

# Installing MS Teams

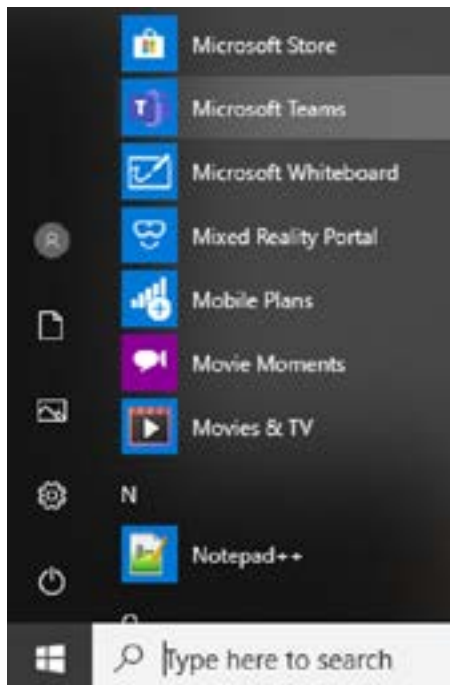
## Personally Owned Devices

### Do I already have Teams Installed?

1. Start by selecting the Windows icon at the bottom left of your screen:



2. Scroll through the applications until you reach the “Microsoft” section and look for Microsoft Teams. If you see the Teams logo, you’re all set and can skip the rest of this document!

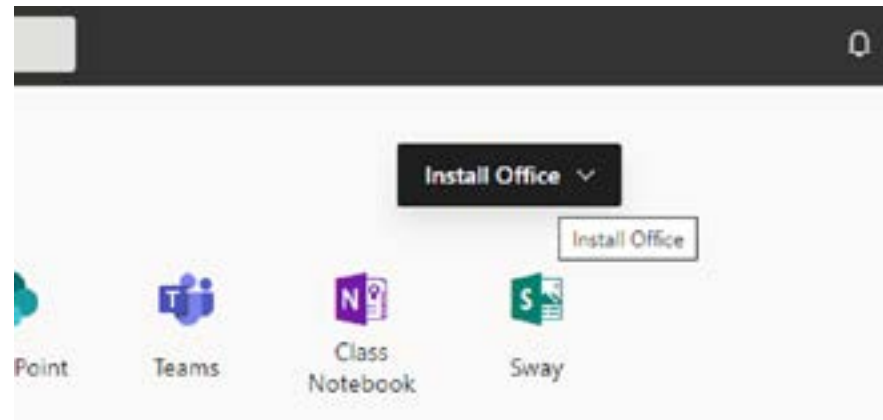


### Windows Install

1. Open a web browser and navigate to <http://portal.office.com>.
2. If necessary, log into the portal using your BJU credentials.

## Installing MS Teams (Personally Owned Devices)

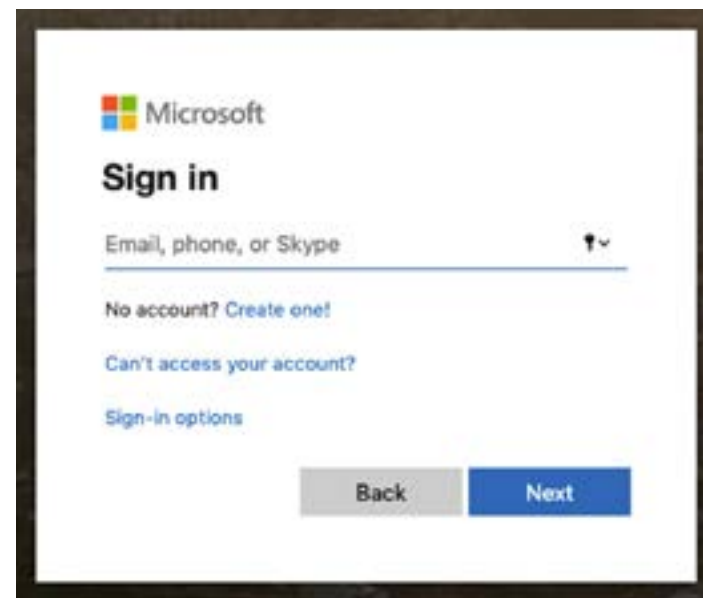
3. On the top right hand side of the screen, select the "Install Office" button.



4. Select the "Office 365 Apps" and a file will download.
5. Run the file and Office will install (including Teams.)
6. You will need to log into Teams using your BJU credentials.

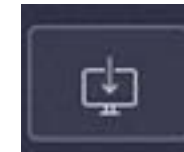
### Mac Install

1. Go to [teams.microsoft.com](https://teams.microsoft.com) and login using your BJU credentials.



## Installing MS Teams (Personally Owned Devices)

2. Click on the download icon (in the bottom left corner) to install the desktop application or use Teams in the browser.



### IOS

1. Open the app store and search for MS Teams.



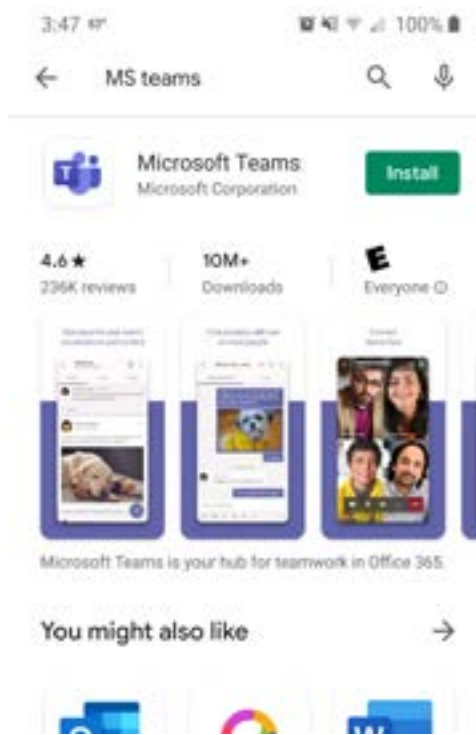
2. Tap "Get."

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## (Personally Owned Devices)

### Android

1. Open the Google Play Store and search for MS Teams.



2. Tap "Install."