

## Microsoft TEAMS installation manual

Microsoft TEAMS is part of the latest version of Office 365 package, you may already have it installed on your computer, to check if it is installed press the **windows key** on your keyboard and type “TEAMS” in the search field, if *Microsoft Teams* is not shown among the list of your programs then please follow the instructions below



+ TEAMS

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### Installation as part of Office 365 package

The Archbishop’s School staff and students are entitled to the free version of Microsoft Office 365. If you wish to install TEAMS as part of this package please refer to the “Office 365 installation manual” which can be found at

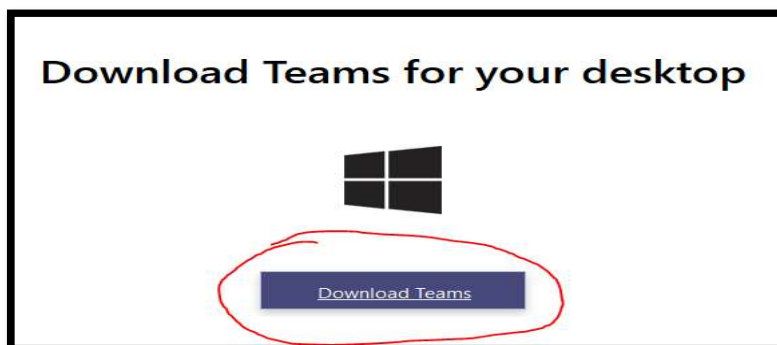
<https://www.archbishops-school.co.uk/518/support-manuals>

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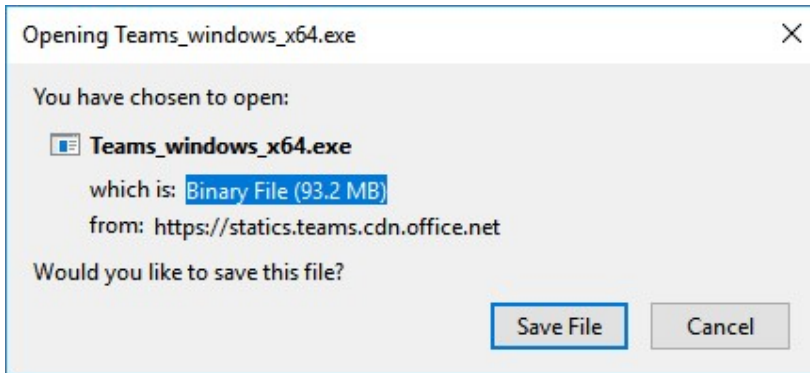
### TEAMS client installation

If you do not wish to install TEAMS as part of the latest version of Office 365 then please follow these steps:

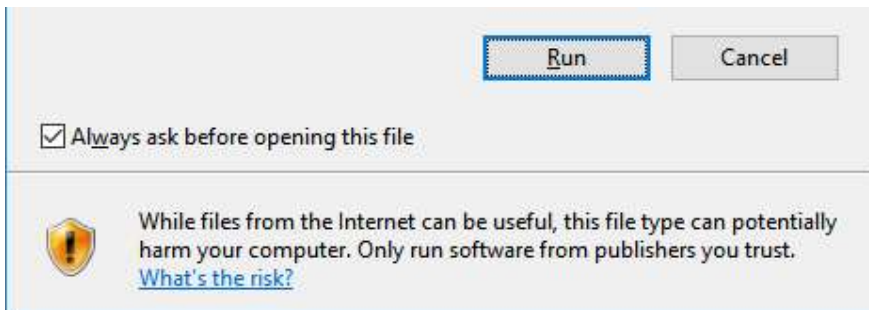
1. Visit <https://products.office.com/en-gb/microsoft-teams/download-app>
2. Once page is loaded click “**Download TEAMS**” button



3. When prompted select **SAVE FILE**



4. Once the file is downloaded, double click on it and select **RUN**



Once Microsoft TEAMS is successfully installed run it by clicking TEAMS icon on your desktop



When the Welcome screen is loaded click **CONTINUE**



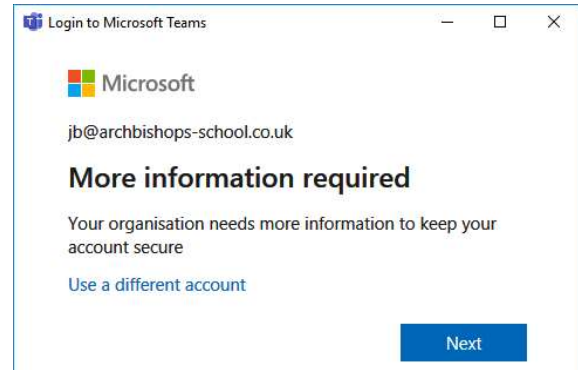
Enter the username you use to logon to the school computers (e.g. asmith) followed by **@archbishops-school.co.uk** (e.g. **asmith@archbishops-school.co.uk**) and click **NEXT**



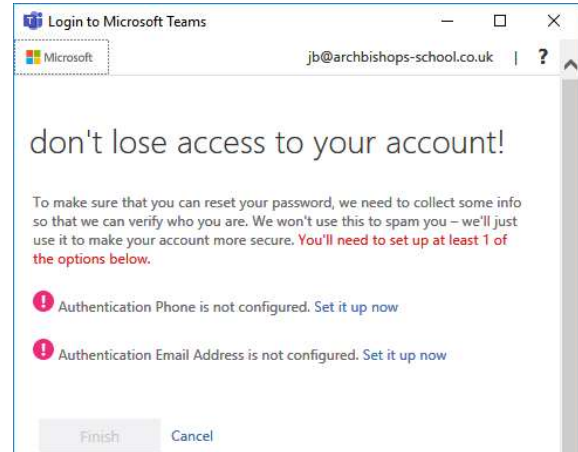
Enter the password you use to login at school and click **SIGN IN**



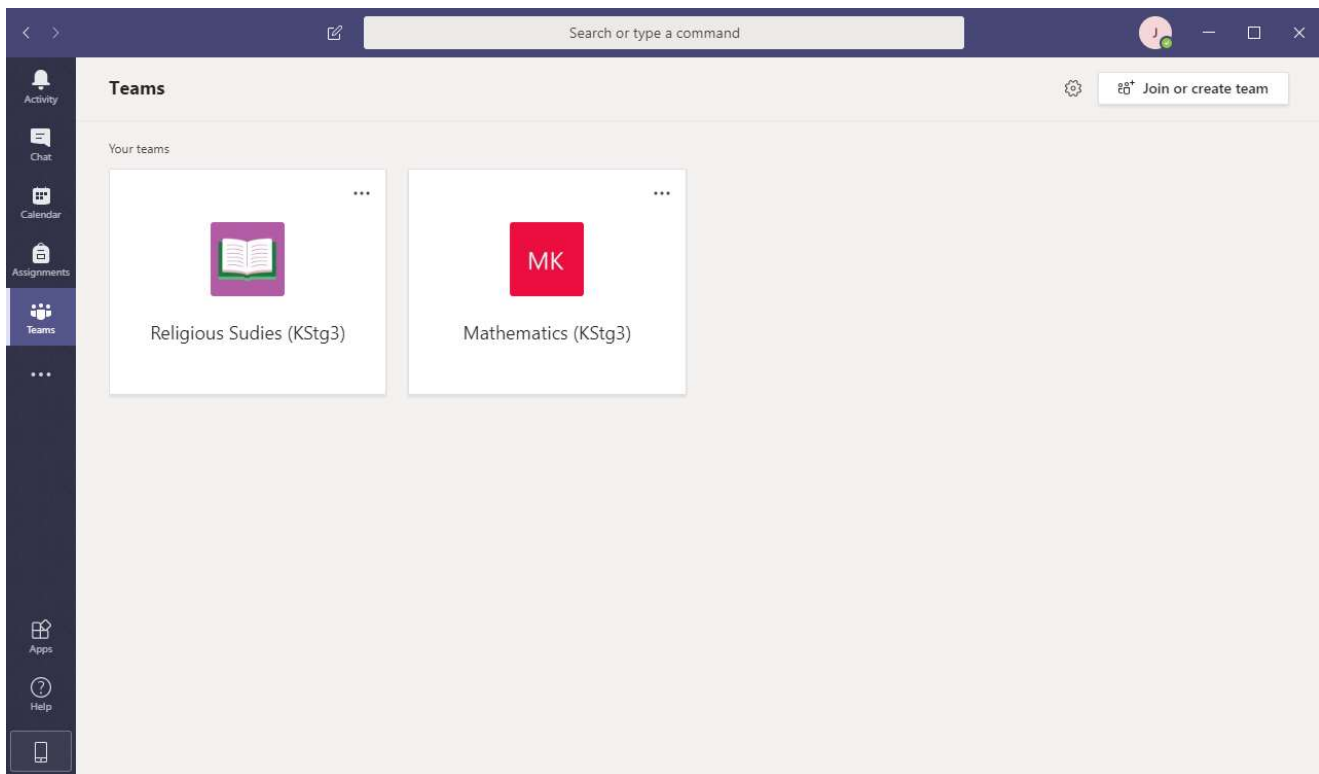
If a 'More information required' page is loaded, click **NEXT** again



We would suggest that you click **CANCEL** as setting an authentication phone and email address is not necessary



Once logged in, click **TEAMS** to go to the list of your classes



Select the Class you need to attend and follow teacher's instructions

The screenshot shows the Microsoft Teams interface for a team named "Religious Studies (KStg3)". The left sidebar contains navigation icons for Activity, Chat, Calendar, Assignments, Teams, Apps, and Help. The main content area is titled "General" and includes a search bar at the top. Below the search bar, there are tabs for "General", "Posts", "Files", "Class Notebook", "Assignments", and "Grades". The "General" tab is active, displaying a welcome message: "Welcome to Religious Studies (KStg3). Try @mentioning the class name or student names to start a conversation." Below the welcome message is an illustration of a person holding a book. The activity log shows several events: "Andrey Zhulkov joined the team.", "Andrey Zhulkov has added jb and 199 others to the team.", "Andrey Zhulkov has added Ellie Marsh and 120 others to the team.", "Andrey Zhulkov has created channel Year 7. Hide channel", "Andrey Zhulkov has created channel Year 8. Hide channel", and "Andrey Zhulkov has created channel Year 9. Hide channel". A "Today" separator is present. At the bottom, there is a message input field with the text "Only Owners can send messages to this channel." and a set of icons for actions like reply, mention, and more options.