Teams

Enter your work, school, or Microsoft account.

buffalorj@cu.edu

Sign in



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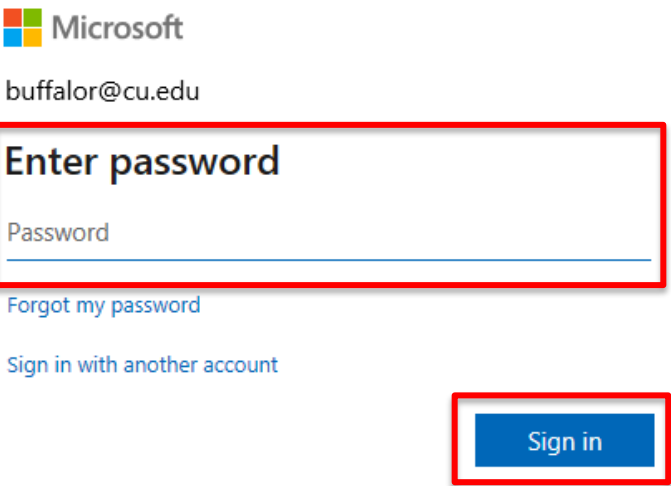
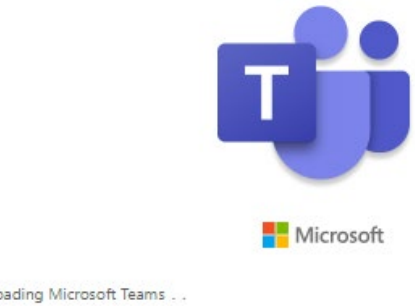
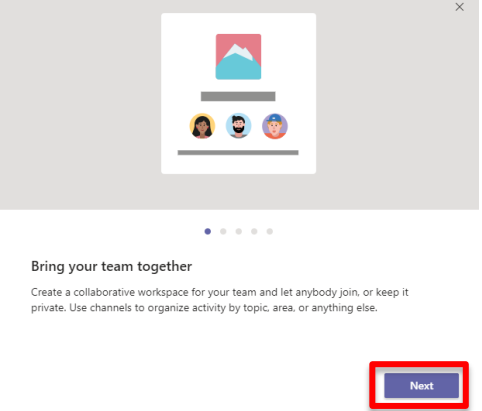
Contact UIS

Call: (303) 860-4357

Email: help@cu.edu

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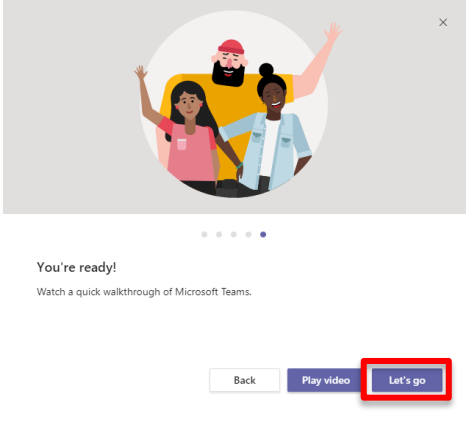
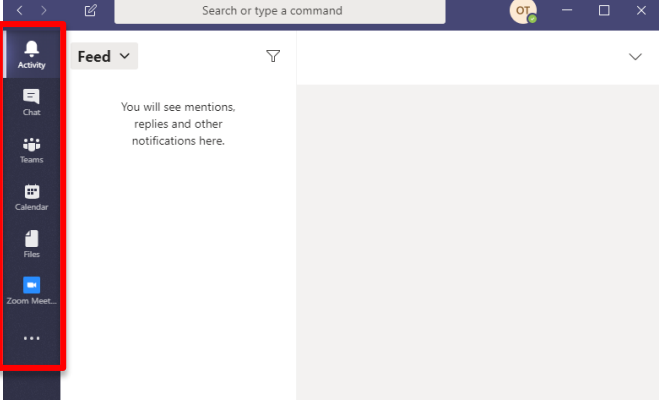
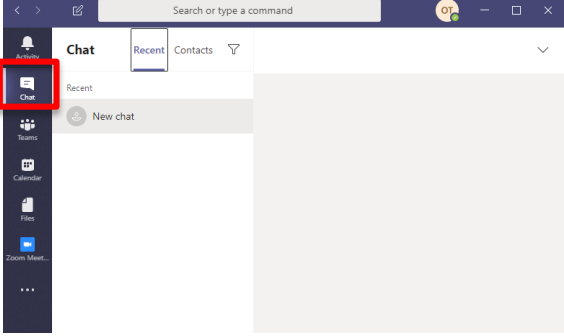
EMAIL & CALENDARS

<p>At the next prompt, enter your account password.</p> <p>Click Sign in.</p>	 <p>The screenshot shows the Microsoft login interface. At the top is the Microsoft logo. Below it is the email address 'buffalor@cu.edu'. A red box highlights the 'Enter password' field, which contains a password input line. Below the input field are links for 'Forgot my password' and 'Sign in with another account'. A blue 'Sign in' button is highlighted with a red box.</p>
<p>If the credentials are entered correctly, you will see a small splash screen as the application loads.</p>	 <p>The screenshot shows the Microsoft Teams splash screen. It features the Teams logo (a blue square with a white 'T' and two blue circles) and the Microsoft logo below it. The text 'Loading Microsoft Teams . . .' is visible at the bottom.</p>
<p>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.</p>	 <p>The screenshot shows a tutorial slide for Microsoft Teams. It features a small image of a Teams meeting interface with a red box around the 'Next' button. Below the image is the text 'Bring your team together' and a short paragraph: 'Create a collaborative workspace for your team and let anybody join, or keep it private. Use channels to organize activity by topic, area, or anything else.'</p>



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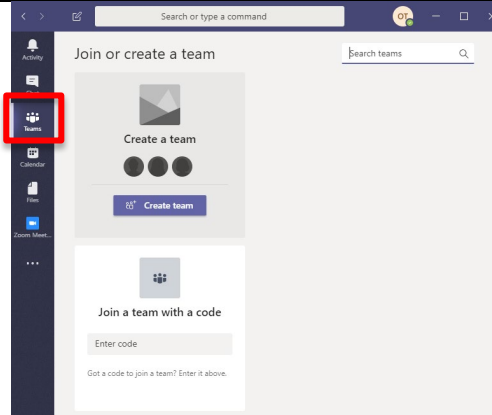
<p>Once you are through, click Let's go.</p>	
<p>Once connected, the different main screens and functions will be displayed on the left.</p> <p>Activity/Feed will show a social media style view of recent chats and events.</p>	
<p>Chats will be where individual chat conversations can be accessed.</p>	



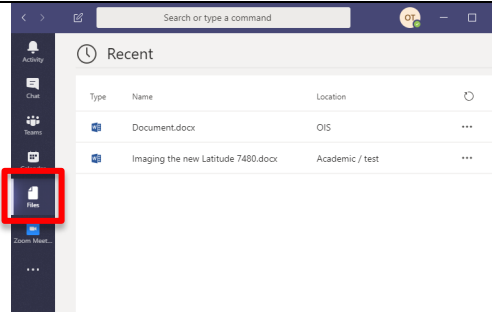
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The Team section will be where group discussions and pages will be accessible.



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



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