CTS-DOL

How to Install Microsoft Teams

Method 1

1. Open a browser and go to ctschicago.edu, scroll down, and click MY CTS

2. Sign in with your Username first.lastname and Password

3. Press Sign in
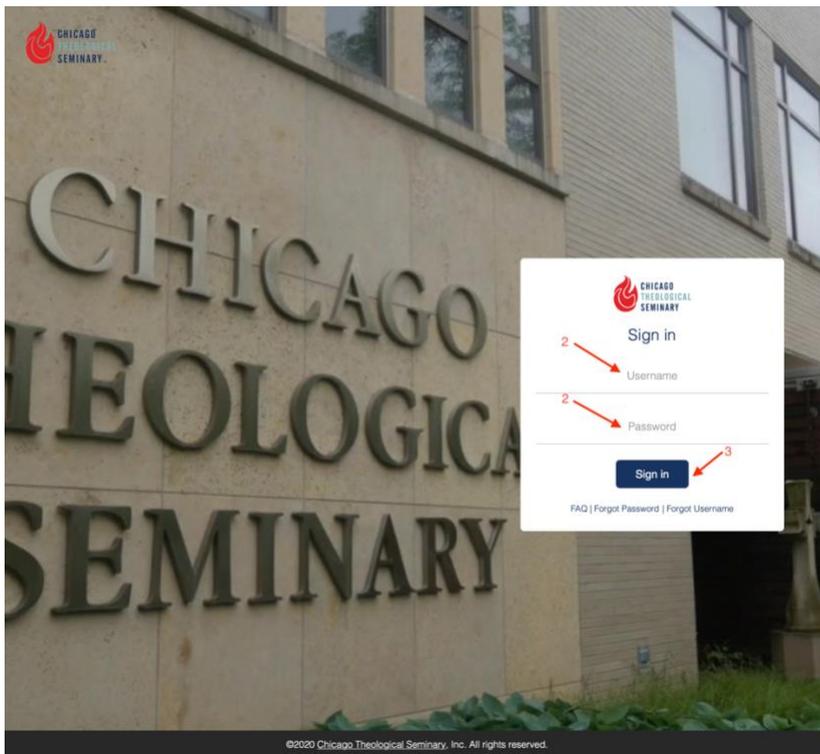
4. Press the WEBMAIL icon to connect to your Outlook email

5. Press the waffle button from the far-left cover of your Outlook email
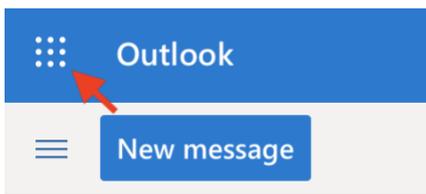
6. Click All apps

7. Click Explore all your apps from the left-bottom cover of your Outlook email

   [6]All apps →

   → [7]Explore all your apps

8. Select Teams to download and install   .
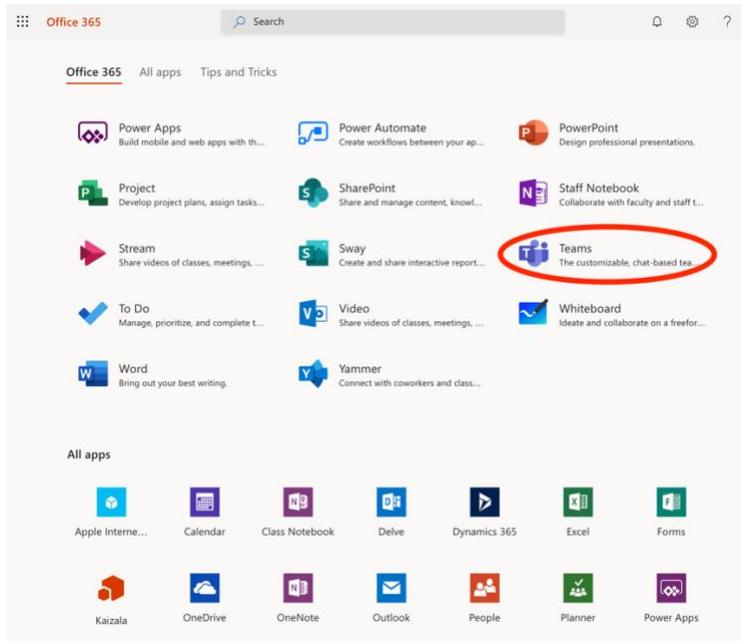
Method 2

1. Open a browser and go to https://teams.microsoft.com/downloads

2. Select the correct device (desktop or mobile) to install Microsft Teams