



Microsoft Teams Installation Guide

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1 Introduction

As the world marches on through the global challenge that is the COVID-19 pandemic, many organizations are struggling with questions. What are the best ways to keep their workers safe? How do they best interact with clients? How can they keep up clear lines of communication between the managers and the employees?

A solution to all of these questions comes in the form of Microsoft Teams. This is a program package that makes it simple and easy to connect the members of your organization. You can keep up with your employees in group conference calls or through instant messaging and Teams is also an easy way to share documents, images, and videos between team members. It's the best way to keep connected even from long distance.

1.1 Purpose of this document

The purpose of this document is to give you the step-by-step instructions on installing and starting Microsoft Teams. Teams is just as easy to install as it is to use and you will be connecting with your coworkers before you know it.

2 Installation Preparation

Before you download Microsoft Teams for your computer, there are a few things to consider. You will need to understand where you are getting the installation file from as well as which version of Teams you will be downloading.

2.1 Website

You will be getting the Microsoft Teams download file from <https://www.microsoft.com/en-us/microsoft-teams/download-app>

2.2 Free version vs Paid

Downloading Microsoft Teams off of the Microsoft website will give you access to the free version of Teams. This is good for occasional meetings and contact with friends. If you want to use this for your whole organization, however, that will require upgrading to the paid version. For \$12.50 a month per user and an annual commitment, you can have access to the full suite of features in Microsoft Teams. These features include the ability to schedule regular meetings, sharing a calendar, managing 1 TB of cloud file storage, and other advanced administration features.

Once your organization upgrades, though, they cannot go back to the free version of Teams. The upgrade also requires a new Microsoft 365 subscription. Finally, your organization cannot have a mix of paid and free users. Everyone must be upgraded to the free version.

3 System Requirements

If you want to properly run Microsoft Teams, you will need to make sure your computer has the listed specifications. Follow along with the below lists and make sure that you have everything you need to install and use Teams.

3.1 Hardware

Devices	Standard laptop camera, microphone, and speakers
Computer and processor	Minimum 1.1GHz or faster, 2 core
Memory	4.0 GB RAM
Hard Disk	3.0 GB of available disk space
Display	1024 x 768 screen resolution

Video	USB 2.0 video camera
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3.2 Windows Software

- .NET Framework 4.5 CLR or later
- DirectX9 or later (with WDDM 2.0 or higher for Windows 10)

3.3 Internet Browsers

The browsers listed below are compatible with Microsoft Teams if you wish to use it in your browser instead of its own window.

- Microsoft Edge (RS2 or later) – Fully supported, except no outgoing sharing
- Microsoft Edge (Chromium-based) – Fully supported
- Google Chrome – Fully supported
- Safari 14+ – Group calls, video, and sharing fully supported; 1-to-1 calls not supported

3.4 Operating System

- Windows 10 (Recommended to use the latest Windows version and security patches available)

4 Installing Teams

This section of the document will walk you through the process of installing Microsoft Teams. Follow along with the below steps to complete your installation.

4.1 Prerequisites

- Double check the system requirements in Section 3. Make sure you have all requirements checked off.
- Make sure your computer is connected to the internet.

4.2 Upgrade from previous version

If you already have Teams downloaded on your computer and you wish to upgrade to a newer version, the below process will remain the same. When the program is downloaded, it will save its files to the same location as before. This will overwrite the system files to the new version while still keeping your settings, contacts, and conversations intact.

4.3 Installation

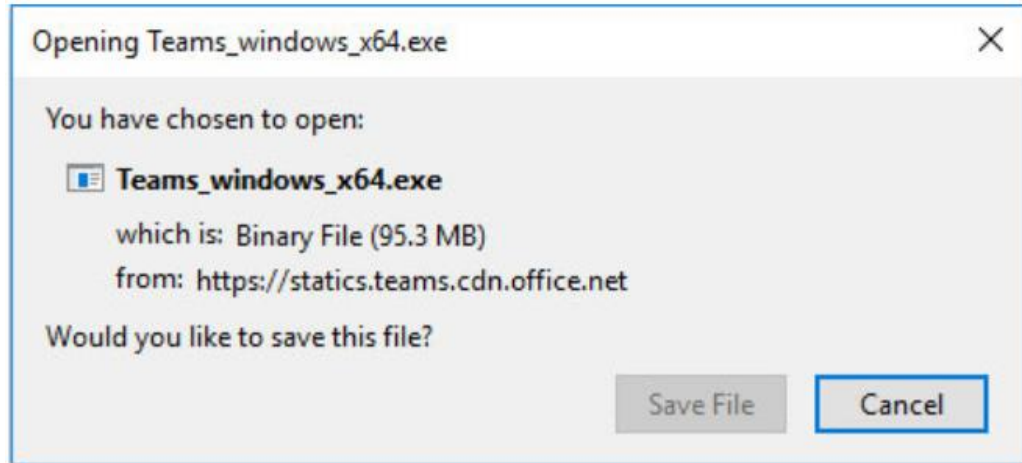
1. Go to <https://www.microsoft.com/en-us/microsoft-teams/download-app>
2. Click on the button marked **Download Teams**.

Download Teams for your desktop




Download Teams

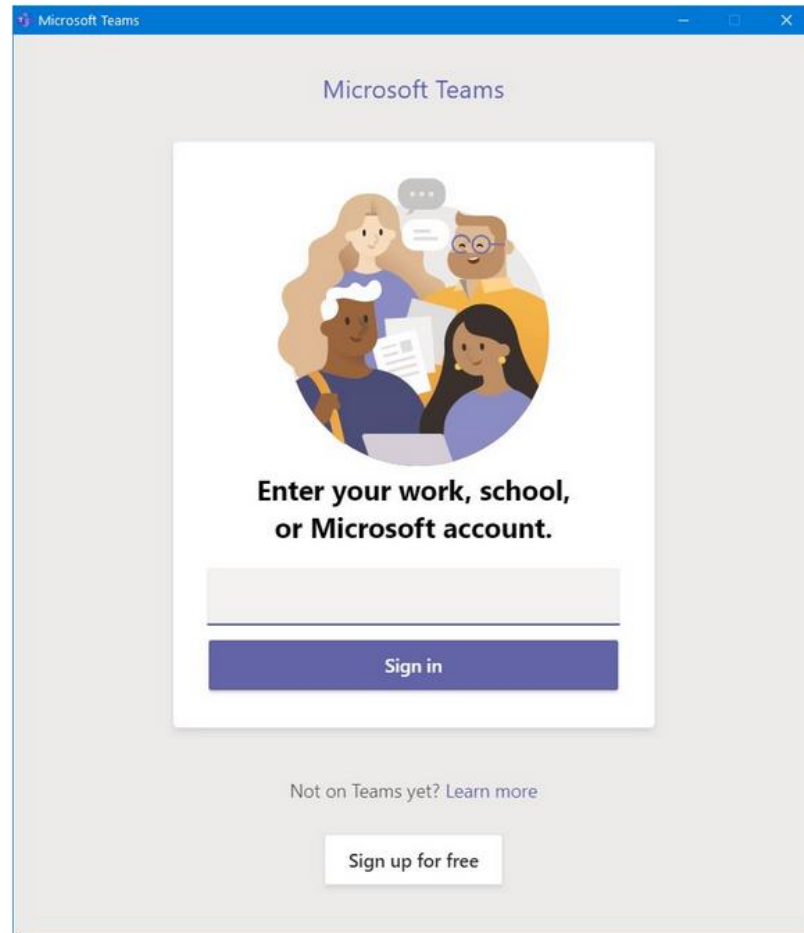
3. When the below pop-up appears, click **Save File**.



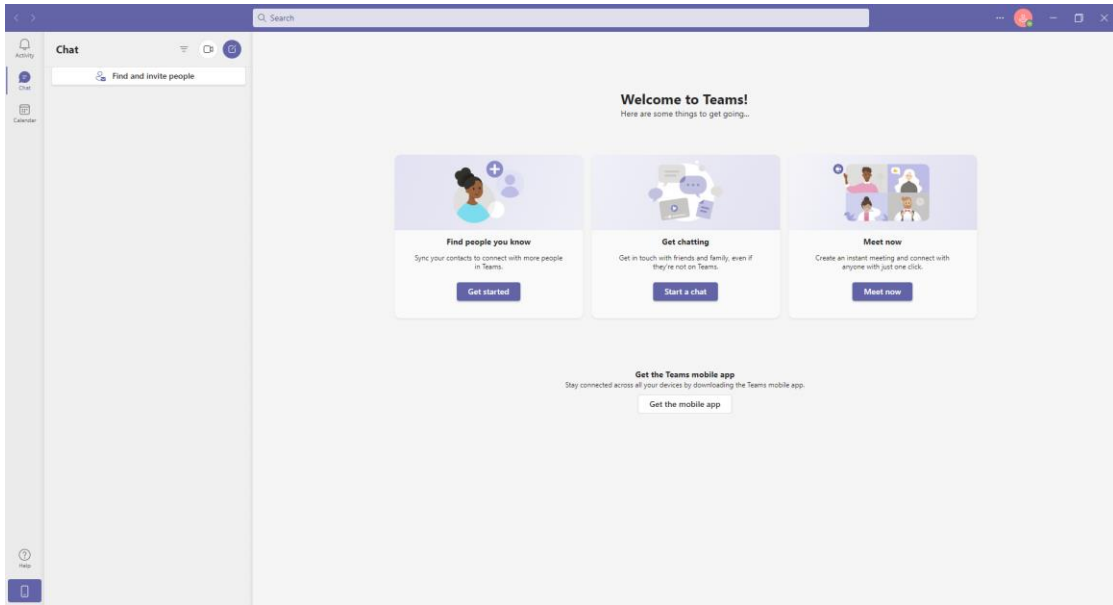
4. Your browser will begin downloading the .exe file. When you get the notification that the download is complete, go to your Downloads folder and double-click **Teams_windows_x64.exe**.

 Teams_windows_x64.exe	8/13/2021 5:02 PM	Application	119,558 KB
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5. When the program finishes loading, you will be prompted to log in. Use your Microsoft account if you are using Teams for personal use or with your work email if it is for your organization.



6. When you press **Sign in**, you will be brought to the main menu of Microsoft Teams.



5 Post Installation

If you wish to connect to an existing team, you can do that through a link or a code.

- A link is a web browser URL that links to the team or to a specific meeting. This can only be received from a user who is already a member of the team.
 - Clicking on the link or pasting it into the search bar of your internet browser is all you need to do to join the team.
- A code is a more permanent connecting to an existing team. Again, these can be received from a user already in the team.
 - When you are looking at the Teams app, press the **Teams** button and then click the button marked **Join or create a team** at the bottom of your teams list.

- Click the **Join a team with a code** button. Paste the code you were given on the box marked **Enter code**. Press **Join**.

6 Troubleshooting

Information about issues in the use of Microsoft teams can be found on

<https://support.microsoft.com/en-us/office/troubleshoot-6fa7c08a-6fd4-47a0-b275-90a5f60f1df9?ui=en-US&rs=en-US&ad=US>