

## How to install Microsoft Teams

### – For Windows users

Even if you have already installed Microsoft Teams, please complete the process below to ensure you have the latest Unitec version of Teams.

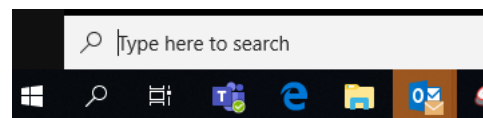
#### FOR REMOTE USERS:

Go to your preferred browser and type the following URL and follow the instructions to download the Microsoft Teams app.

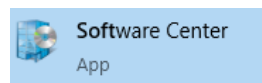
<https://www.microsoft.com/en/microsoft-365/microsoft-teams/download-app>

#### FOR ONSITE USERS:

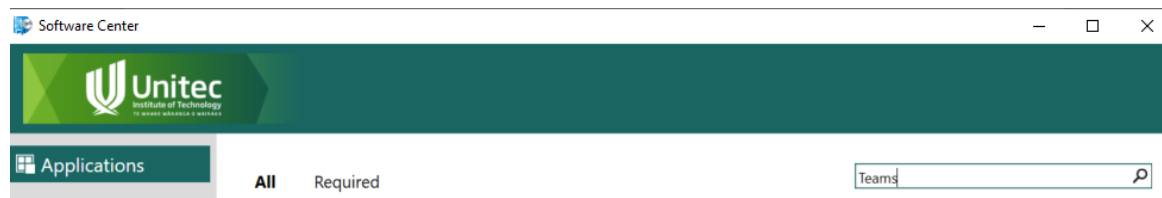
1. **Load the 'Software Centre' application**  
Go to your search icon at the bottom of your Taskbar and search for the Software centre Application.



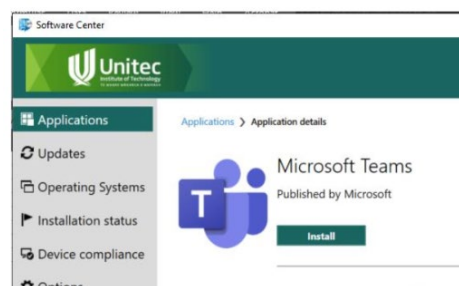
2. **Open the Software Centre app**



3. **Search for Microsoft Teams**



4. **Click to install Teams**



5. **Restart your computer**

You should see the 'New Teams Meeting' icon in your Outlook calendar.

