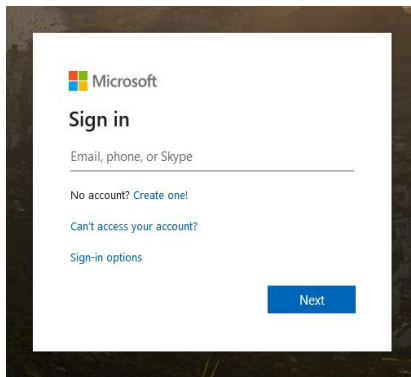# Download and install Teams

Teams is a convergence of many tools from Microsoft in their Office 365 product. If your work environment uses it, then it can be a real boon to pulling together file management and sharing, text chat and messaging, video conferencing and telephone calls.
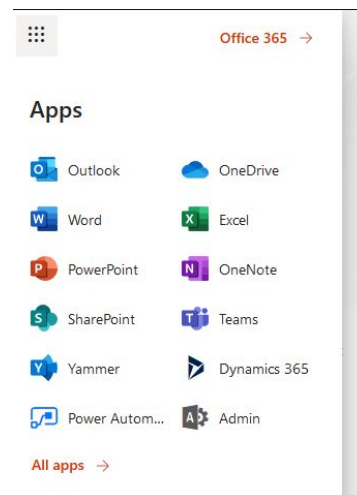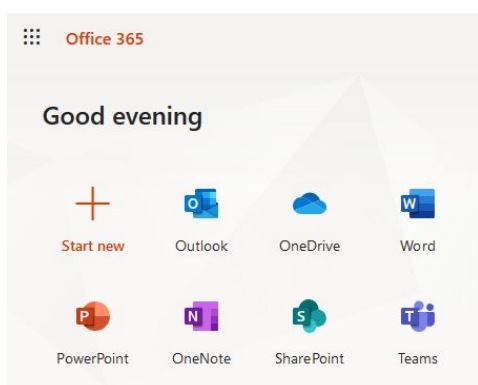
But first you need to have the app. It is possible to use most of the functions in your web browser (Firefox, Safari, Edge or Chrome) after you log in to office.com, but it is better to have the desktop app and have access to all functions.
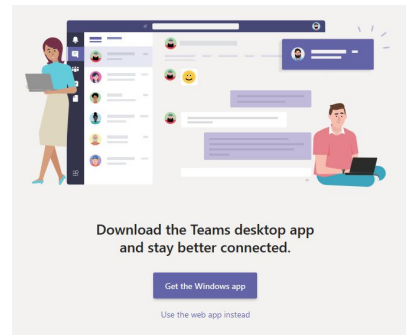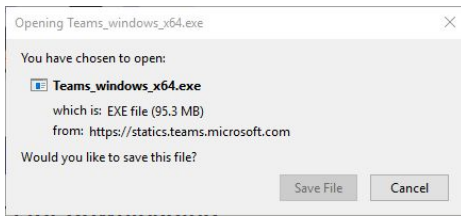
Log in to Office.com

First log in to https://office.com with your email address and email password.

Then navigate to the Teams page by using the Apps icon or the Teams icon on the landing page
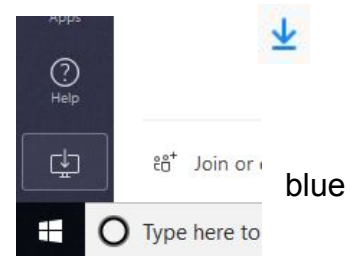

Once you are on the Teams page you will be prompted to download the app or to continue with the web browser. Even if you want to use the web app right now, you should download before continuing so you are able to install when you are ready.

If you land on the web version of Teams instead, you can still download it using the link in the bottom left corner of the screen. It looks like a computer display with a down arrow on it.

If you are not sure where the download went, you can click on the blue down arrow in Firefox Or type 'ctrl + j' in Edge or Chrome.

Run the file you downloaded (it will be called something like Teams_windows_x64.exe) and it will install on your computer. If you don't have admin credentials on your computer, you'll need to contact me (or the administrator for your machine) for assistance.

Once you have installed it, you will need to log in with your Office 365 Credentials. That is your business email address and email password.

Now that you're logged in, you can begin to collaborate with online meetings, file sharing, phone calls and more.