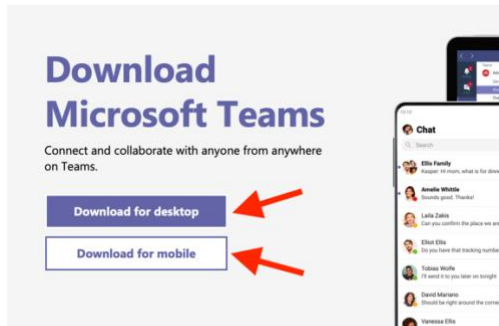


Method 1 – Installing Microsoft Teams App

1. Open a browser and go to <https://teams.microsoft.com/downloads>
2. Select the correct device (desktop or mobile) to install Microsoft Teams



3. Launch and install the downloaded application
4. Enter your CTS email



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

Sign-in address

Sign in

5. This will bring up the CTS SSO sign on: Sign in with your Username [first.lastname](#) and [Password](#)

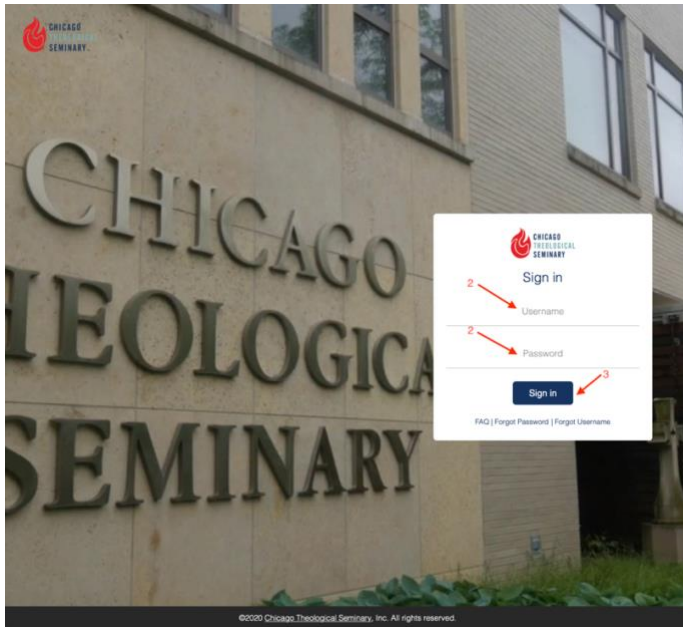
CTS-DOL

How to Access Microsoft Teams

Method 2 – Accessing Microsoft Teams in Browser

(Note: This method does not work on the Safari Browser)

1. Open a browser and go to cts.chicago.edu, scroll down, and click [MY CTS](#)
2. Sign in with your Username [first.lastname](#) and [Password](#)
3. Press [Sign in](#)

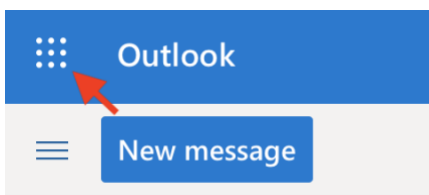


4. Press the [WEBMAIL](#) icon to connect to your Outlook email



WEBMAIL

5. Press the [waffle button](#) from the far-left cover of your Outlook email



How to Access Microsoft Teams

6. Select [Teams](#) in the App section
7. Click [Use the web app instead](#) to access the web version of Microsoft Teams .

