Installing Microsoft Teams

Windows, Mac, or Linux computer

1. Browse to https://teams.microsoft.com/downloads and select **Download for desktop**.
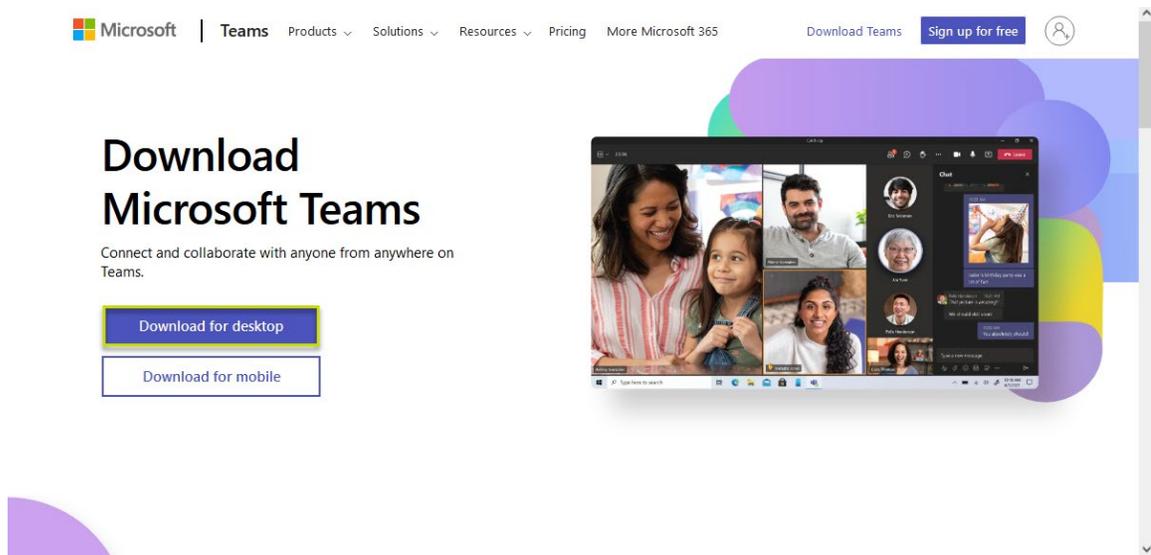
2. Click **Download Teams** under **Teams for work or school**.

3. Teams will download to your system. Click the download to install the software or follow the normal procedure used by your computer system for installing software.
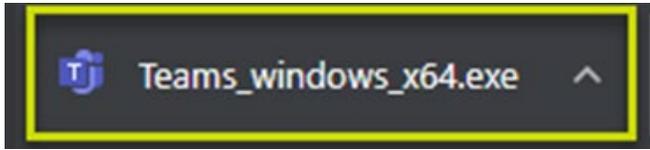
4. After the installation is complete, open Teams and **sign in using your full TC email address and password**. If another account is suggested, choose "Use another account or sign up" and enter your TC credentials.
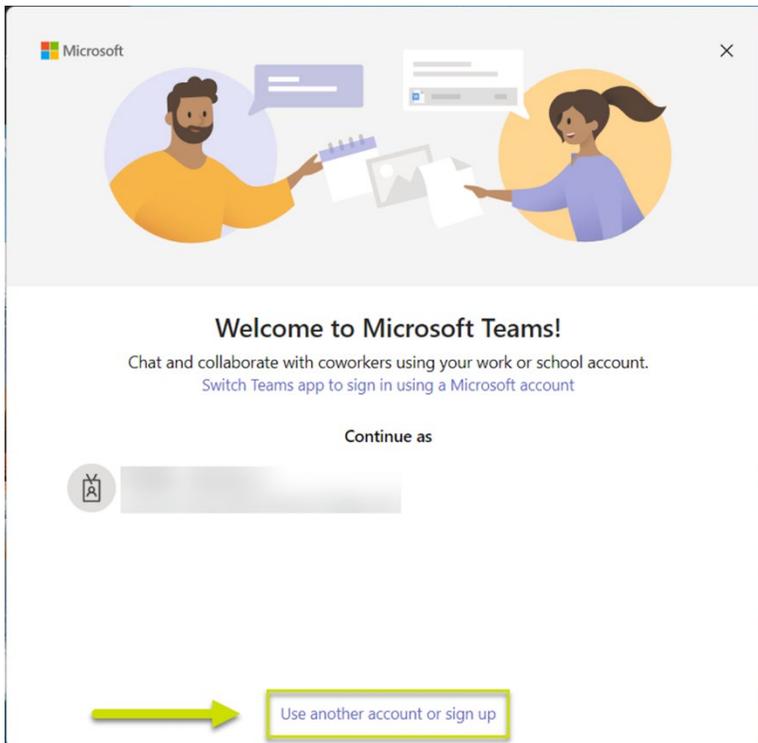
5. **Allow** Teams to **use** your **microphone and camera** if asked. You may disable either your microphone or camera at any time during a session.

Android or Apple device

1. For Apple devices, open the App Store on your mobile device and search for "**Microsoft Teams**". For Android devices, open the Play Store and search for "Microsoft Teams".

2. Tap **Install** and agree to the download.

3. After the install is complete, **open** the **Teams** app.

4. **Login** using your **full TC email address and password**. If the App suggests signing in with an account that is not your TC email account, choose to sign in as another user and enter your TC credentials.

5. Teams asks if you want to allow **Notifications**. The recommended answer is "Yes" so you do not miss communications with your peers.

6. Next, Teams will request **access to your microphone and camera**. You must approve access to your microphone for Teams to work correctly in live online sessions. During a session, you may opt to mute both your microphone and camera as desired.

7. You should now be logged into the Teams app on your mobile device.