



# Things to Know About...

## Getting Ready for your First Microsoft Teams Meetings

01



### Check for the Desktop Version of Microsoft Teams

- Press the Windows key on your keyboard or click the Windows Start button on the Task Bar.
- Type Teams in the Search Bar.
- If the results say:
  - a. "Microsoft Teams App" you have the program installed.
  - b. "Teams see web results" you need to jump to Step 2 and Install the Software.

02



### Install the Desktop Version of Teams if Necessary

- Visit [Download Microsoft Teams](https://www.microsoft.com/en-us/microsoft-365/microsoft-teams/download-app)<sup>1</sup> on the internet.
- Click the Download for Desktop button.
- Click the Download Teams button.
- Follow the Onscreen Instructions to Run the Installation.
- Sign in to Microsoft Teams.

03



### What if Teams links still go to Browser Windows?

- Click Launch it Now on the web page.
- You will be taken directly into your meeting.

04



### What if I can't Install Microsoft Teams?

- Put in a Service Ticket Request.
- Allow 48 hours before your meeting for installation.

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<sup>1</sup> <https://www.microsoft.com/en-us/microsoft-365/microsoft-teams/download-app>