

Downloading the Microsoft Teams app on to a Windows device

This step-by-step guide shows you how to download the Microsoft Teams desktop app on to a Windows device. Your Windows device must be running Windows 7 or newer, including Windows 7, 8 or 10.

There are two ways to download the Microsoft Teams desktop app installer to your Windows computer or device. The first way is by going to the Microsoft Teams website, the second is by going to the Microsoft Office 365 homepage. We will go through both in this guide.

Microsoft Teams website – download the installer

1. Follow this link - <https://www.microsoft.com/en-gb/microsoft-teams/download-app> or copy and paste the link text into your preferred browser's URL bar. Then click on Download for desktop.

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Download Teams Sign in

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Download Microsoft Teams

Connect and collaborate with anyone from anywhere on Teams.

Download for desktop

Download for mobile



2. Click on Download Teams

Download Teams for work on your desktop



Learn how to use Microsoft Teams



Get started

Learn how to create and manage teams and channels, schedule a meeting, turn on language translations, and share files.

[Start demo >](#)



Meetings

Learn how to transition from a chat to a call for deeper collaboration, manage calendar invites, join a meeting directly in Teams, and use background effects.

[Start demo >](#)



Tips and tricks

Learn how to set your availability status, stay up to date with the activity feed, and create group chats and coauthor shared files for real-time collaboration.

[Watch tips and tricks >](#)

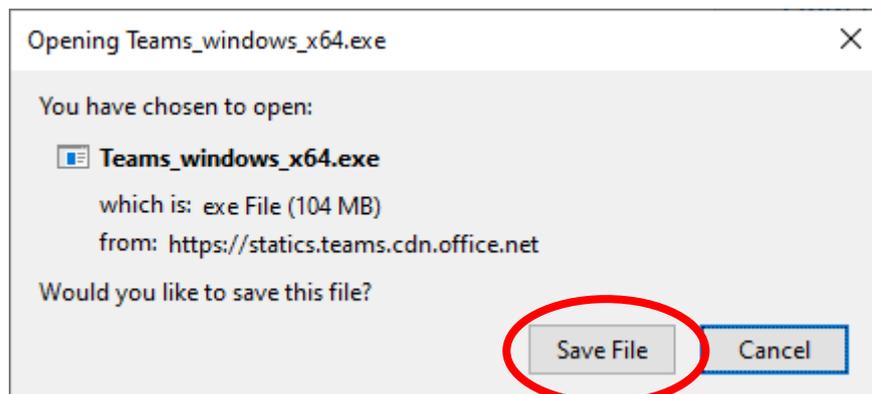


Microsoft Teams for Education

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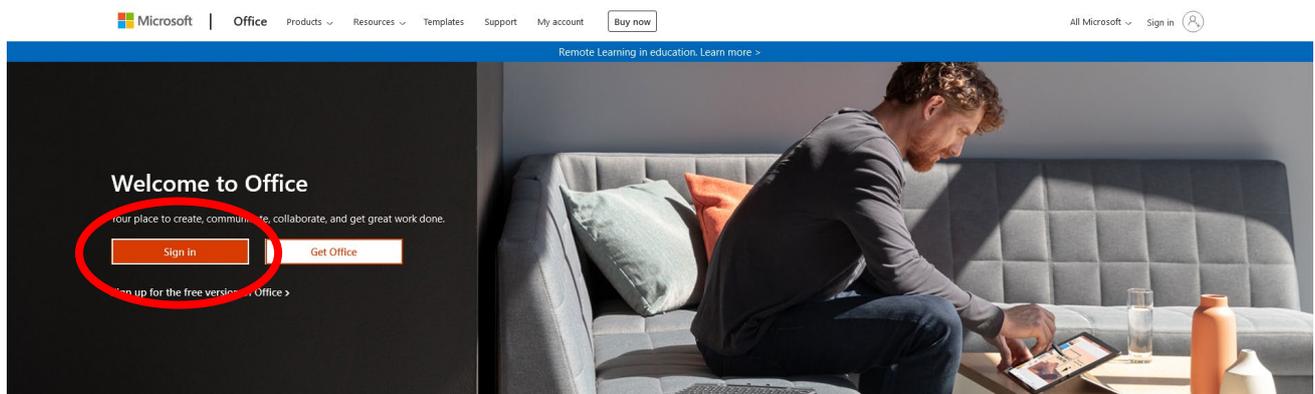
3. Once you've clicked Download Teams a download box will appear. Click 'Save File'.



The following section will show you how to download the installer from the Microsoft 365 homepage, if you have just followed the previous 3 steps, **please skip to step number 4 now.**

Microsoft Office 365 Homepage – download the installer

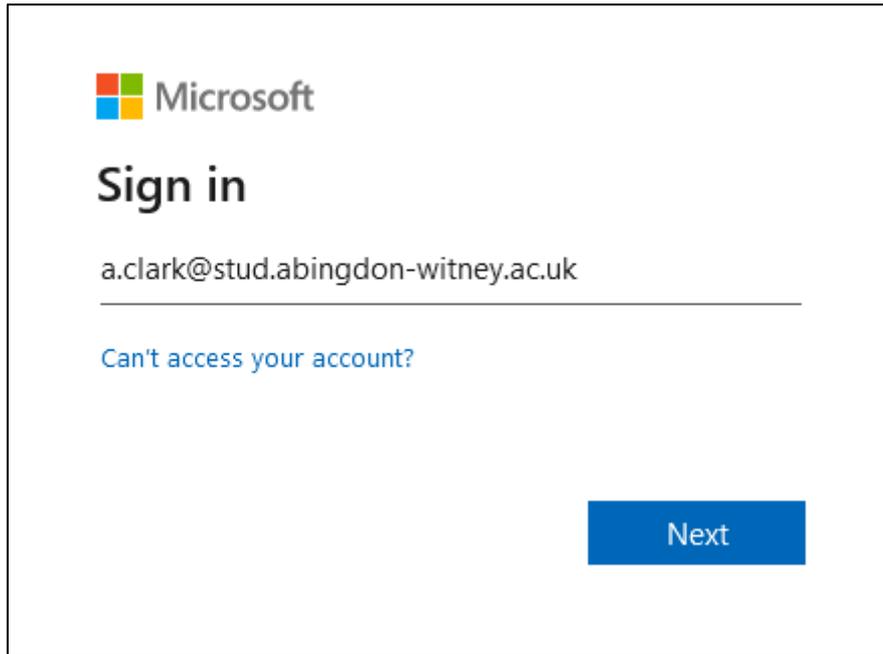
1. Access the Microsoft Office 365 homepage by going to www.office.com.



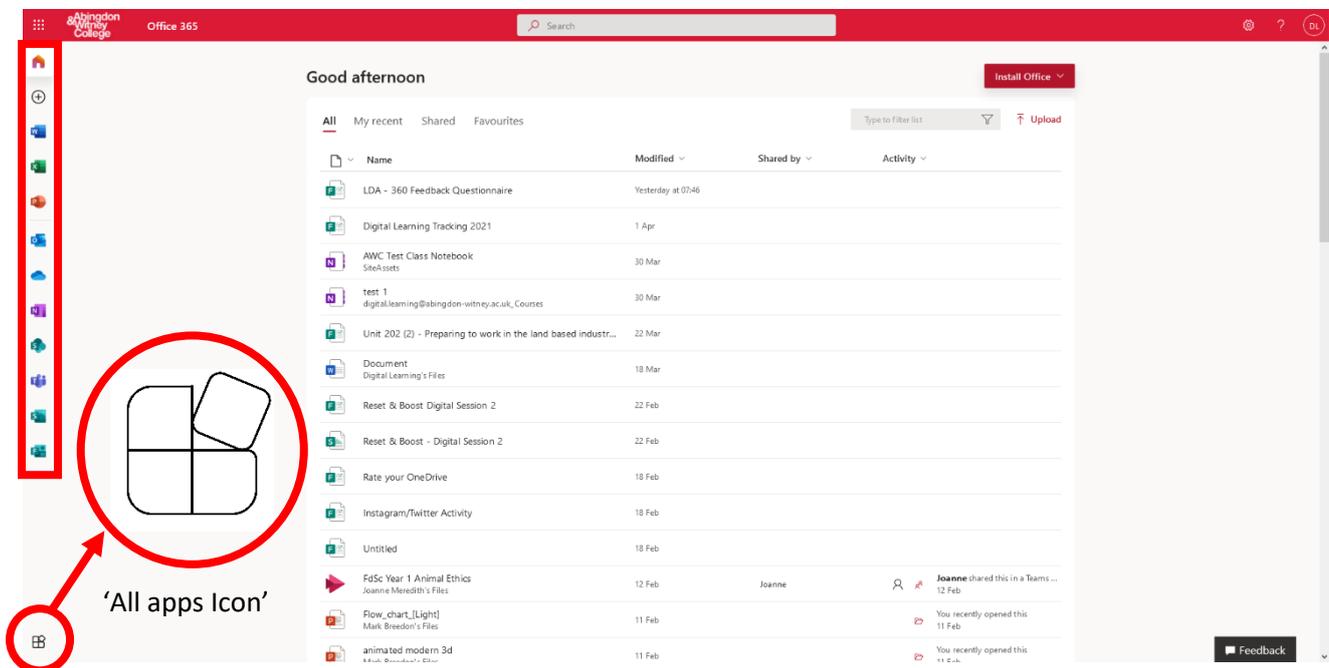
Sign in to use your favorite productivity apps from any device



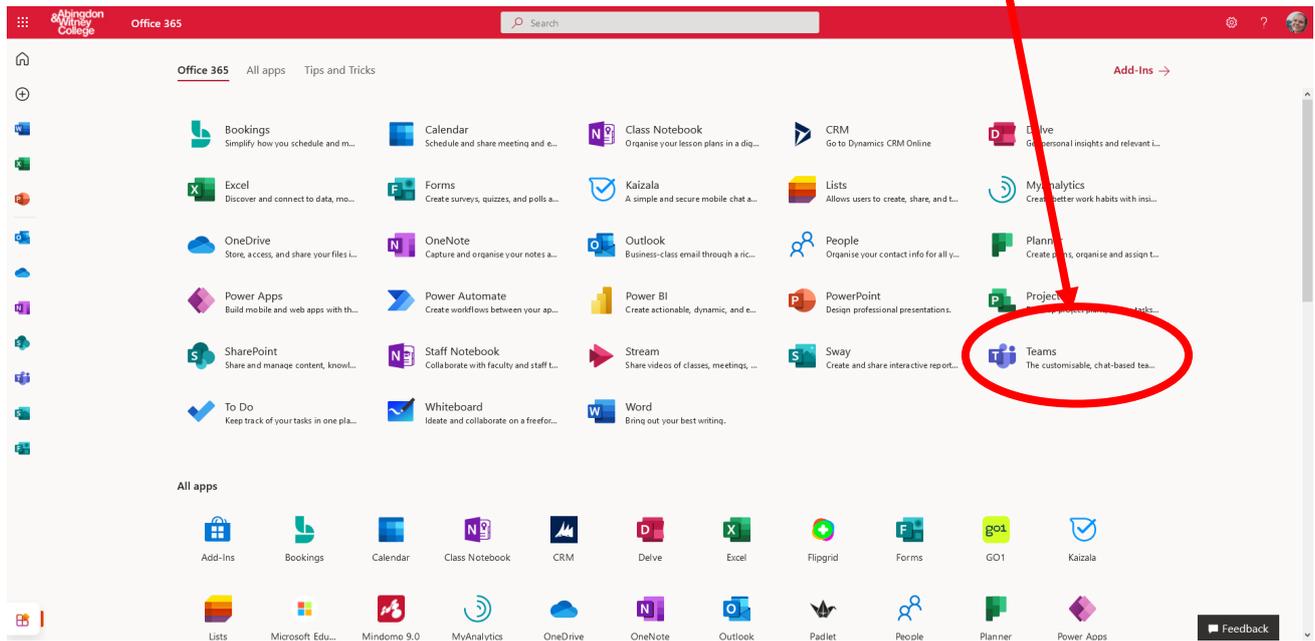
Sign in with your Abingdon and Witney College email address and password.



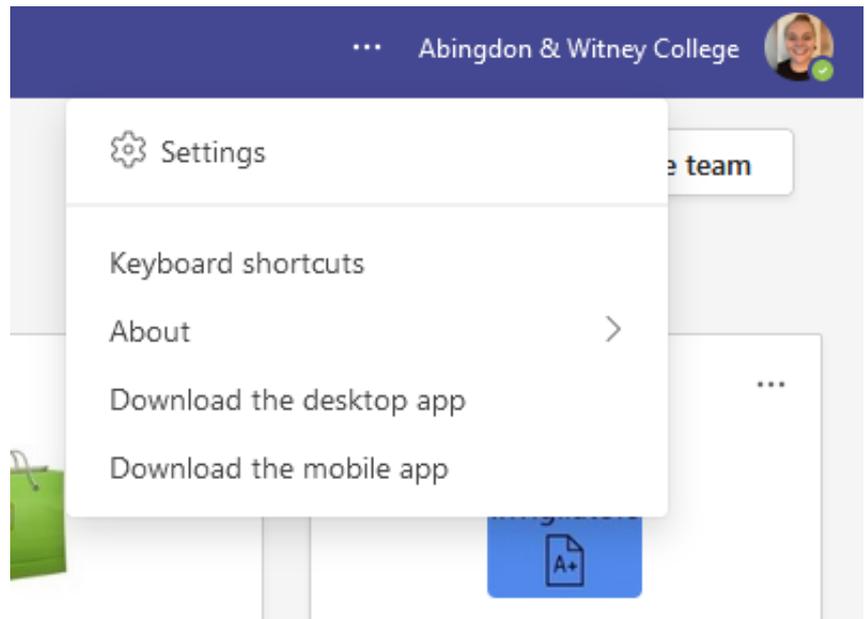
2. Once the homepage is open there will be a menu down the left hand-side. Look for the Teams icon (pictured right), double-click to open that. If you can't find it click on all-apps icon in the bottom left-hand corner.



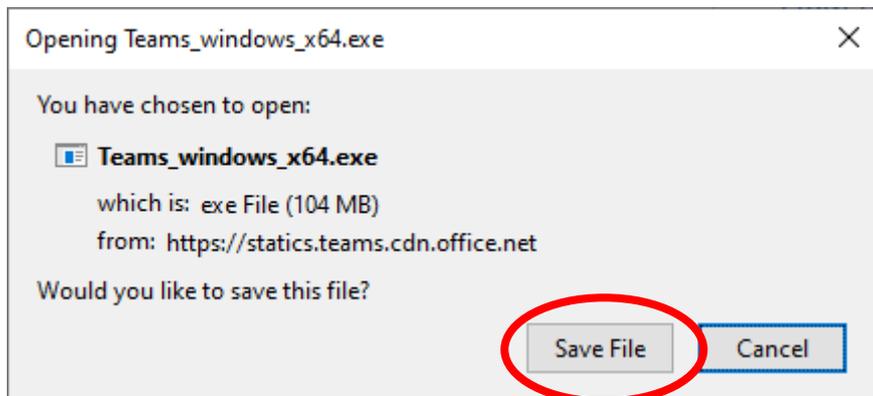
If you've opened the all-app menu, double click on the Teams icon.



3. Once the Teams browser app has opened, click on the ellipses (...) in the top right-hand corner, next to your profile picture. This will bring up a menu, choose to 'Download the desktop app'.

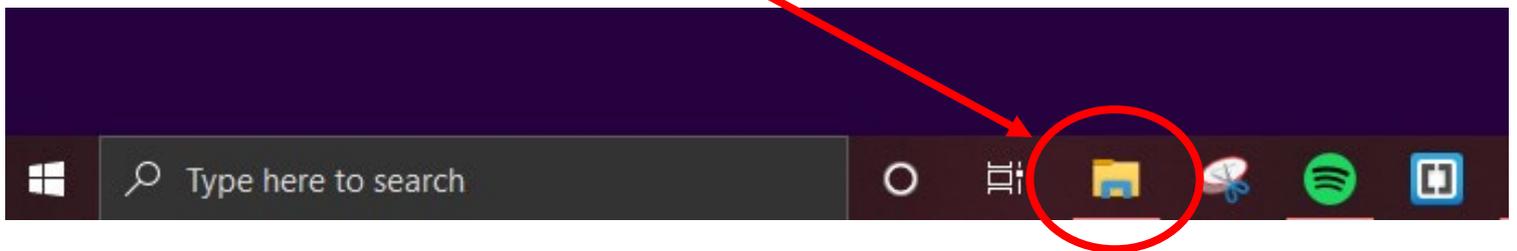
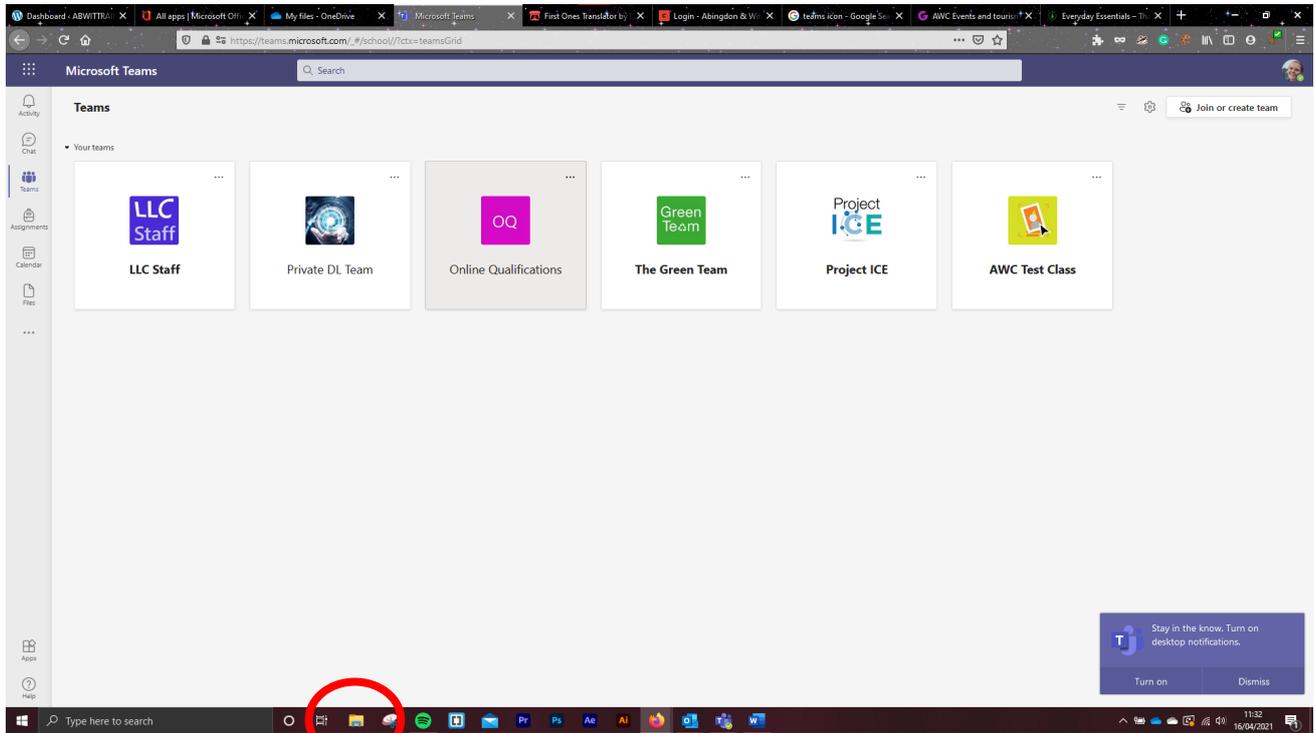


Once you've clicked 'Download the desktop app' a download box will appear. Click 'Save File'.



4. Open your file explorer.

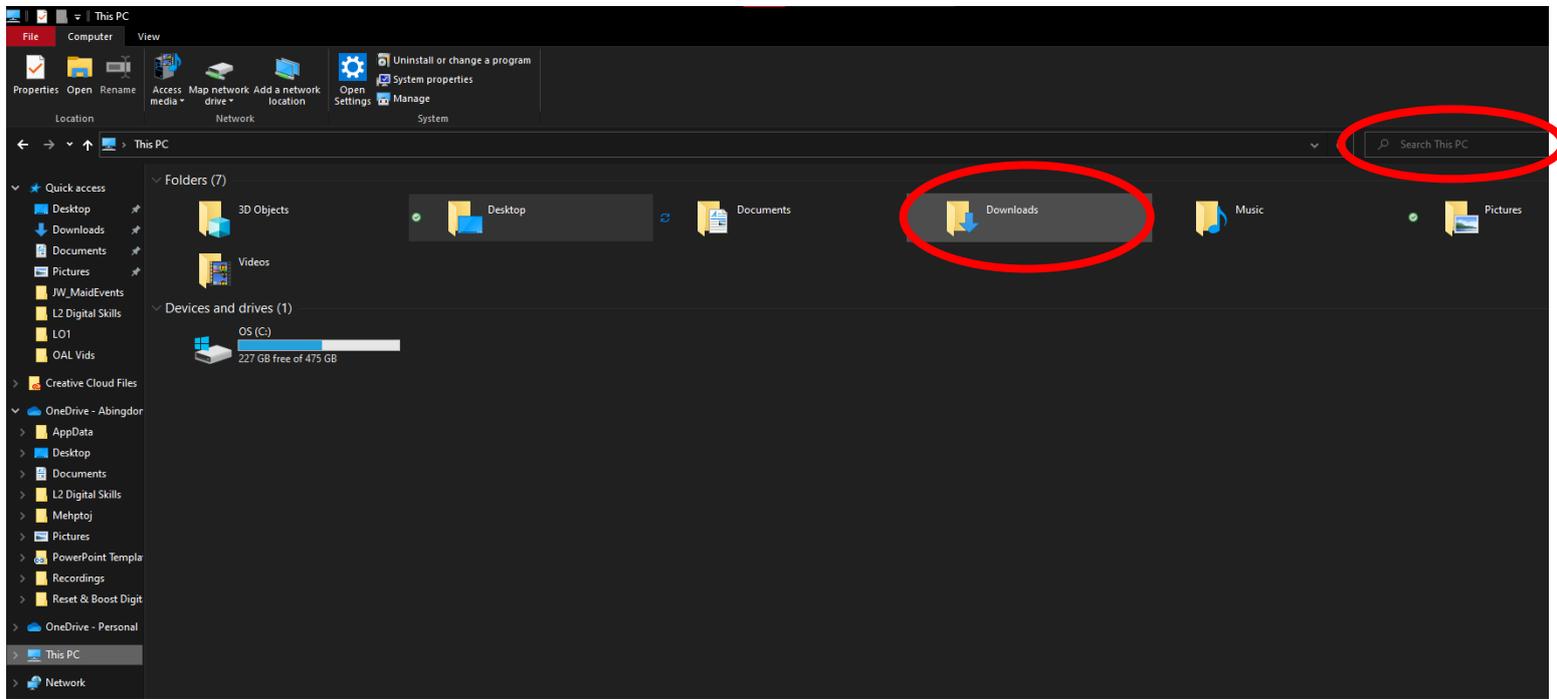
Your file explorer is normally at the bottom of your screen in the task bar.



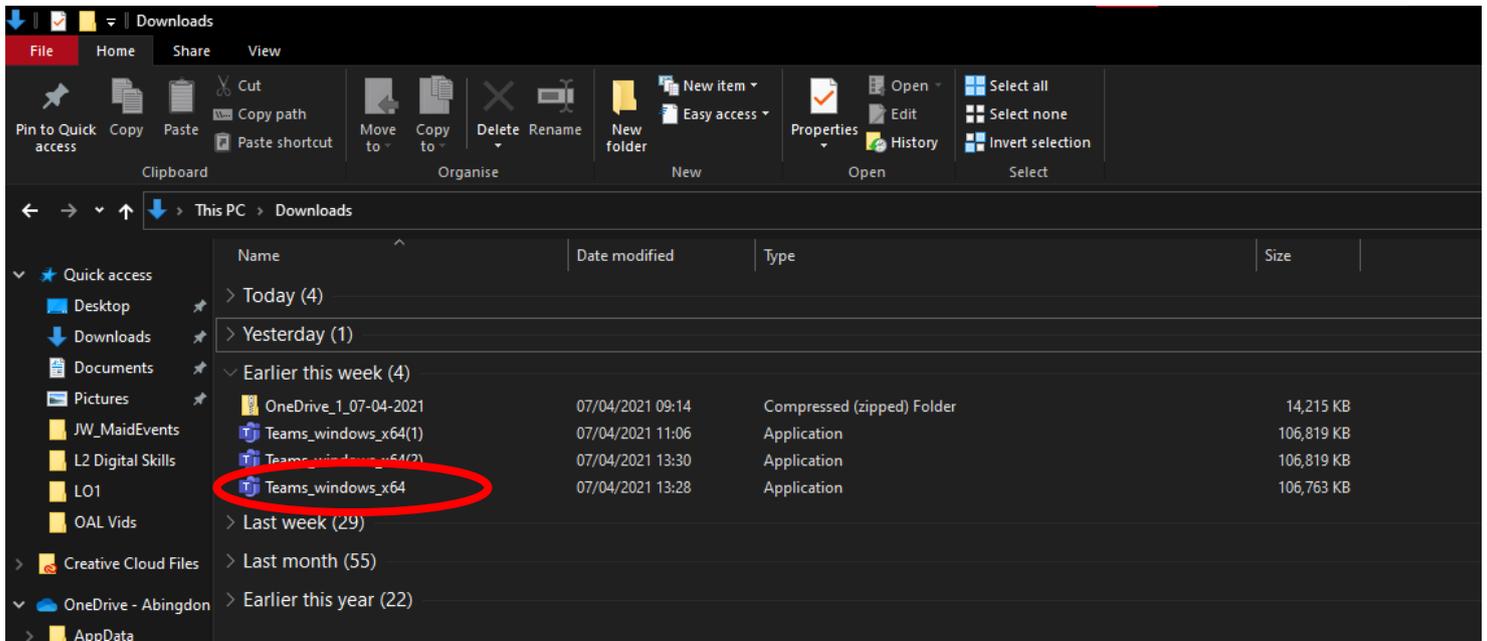
It should look something like this.



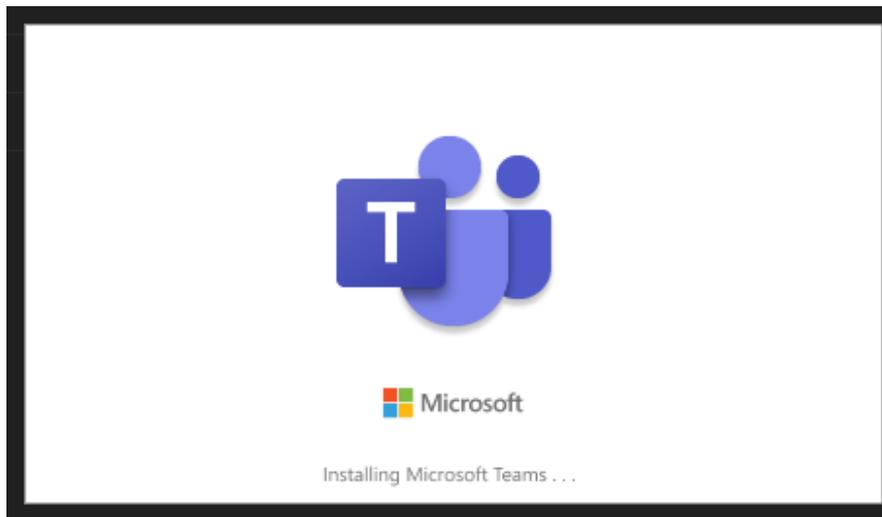
5. Go to your downloads folder, you can find this under 'This PC', or try searching your computer for it in the search bar on the right-hand side in the file explorer.



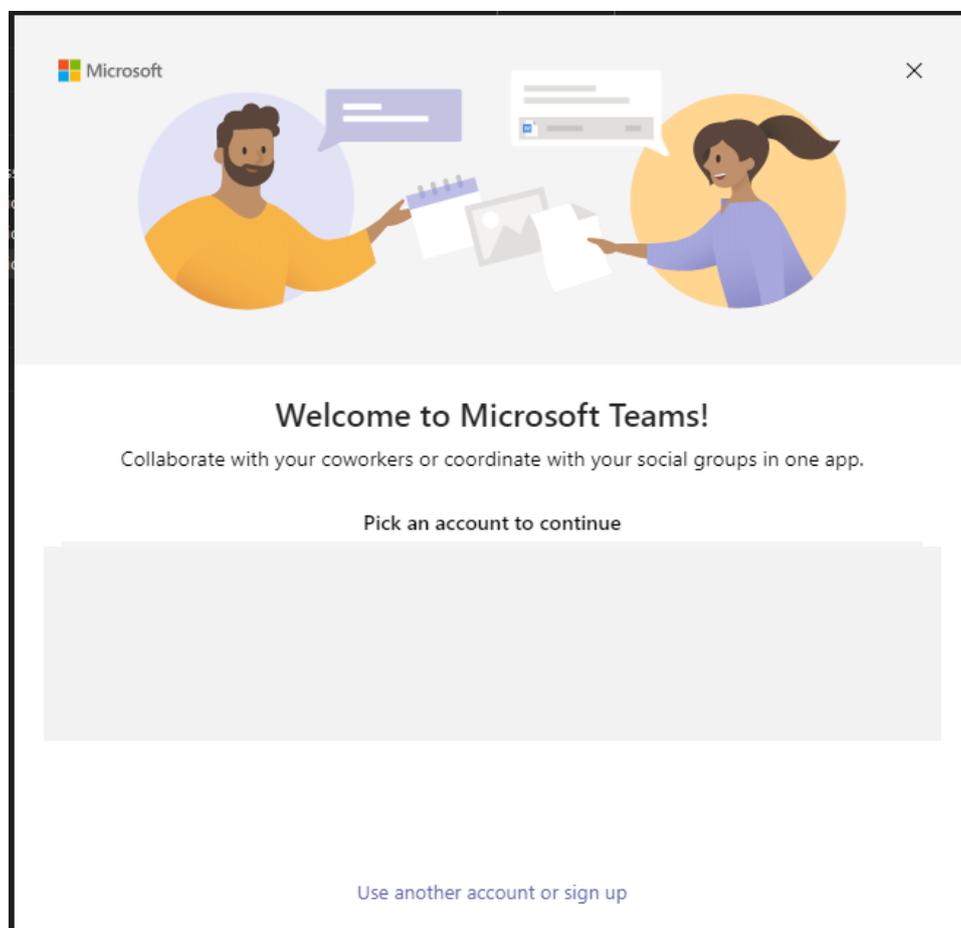
6. Find the file called 'Teams_windows_x64' and double click it.



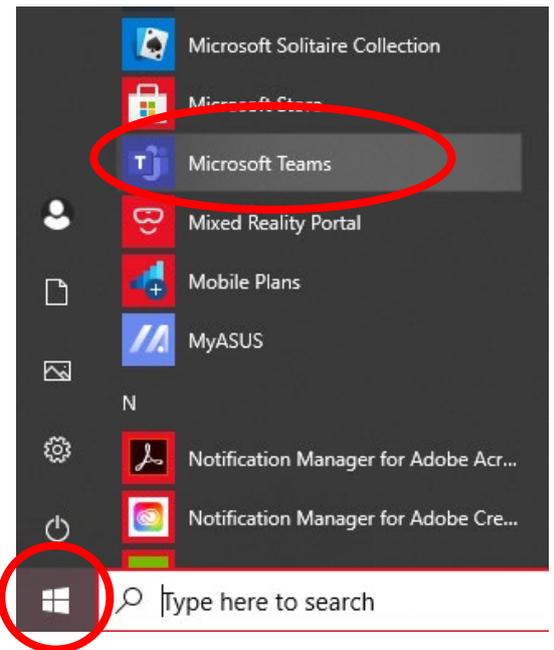
7. An installing window will appear meaning that the installation had begun. Follow any steps that may appear.



8. When the Teams desktop app has fully installed a sign-in window will open. Sign into Teams using your Abingdon and Witney College email address and password.

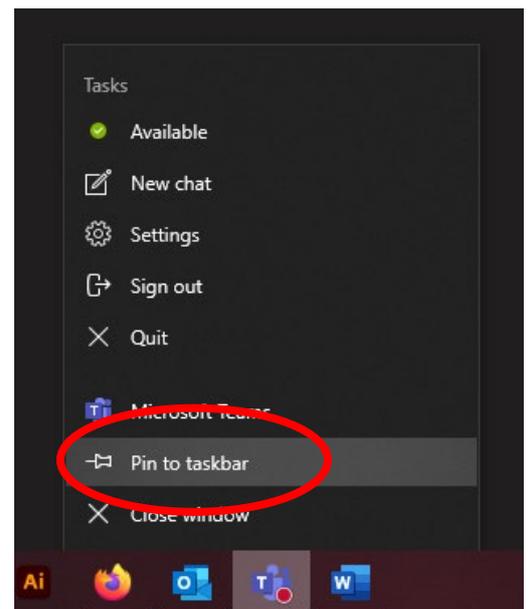


9. Once signed in Teams should automatically open. If it doesn't, open it by going to your start menu in the bottom left-hand corner of the screen, type 'Teams' it should appear. You can scroll through until you find 'Microsoft Teams' as well.



Pin Microsoft Teams desktop app to your taskbar

1. With the Microsoft Teams desktop open, go to the icon for it at the bottom of the screen and right click. This brings up a menu that give you the option to pin the app to your taskbar, pinning the app to your taskbar means it will always be there even if the app is closed. This makes it easily accessible for you.



If you would like help with the content of this guide, in the first instance please speak with your tutor. If you have a more general question, you can email the digital learning team: digital.learning@abingdon-witney.ac.uk

