

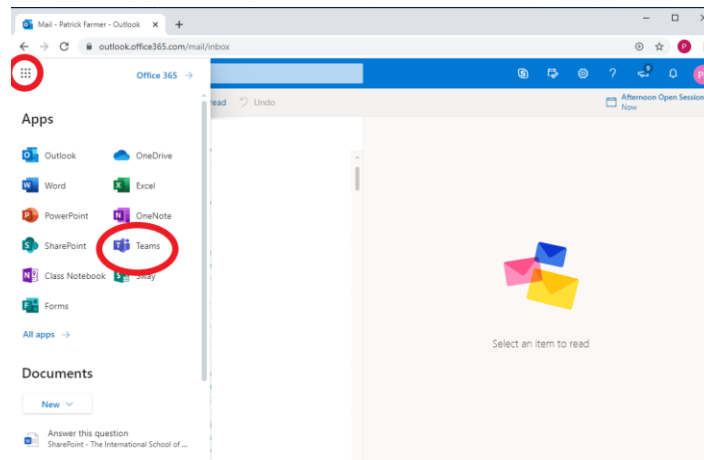
## Using and Downloading Teams

Teams can be used in two ways

- a. Run in a web browser or
- b. Downloaded and installed as an application.

### **A. Run in a browser**

1. Log in to Microsoft Office 365 Account by
  - a. Go to <https://portal.office.com>
  - b. Enter your Office 365 username and password (supplied by ism-sabis.net)
2. Go to Teams
  - a. Click on the “Waffle on the top left hand side of the page
  - b. Click on Teams



### **B. Download the Application**

1. Go to [this page to download Microsoft Teams](#)
2. If you are using a computer, choose Download Teams; If you are using a mobile device, enter a phone number or email address to receive a link to download the Teams app
3. Run the download to install teams.
4. Open teams and sign in with your school Microsoft Office365 credentials
5. You will be immediately prompted to change your password if you have not done so already

If you have questions, please contact your AQC.