

## Microsoft Teams

### Remote Installation Guide

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**Overview** This document details the process for installing Microsoft Teams for remote workers. If you are on Unitec premises, please install the application from the Software Centre.

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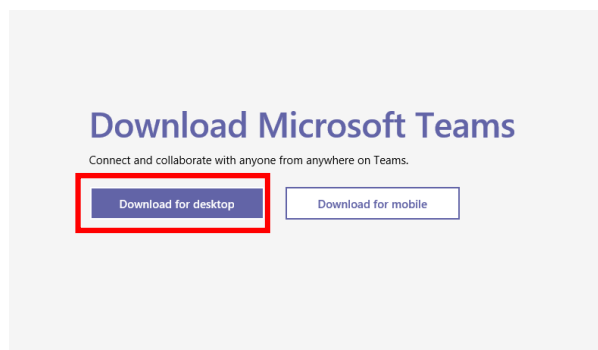
**Before You Continue** Before you commence the installation process, **please shut down Outlook**.

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1 Go to the Microsoft Teams website located here:  
<https://www.microsoft.com/en-nz/microsoft-365/microsoft-teams/download-app>

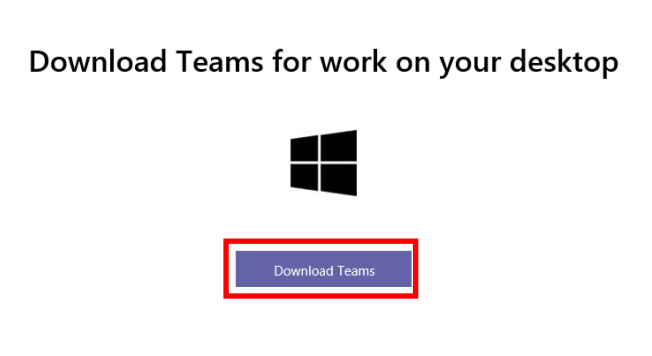
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2 Select 'Download for Desktop'

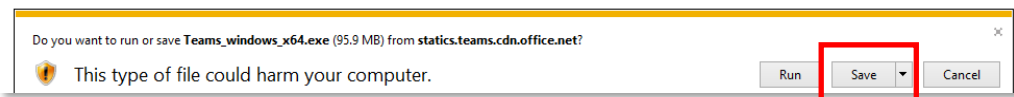


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3 Click 'Download Teams'



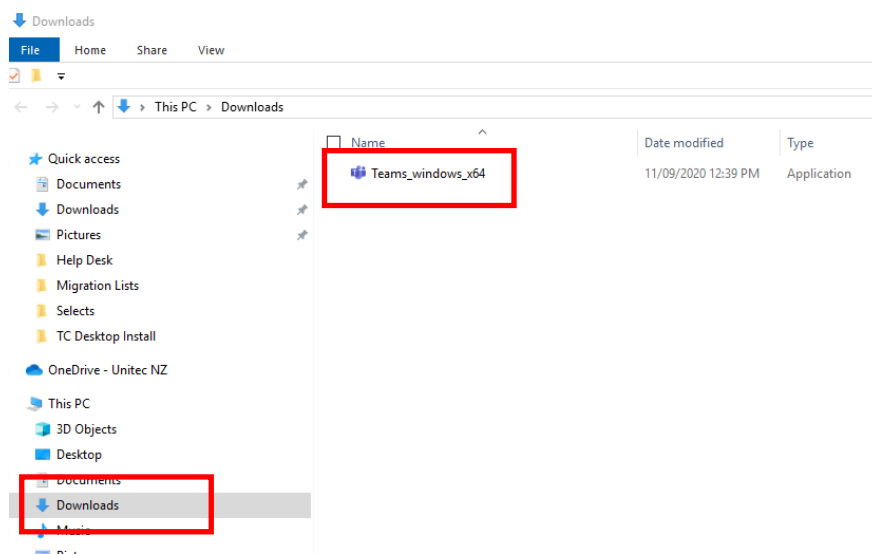
4 Click 'Save'



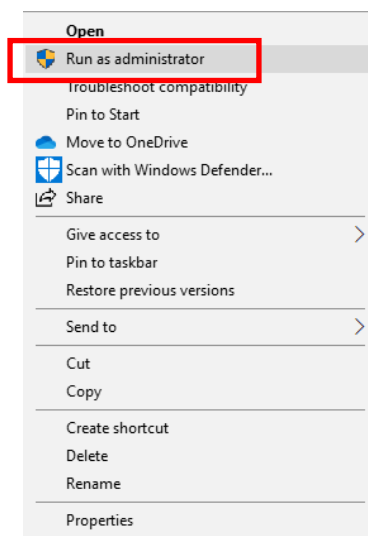
5 Click 'Open Folder'



6 Locate 'Teams\_windows\_x64'



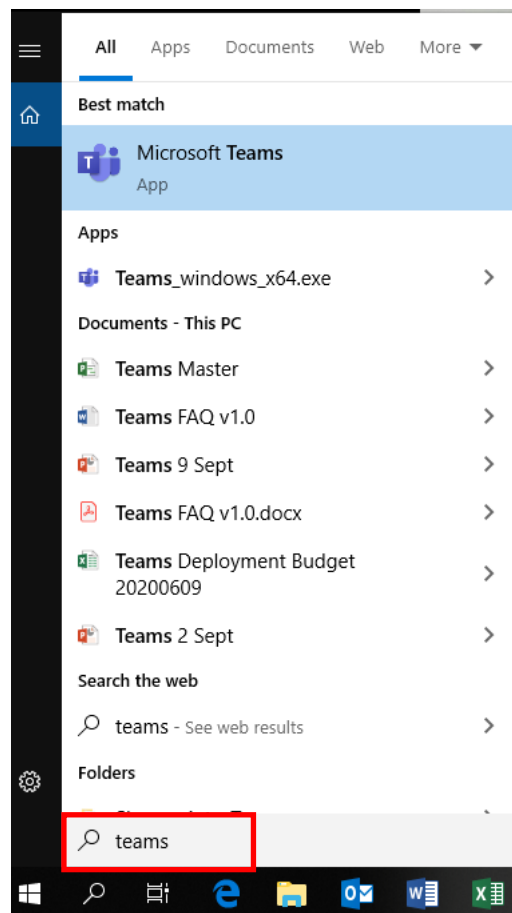
7 Right Click, and select 'Run as administrator', and the application will install



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- 8 If Teams does not automatically start, click the 'Find' Icon



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- 9 Type "Teams" into the search window and either **click on the Microsoft Teams app** or press the 'Enter' key and Teams will start

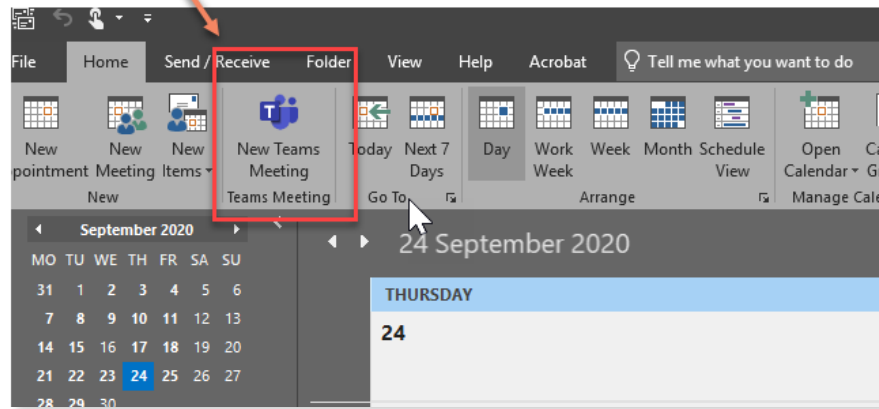


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- 10 After the Teams application has loaded:
- a) Start Outlook
  - b) Go to your calendar
  - c) Verify that your 'New Skype Meeting' icon has been replaced with the 'New Teams Meeting' icon (see image on next page)

If the icon is not present, please restart your computer, start Teams and repeat steps a), b) & c)

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Teams Icon



END OF GUIDE