

How to Install Microsoft Teams onto your PC

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

Step 1: Load the 'Software Centre' application

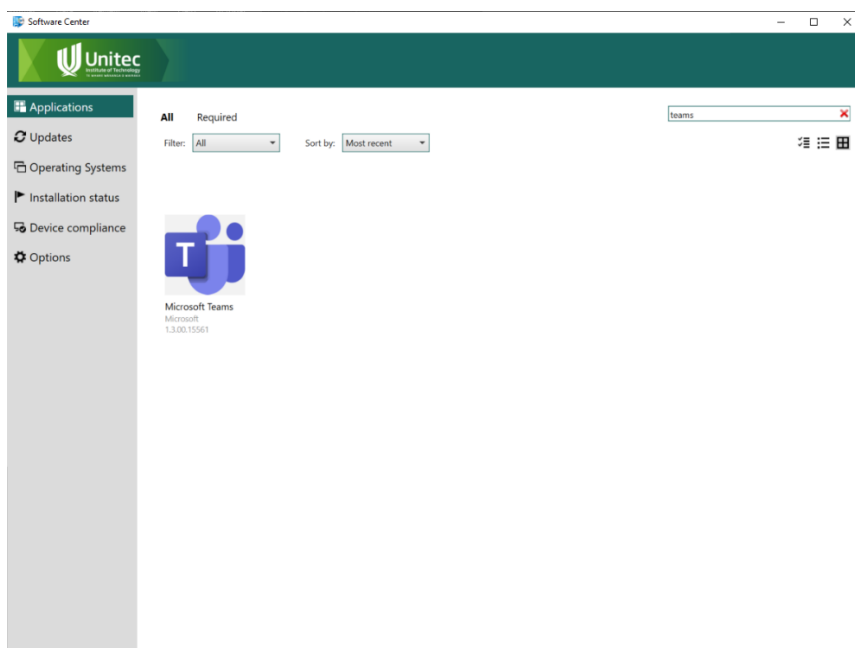
- a. Go to your search icon at the bottom of your Taskbar and search for the Software Centre App



- b. Open Software Centre App

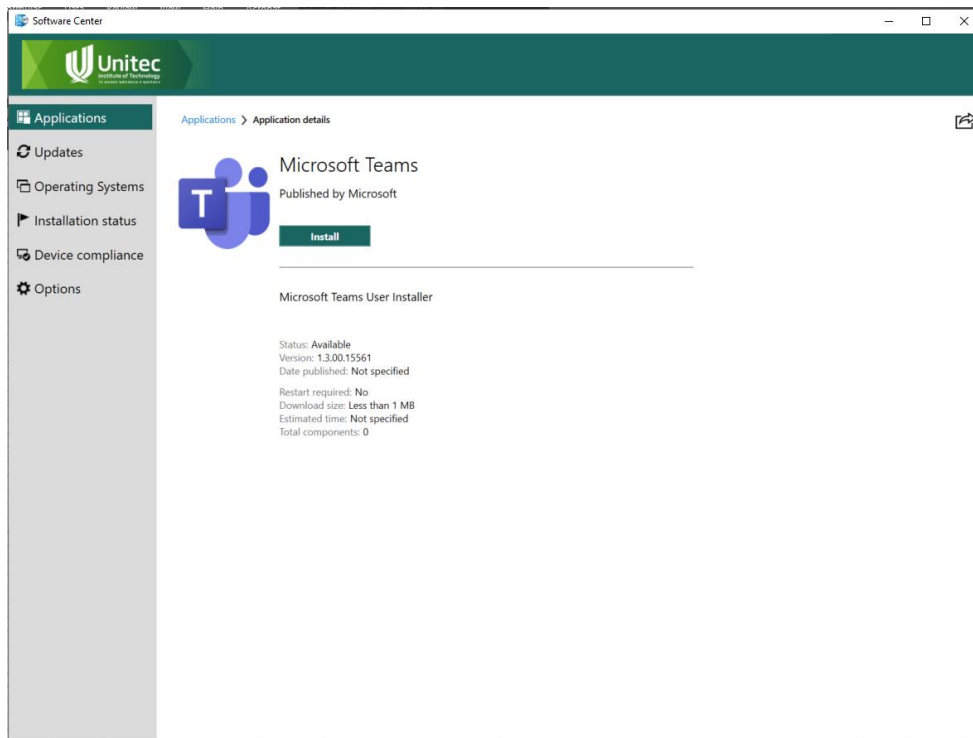


Step 2: Search for MS Teams



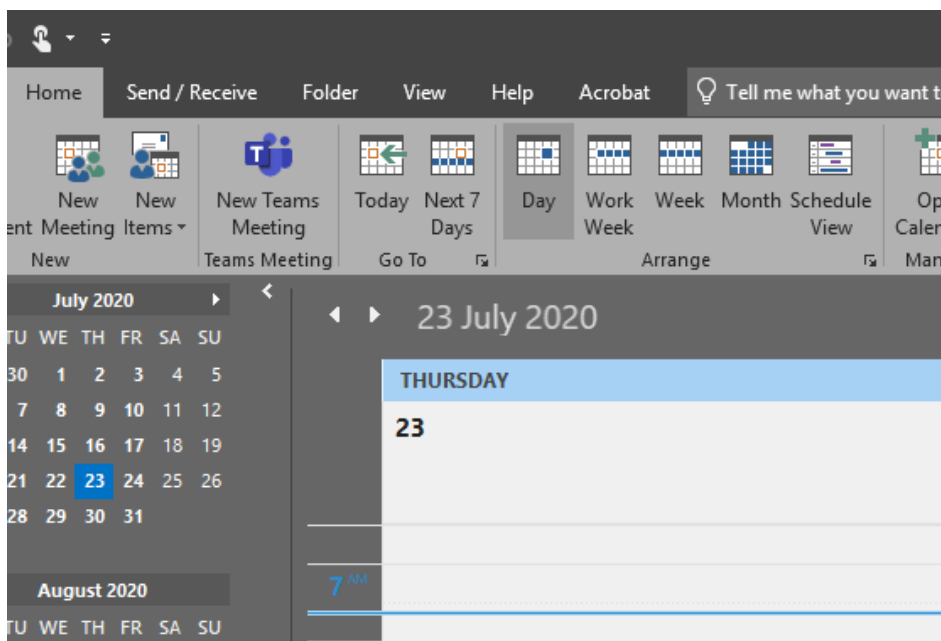
Step 3: Install MS Teams

a. Double click to install

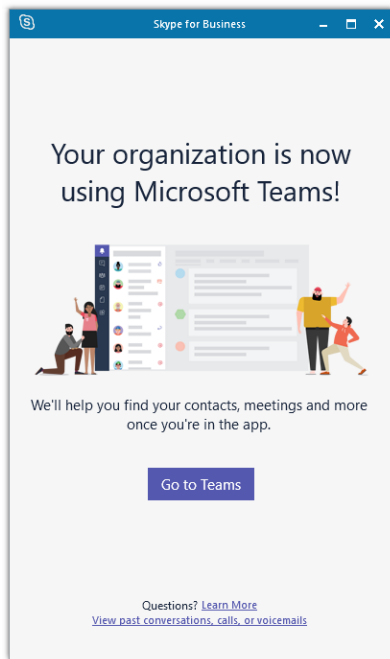


Step 4: Restart your computer

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



If you try to use Skype, you will receive this message. This means you need to use Teams Meetings.



Step 5: Open your Microsoft Teams app

Sign into Teams with your Unitec username and password.

You are now all ready to start using Microsoft Teams.