

ALL SAINTS' C OF E  
PRIMARY SCHOOL

# How To Guide – Downloading the Teams desktop app



Microsoft Office Home

office.com/au/office

Incognito


Support & Document... Free Online Barcod...

TU

Good afternoon

Recent Pinned Shared with me Discover

Upload and open...




No recent online Office documents

Share and collaborate with others. To get started, create a new document or drag it here to upload and open.

Upload and open... New

OneDrive

Recent folders



No recent folders

Go to OneDrive, and we'll put a list of the folders you opened recently here.

Go to OneDrive →

Feedback

Next you will need to select the Teams icon from the left hand side menu.



Good afternoon

Recent Pinned Shared with me Discover

Upload and open...



No recent online Office documents

Share and collaborate with others. To get started, create a new document or drag it here to upload and open.

Upload and open...

New

OneDrive

Recent folders



No recent folders

Go to OneDrive, and we'll put a list of the folders you opened recently here.

Go to OneDrive →

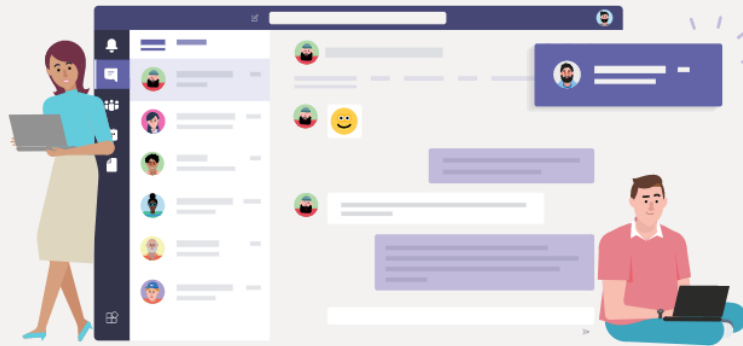


Feedback

You will then be brought to the following screen. You will now need to select the big purple button which says 'Get the Windows App'.

*Please note that this screen may vary in design depending on which web browser you are using.*

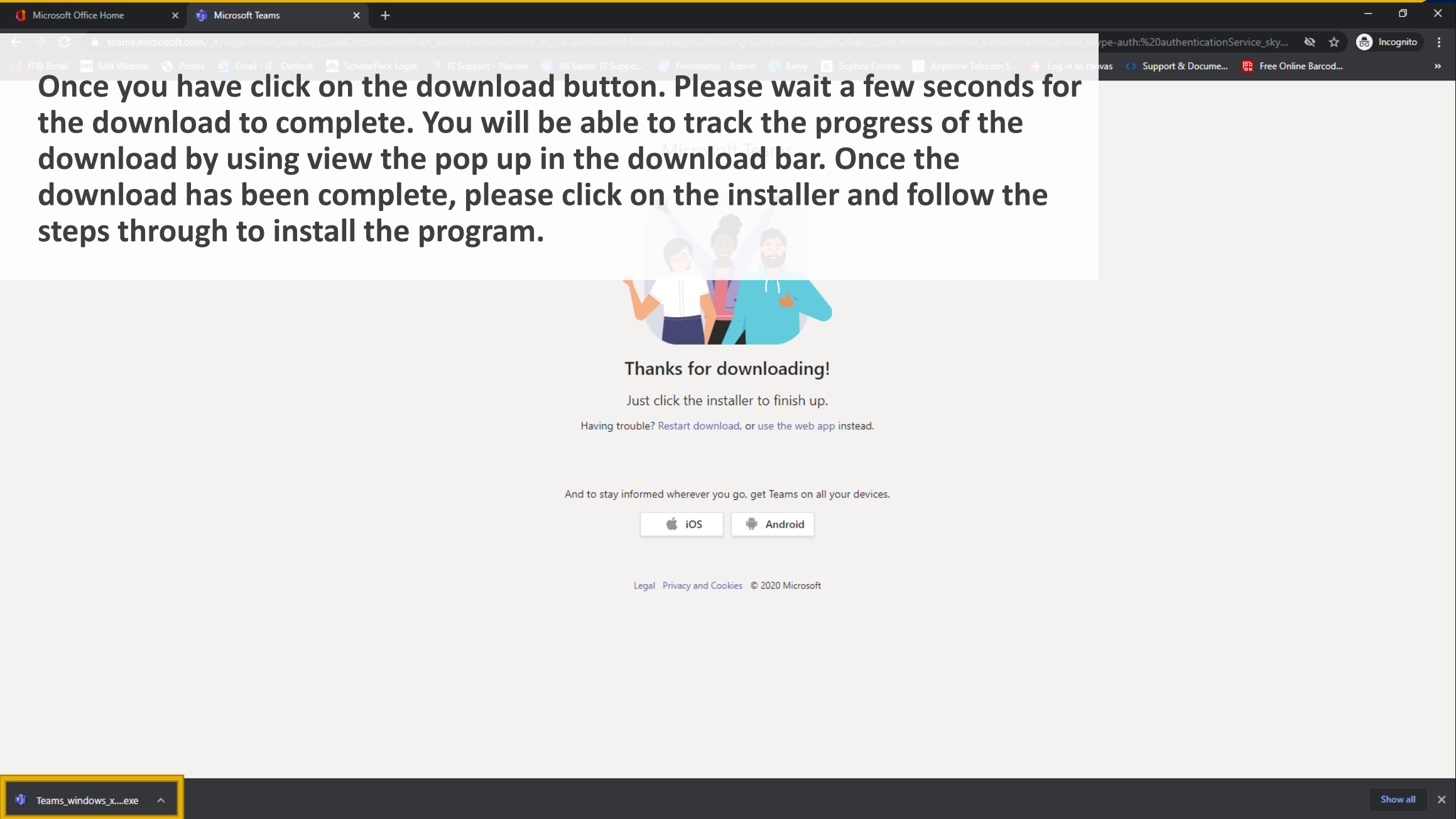
Microsoft Teams



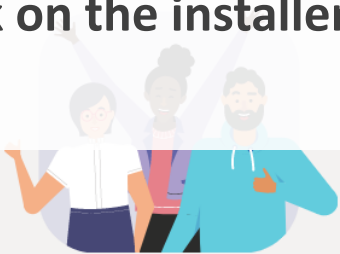
Download the Teams desktop app  
and stay better connected.

Get the Windows app

Use the web app instead



Once you have click on the download button. Please wait a few seconds for the download to complete. You will be able to track the progress of the download by using view the pop up in the download bar. Once the download has been complete, please click on the installer and follow the steps through to install the program.



Thanks for downloading!

Just click the installer to finish up.

Having trouble? [Restart download](#), or use the [web app](#) instead.

And to stay informed wherever you go, get Teams on all your devices.



[Legal](#) [Privacy and Cookies](#) © 2020 Microsoft

Teams\_windows\_x...exe


Show all

Once the install has complete you will be greeted with the following screen. You will now need to input your school email address.

*For cloud based laptop users, this step will auto complete for you.*

Microsoft Teams

Microsoft Teams



**Enter your work, school or Microsoft account.**

Sign-in address

Sign in

Not on Teams yet? [Learn more](#)

The image is a screenshot of the Microsoft Teams application interface. At the top, there is a search bar and a navigation bar with icons for Activity, Plans, and Chat. A large, bold text overlay is positioned at the top of the screen, stating: "Teams will then ask you to enter your password before launching the program. The system will then automatically save your information and launch the program when your laptop starts up." Below this, the main interface is divided into three sections. On the left is a sidebar with navigation options: Teams, Calendar, Assignments, Files, and Apps. The middle section displays the chat interface for the "All Saints IT Support" team, specifically in the "Testing" channel. The chat history shows several messages, each starting with a camera icon and followed by a message about a meeting in the "Testing" channel ending at a specific time. The messages are dated from October 16, 2020, to "Today". On the right side of the chat interface, there are buttons for "Team" and "Meet", along with a dropdown menu and a "More" button. At the bottom of the chat interface, there is a "New conversation" button.



ALL SAINTS' C OF E  
PRIMARY SCHOOL

# Thank You.



Mr J Smithson



01733 259776



[support@allsaints.peterborough.sch.uk](mailto:support@allsaints.peterborough.sch.uk)



[www.allsaints.peterborough.sch.uk](http://www.allsaints.peterborough.sch.uk)