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\!\text{All}$ apps } \rightarrow$
 - \rightarrow ⁷Explore all your apps
- 8. Select Teams to download and install

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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

