How install teams on windows 10

1. Open web browser > go to google search engine > type "download teams app"
2. Make sure to select the Microsoft option
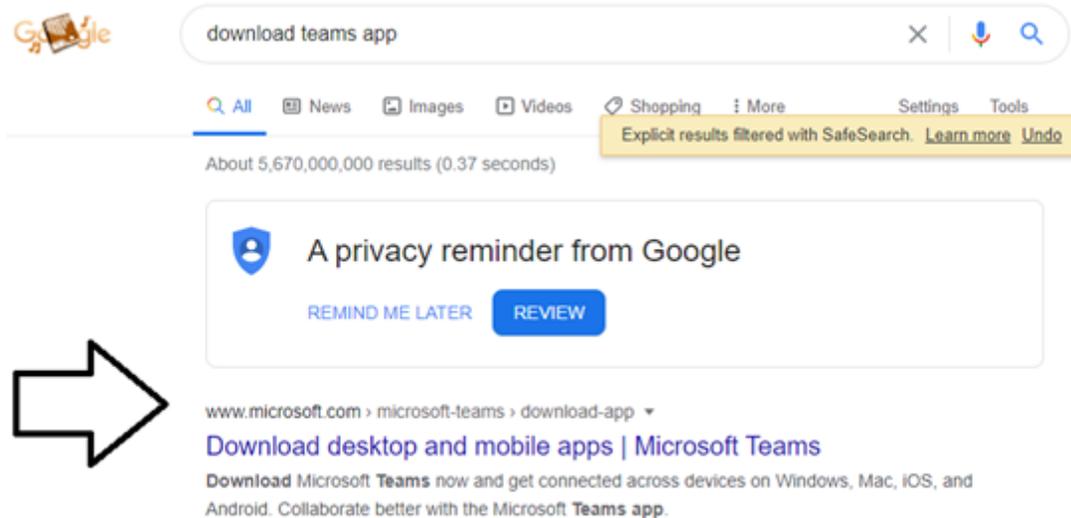
3. Click "Download for desktop"
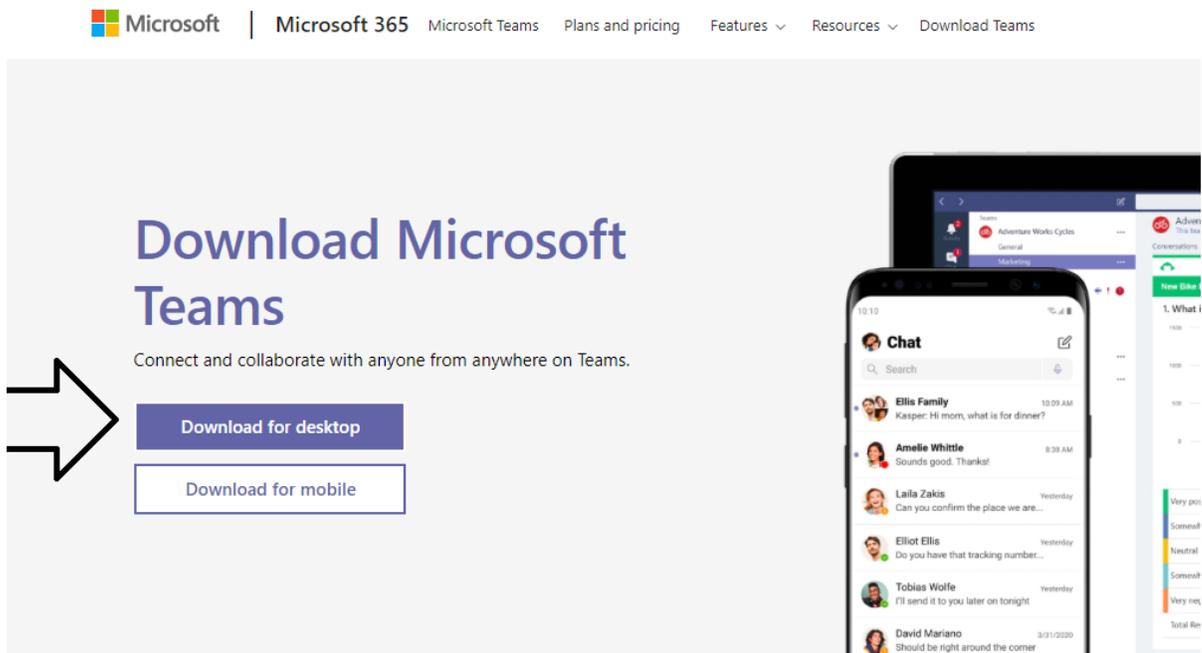
4. Click "Download Teams"

Download Teams for work on your desktop
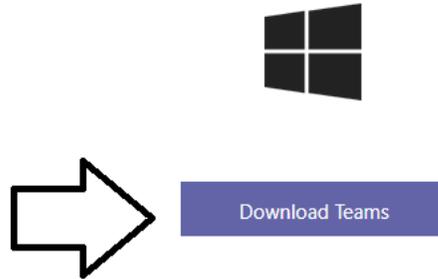
5. Launch newly download file

Download Teams for work on your desktop

Get the Teams mobile app

Teams_windows_x64.exe
14.7/93.2 MB, 32 secs left

6. This will take 1-2 min before you get a team logo pop up, wait for it to complete installation.

Installing Microsoft Teams . . .

7. VERY IMPORTANT

   When the log in screen pop up <u>delete the email address</u> and enter your Glow login name and email domain as @glow.sch.uk For example: wljsmith@glow.sch.uk Now you can click on Sign in.

   Do not click passed this screen, if you do by accident close the code screen/error screen that comes up and relaunch Teams from the desktop icon.
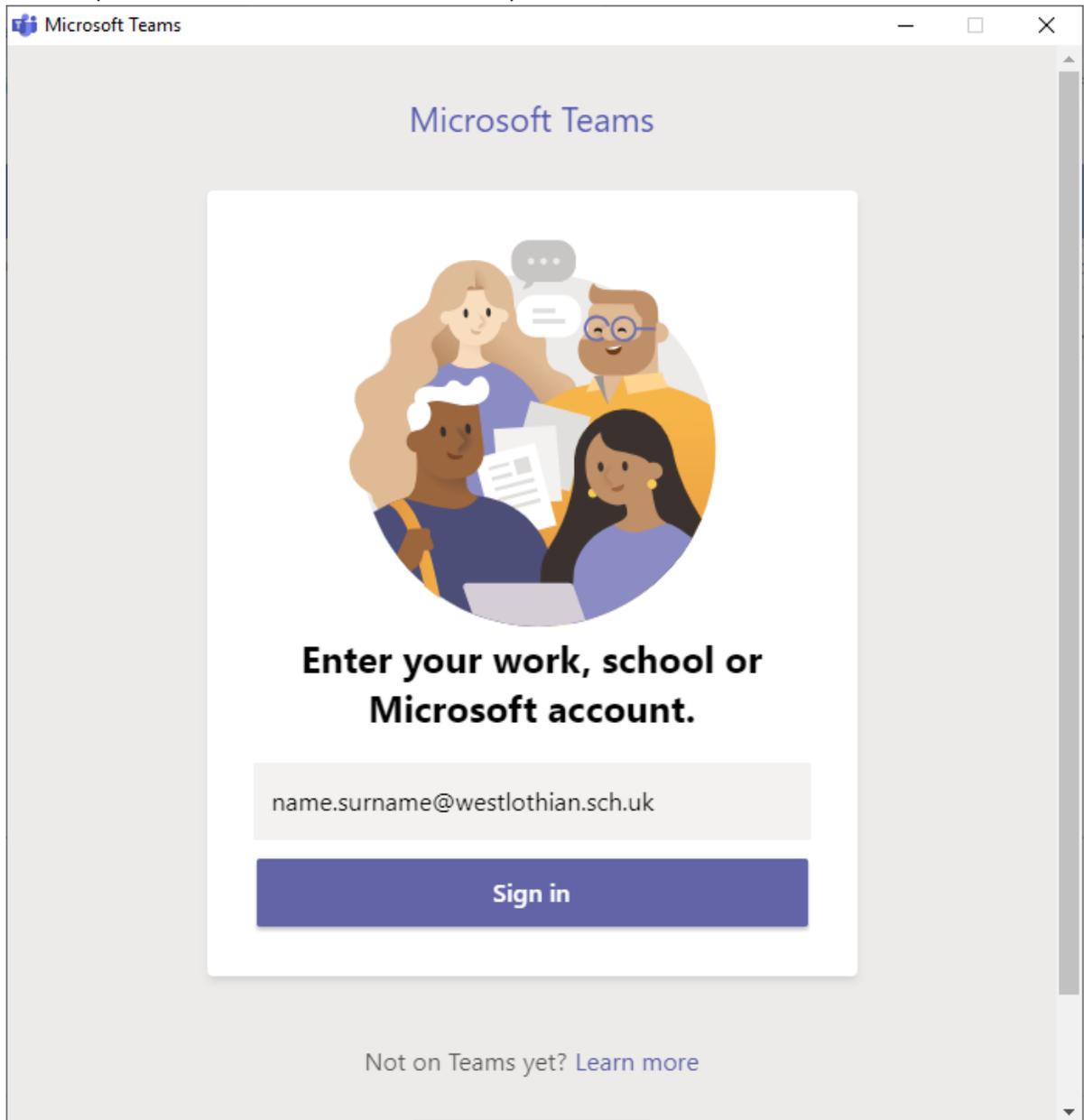
8. On the next screen delete the email address and login with your normal Glow login details and tick the box to save your password.

9. Untick the box and click Yes

Use this account everywhere on your device

Windows will remember your account and make it easier to sign in to apps and websites. You won't have to enter your password each time you access your organisation's resources. You may need to allow them to manage certain settings on your device.

☐ Allow my organisation to manage my device

This app only

Yes
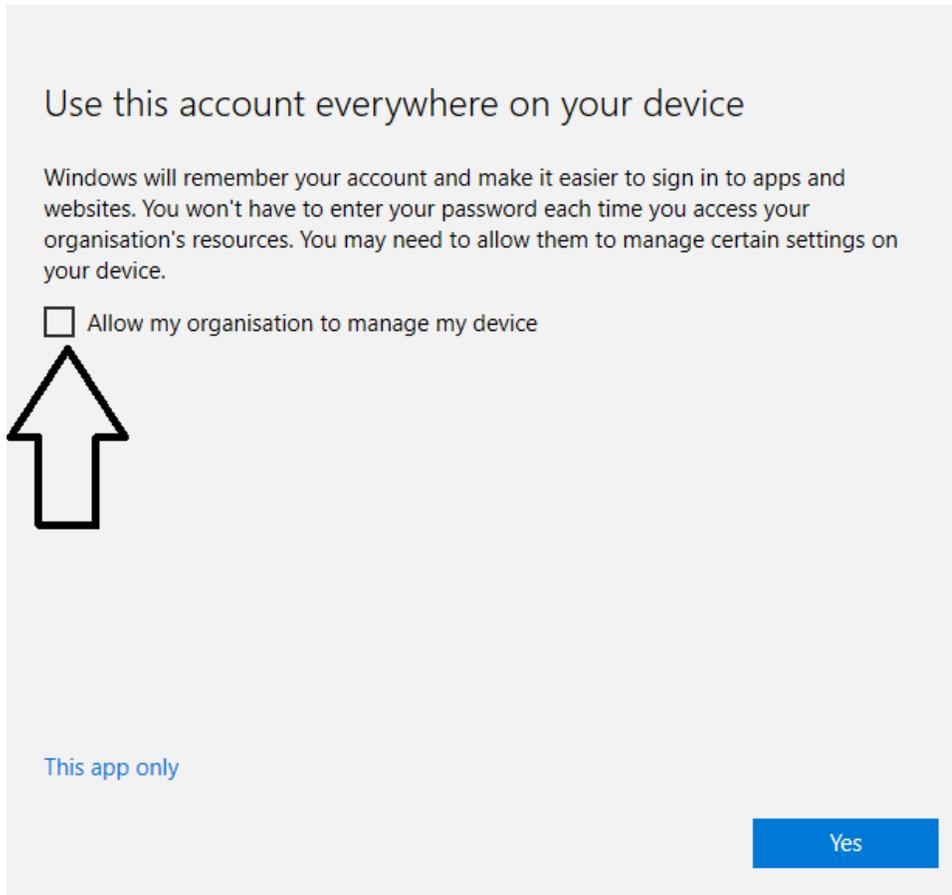
10. Follow the last few screens and Teams will now be installed and a new icon is available on the desktop.