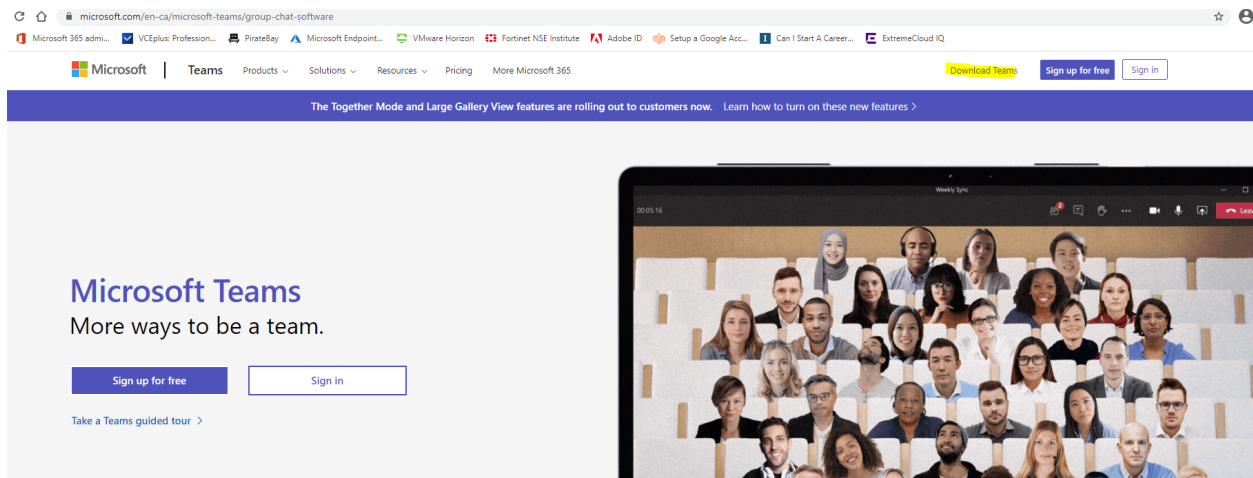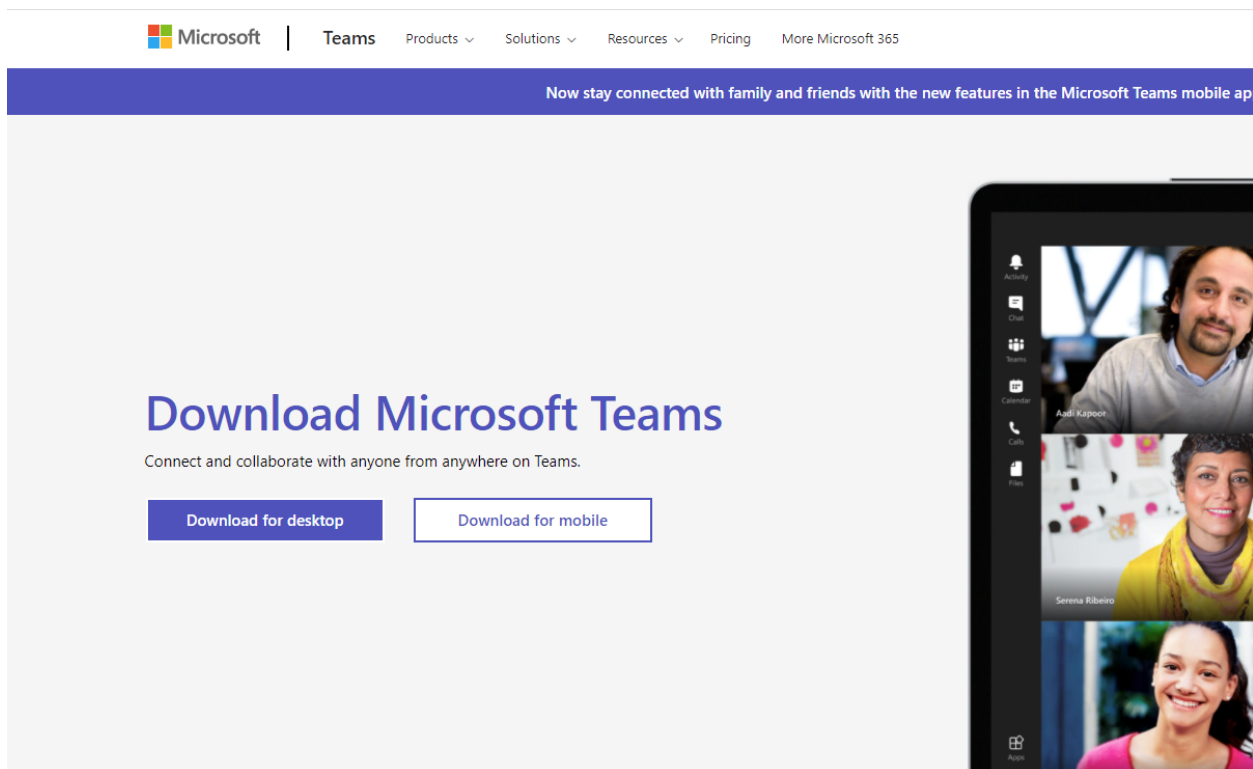**Step-By-Step Guide for Downloading and Installing Microsoft Teams**

1) From your local computer (not RD Web Access), open a web browser (Internet Explorer, Google Chrome, etc.) and go to http://teams.microsoft.com/

2) A Microsoft Teams page will appear giving you two options (Get the Windows app or Use the web app instead)

3) Click on "Get the Windows app" and the file will begin downloading at the bottom, left side of your screen. Choose Download for desktop or mobile.

4) When the download file is complete, click on it once to open the Download folder and run the TEAMS installation file. Teams_windows_x64.exe. Once installation complete, it will be asked for to login. Please entre your email address and password.