Downloading the Teams app

1. Login to your Microsoft Office account online via [www.office.com](http://www.office.com) (Marjon username & standard password)
2. Visit the Teams space - if this is the first time you are visiting Teams the image may look like the below

### Screenshot showing get windows app page

1. Select the ‘Get the Windows app’ button and follow the prompts to download and install the software on your machine
2. If you have logged into the Teams space online, then you can download the app by clicking on the three dots as below

### Screenshot showing download app link