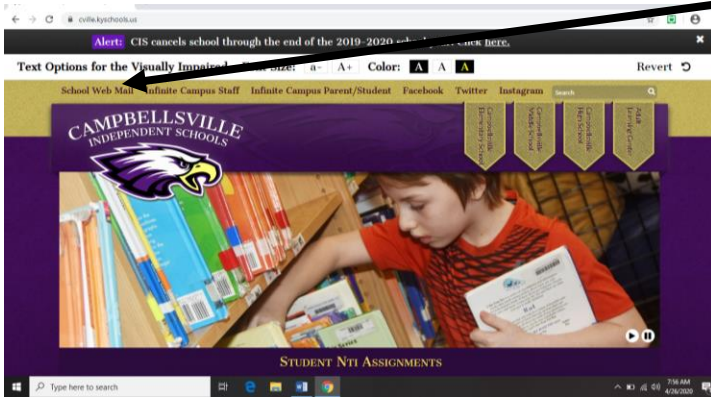


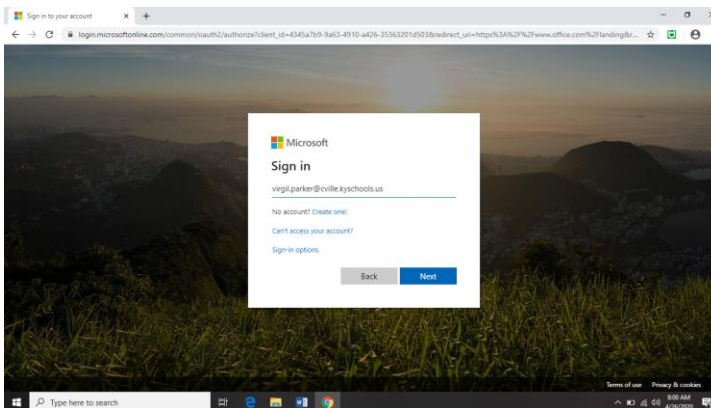
Microsoft Teams – How to install Microsoft Teams on your desktop or laptop (or Mac)

To install Microsoft Teams on a desktop or laptop computer (or Mac) follow the below steps.

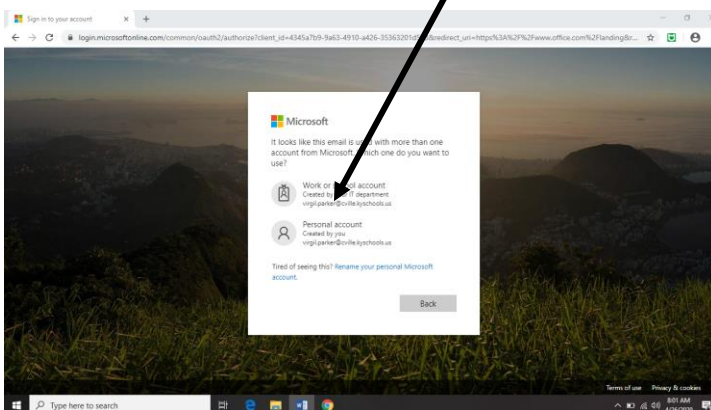
-first go to Cville Home page and click on the School Web Mail link



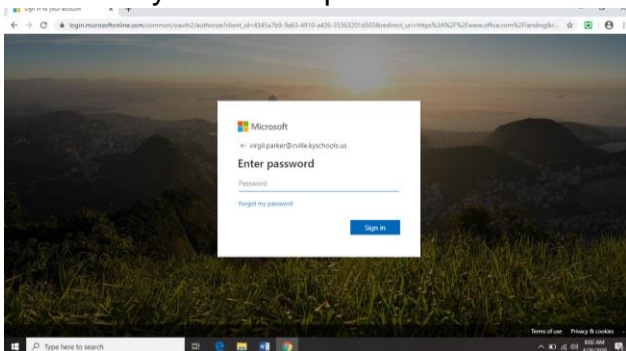
Login with your school credentials. Make sure to use your full email address, not just your username



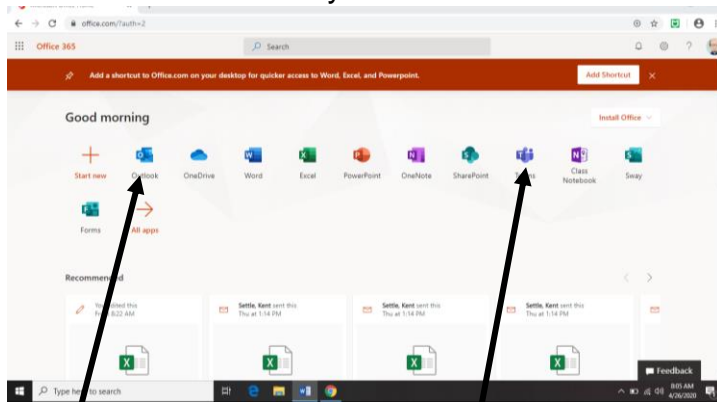
If prompted, select Work or school account



And enter your school password

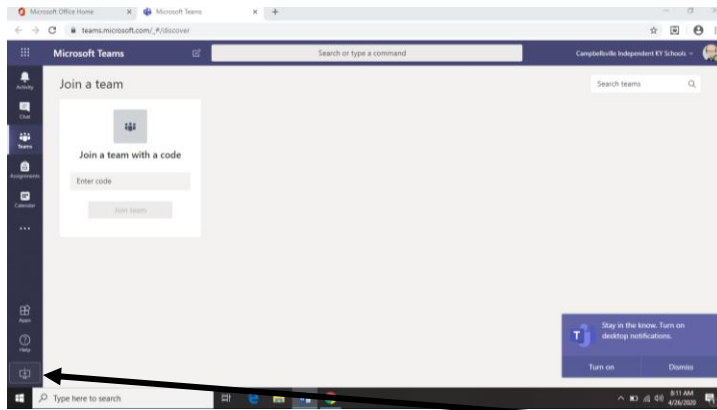


This is the first screen you see.



Outlook is for your email and Teams is for Microsoft Teams

Below is the first screen you see when Teams opens



on the left side of the screen there is a column of icons. The last one on the bottom is a link to download and install the app on the desktop or laptop you are currently signed on. Click on that icon and follow the prompts to install. Take defaults in all the prompts. Once the installation is complete, you will have a Teams icon on your computer.