

Installing MS Teams on Windows

(University Owned Computers)

What is Microsoft Teams?

Teams is a collaboration environment that organizes communication within “teams.” Each team has a persistent chat room, a place for files and a framework for audio/visual communication.

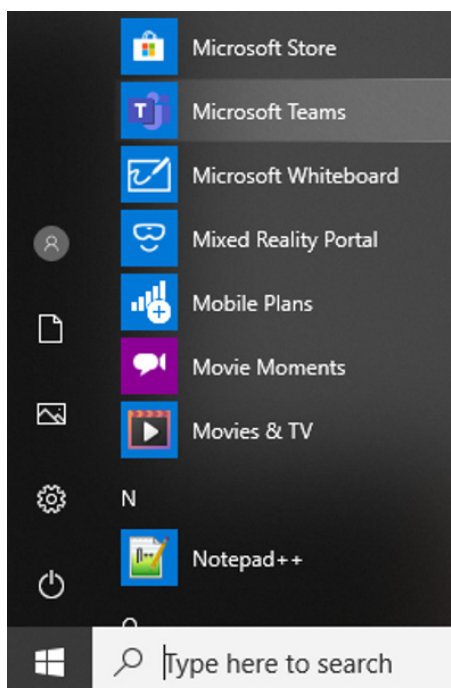
Additionally, Teams has the same capabilities as Skype for Business (formerly Lync.) The one caveat is that our Teams environment cannot directly interact with traditional phones. At this time, **ALL** Teams communication must be made from within a Teams client.

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!



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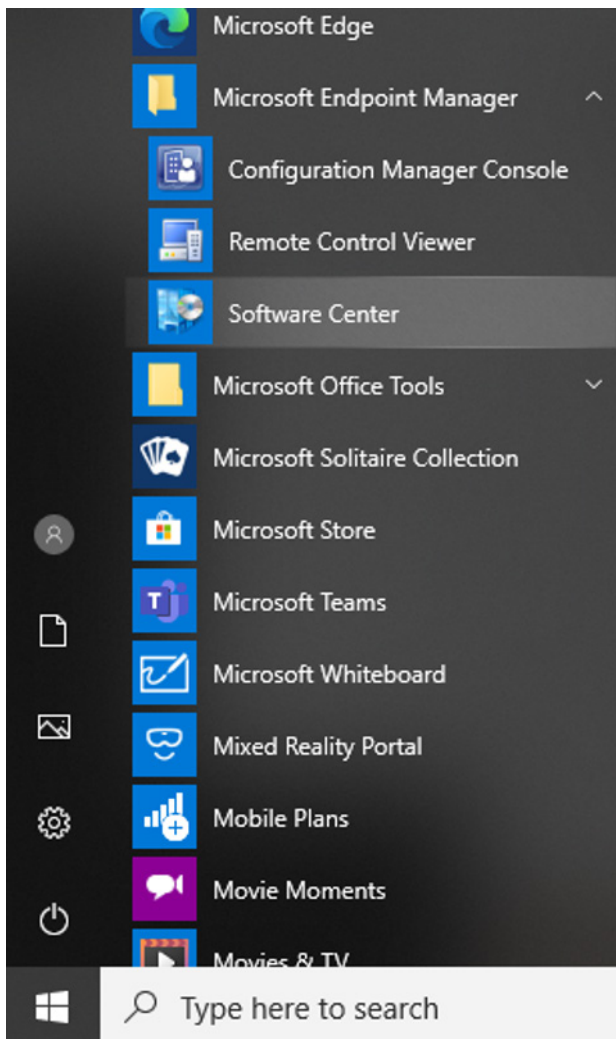
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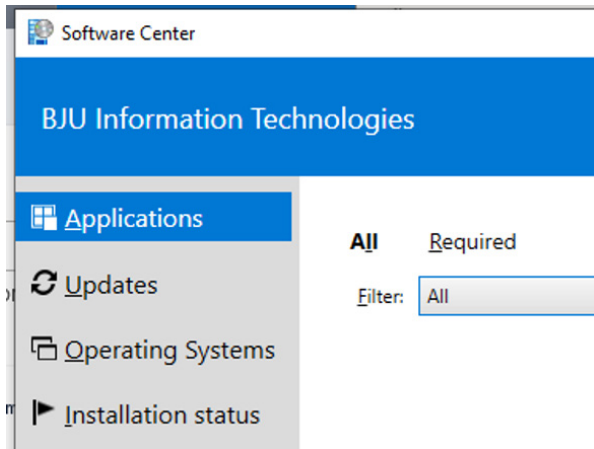
2. Scroll through the applications until you reach Software Center (located in the Microsoft Endpoint Manager folder.) Run Software Center.



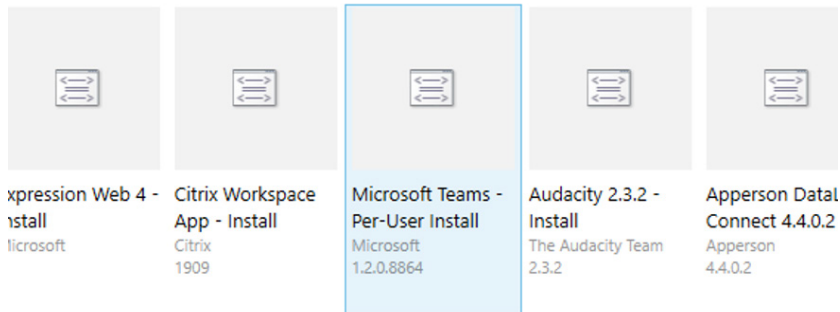
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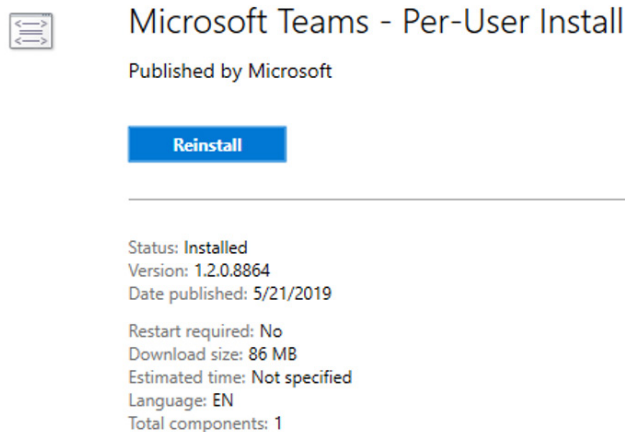
- When Software Center loads, select **Applications** (if not already selected.)



- In the main window of Software Center, you will see a series of installable applications. Select Microsoft Teams.



- Click the Microsoft Teams install button. In the image below, it is already installed.



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6. If you open teams and try a conference call, you may see this popup. Select **no**. Your conference call should still work correctly.

