

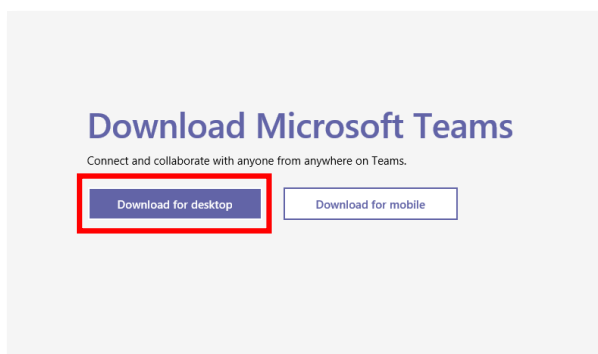
Microsoft Teams

Remote Installation Guide

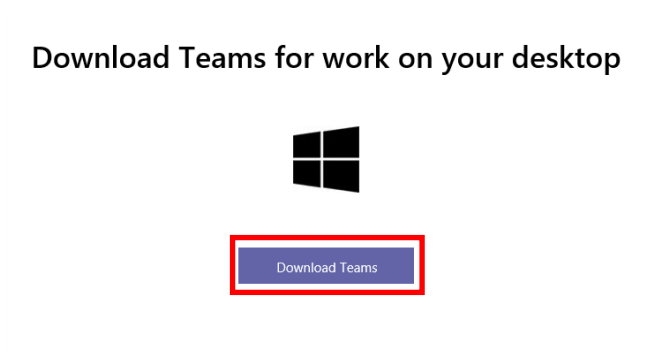
Overview This document details the process for installing Microsoft Teams for remote workers. If you are on Unitec premises, please install the application from the Software Centre.

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

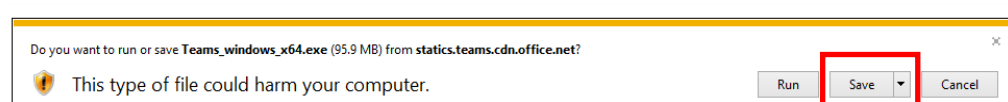
2 Select 'Download for Desktop'



3 Click 'Download Teams'



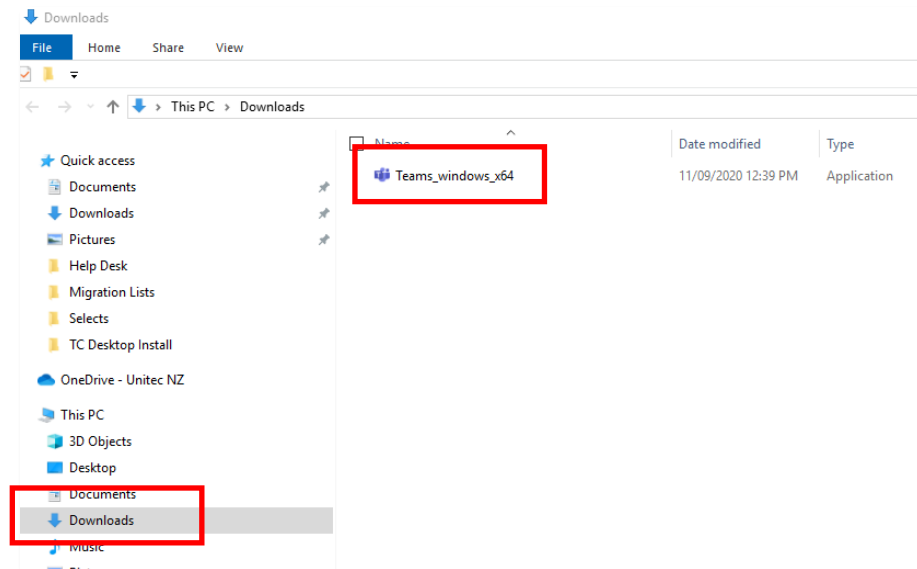
4 Click 'Save'



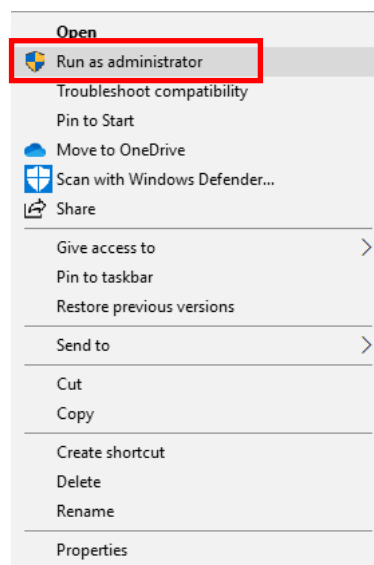
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- 5 Click 'Open Folder'



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- 6 Locate 'Teams_windows_x64'



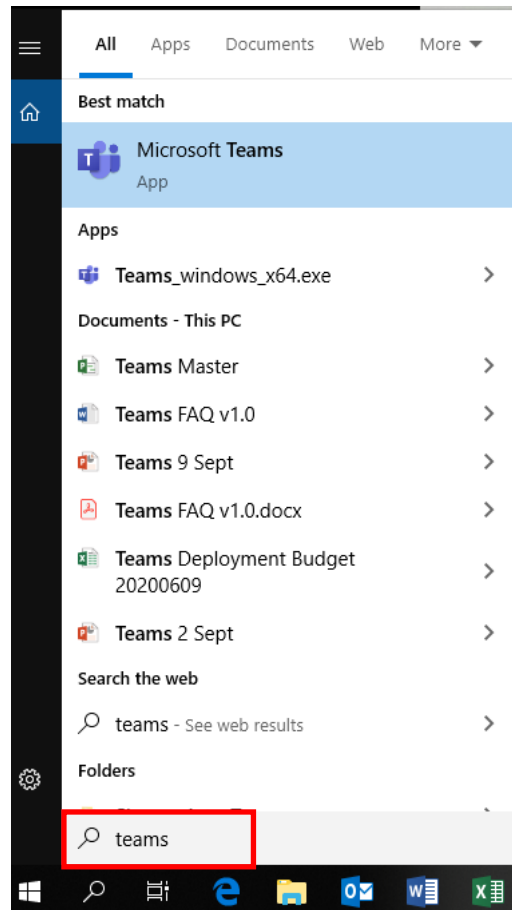
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- 7 Right Click, and select 'Run as administrator', and the application will install



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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 then press the **'Enter'** key and Teams will start



END OF GUIDE