

## Microsoft Teams Installation & Login – Western Isles Schools

---

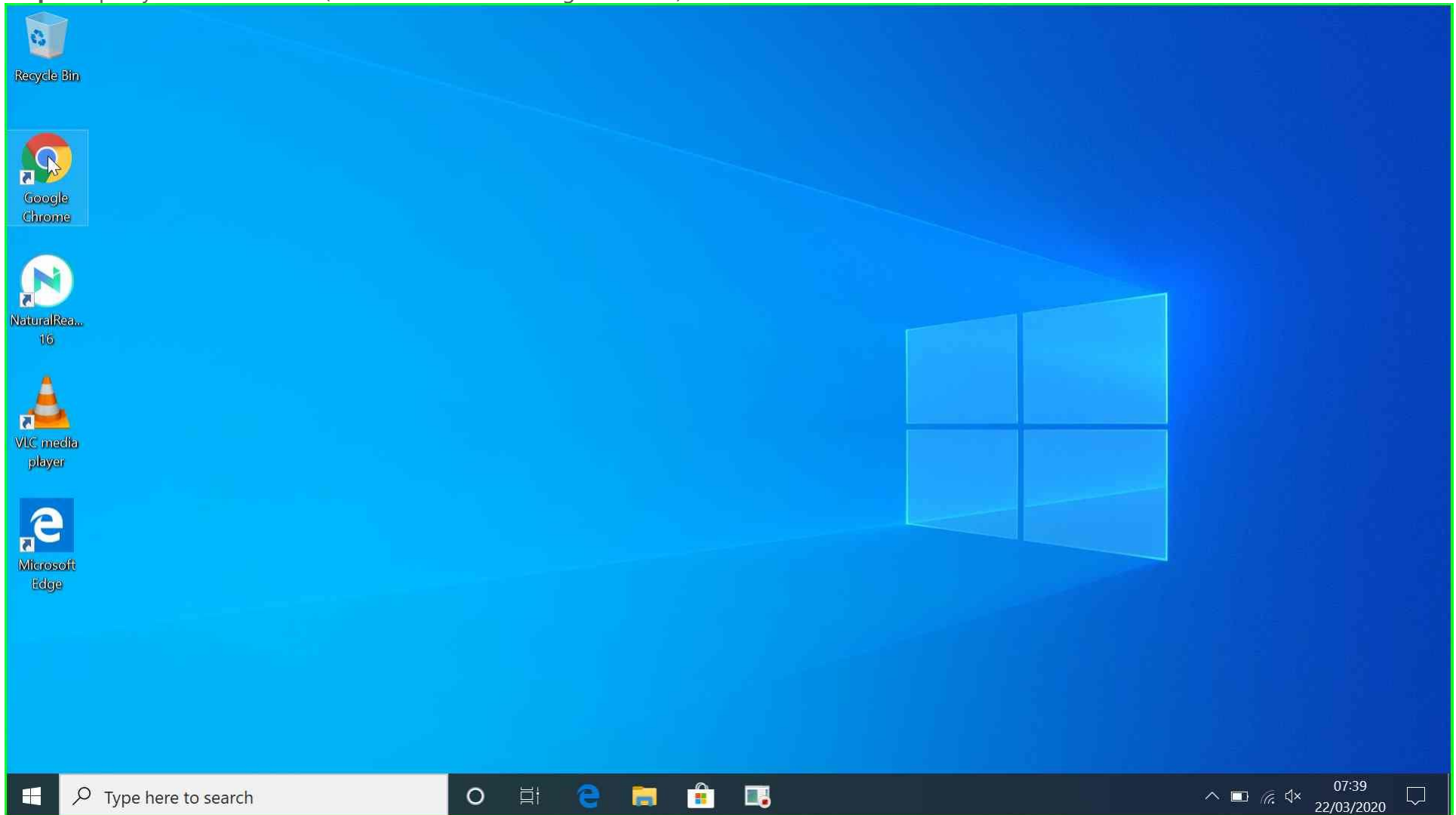


---

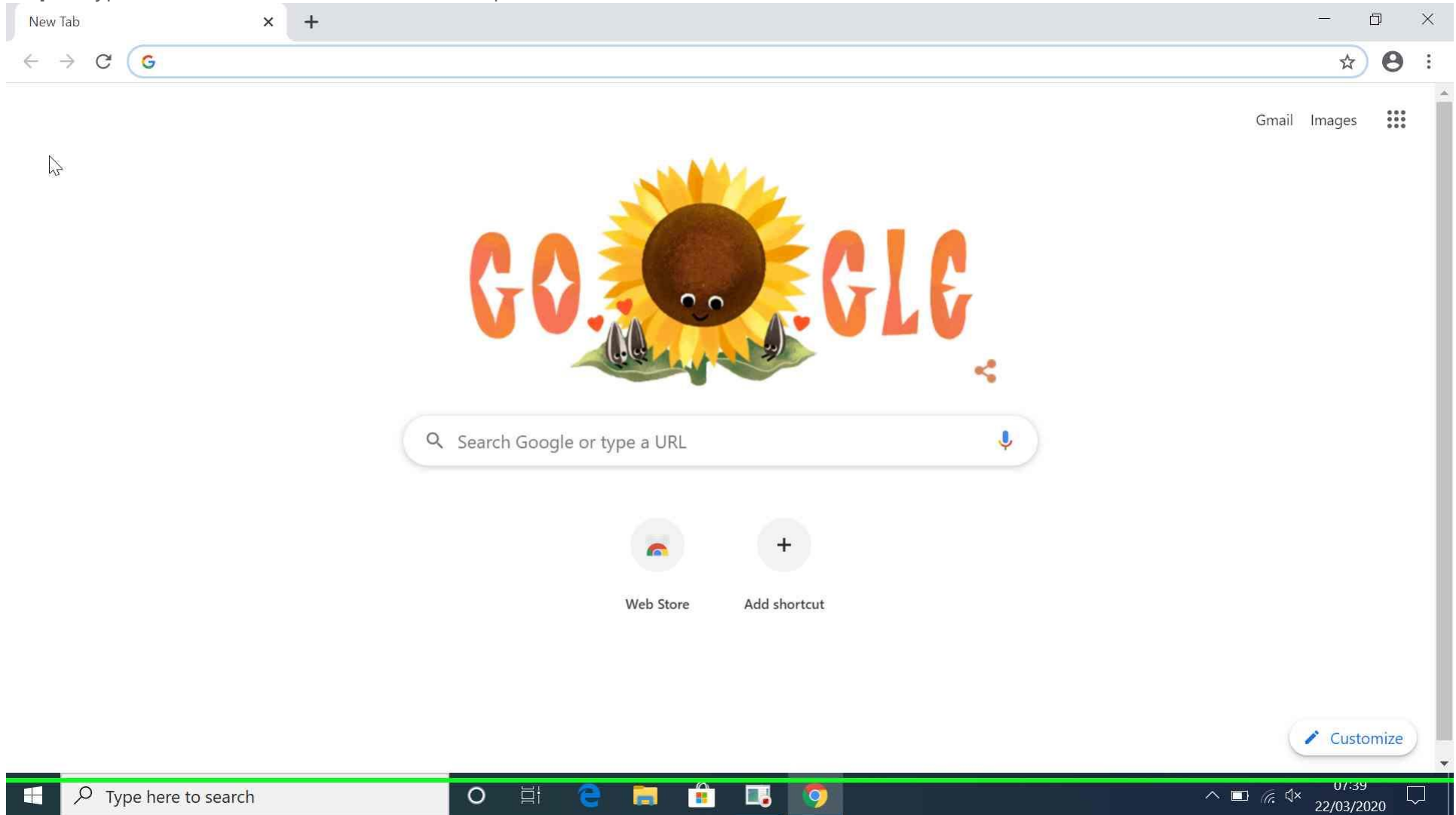
Step by Step Guide

---

**Step 1:** Open your web browser (In this instance it is Google Chrome)



**Step 2:** Type in "Microsoft Teams Download" and press "Enter"



**Step 3:** Click on "Download Microsoft Teams on any Device"

The screenshot shows a Google search page with the following elements:

- Browser Tab:** "microsoft teams download - Google" with a close button.
- Address Bar:** "google.com/search?q=microsoft+teams+download&rlz=1C1GCEA\_enGB893GB893&oq=microsoft+teams+download&aqs=chrome.0.69i59j0l7.3808j0j7&sourceid..."
- Notification Bar:** "We're updating our Terms of Service. Get to know our new Terms before they take effect on March 31, 2020." with "Review" and "Got it" buttons.
- Search Bar:** "microsoft teams download" with a microphone icon and a search icon.
- Navigation:** "All", "News", "Videos", "Images", "Shopping", "More", "Settings", "Tools".
- Results:**
  - Search summary: "About 198,000,000 results (0.32 seconds)".
  - Result 1: "https://teams.microsoft.com › downloads" with the title "Download Microsoft Teams on any Device". Description: "Get Microsoft Teams on all your devices. We have desktop apps for Windows, MacOS, and Linux, as well as mobile apps for iOS and Android." A mouse cursor is hovering over the title.
  - Result 2: "https://products.office.com › en-gb › microsoft-teams › download-app" with the title "Download Microsoft Teams on any Device, Mobile App ...". Description: "Connect on Teams anywhere with Windows, Mac, iOS and Android devices, or bring remote participants into meeting spaces of all sizes with Teams. ... Start using Teams today. ... Microsoft Azure in education."
  - Result 3: "https://products.office.com › microsoft-teams › group-chat-software" with the title "Chat, Meetings, Calling, Collaboration | Microsoft Teams". Description: "The hub for teamwork in Office 365. Invite everyone you work with to chat, meet, call, and collaborate all in one place, no matter where you are. Download app."
- Taskbar:** Windows Start button, search bar "Type here to search", taskbar icons for Edge, File Explorer, Store, and Chrome. System tray shows time "07:39" and date "22/03/2020".

**Step 4:** Click "Download Teams" and wait for it to download. The time may vary depending on the speed of your internet.

The screenshot shows a web browser window with the address bar displaying "teams.microsoft.com/downloads". The page content includes the Microsoft Teams logo, navigation links for "Get started" and "Downloads", and a "Sign up for free" button. The main heading reads "Teams on your desktop. It's just better." Below this is a prominent "Download Teams" button with a downward arrow icon, which is being clicked by a mouse cursor. Underneath the button is a link for "More options". The lower portion of the page features an illustration of a woman with a laptop and a man at a computer, with a large Teams interface window overlaid on top, showing chat messages and a video call. The browser's address bar shows a URL starting with "https://teams.microsoft.com/downloads/desktopurl?env=production&plat=...". The Windows taskbar at the bottom includes the search bar, task view, and icons for Edge, File Explorer, Store, and Chrome. The system tray shows the time as 07:39 and the date as 22/03/2020.

**Step 5:** When Teams has downloaded open the file. This will start the installer.

Download Microsoft Teams on a... x +

teams.microsoft.com/downloads

Microsoft Teams

Get started [Downloads](#) [Sign up for free](#)

# Teams on your desktop. It's just better.

[Download Teams](#)

More options

Teams\_windows\_x64.exe

Type here to search

07:40  
22/03/2020

**Step 6:** Enter your full Glow email address i.e. es\*\*\*\*\*@glow.sch.uk

Microsoft Teams

Microsoft Teams

Sign up for free

Enter your work, school, or Microsoft account.

Sign-in address

Sign in

Teams\_windows\_x64.exe

Type here to search

07:40  
22/03/2020

**Step 7: Click on "Sign in"**

Microsoft Teams

Microsoft Teams

Microsoft Teams

Sign up for free

Microsoft Teams

Enter your work, school,  
or Microsoft account.

esesgoil@glow.sch.uk

Sign in

Show all

Type here to search

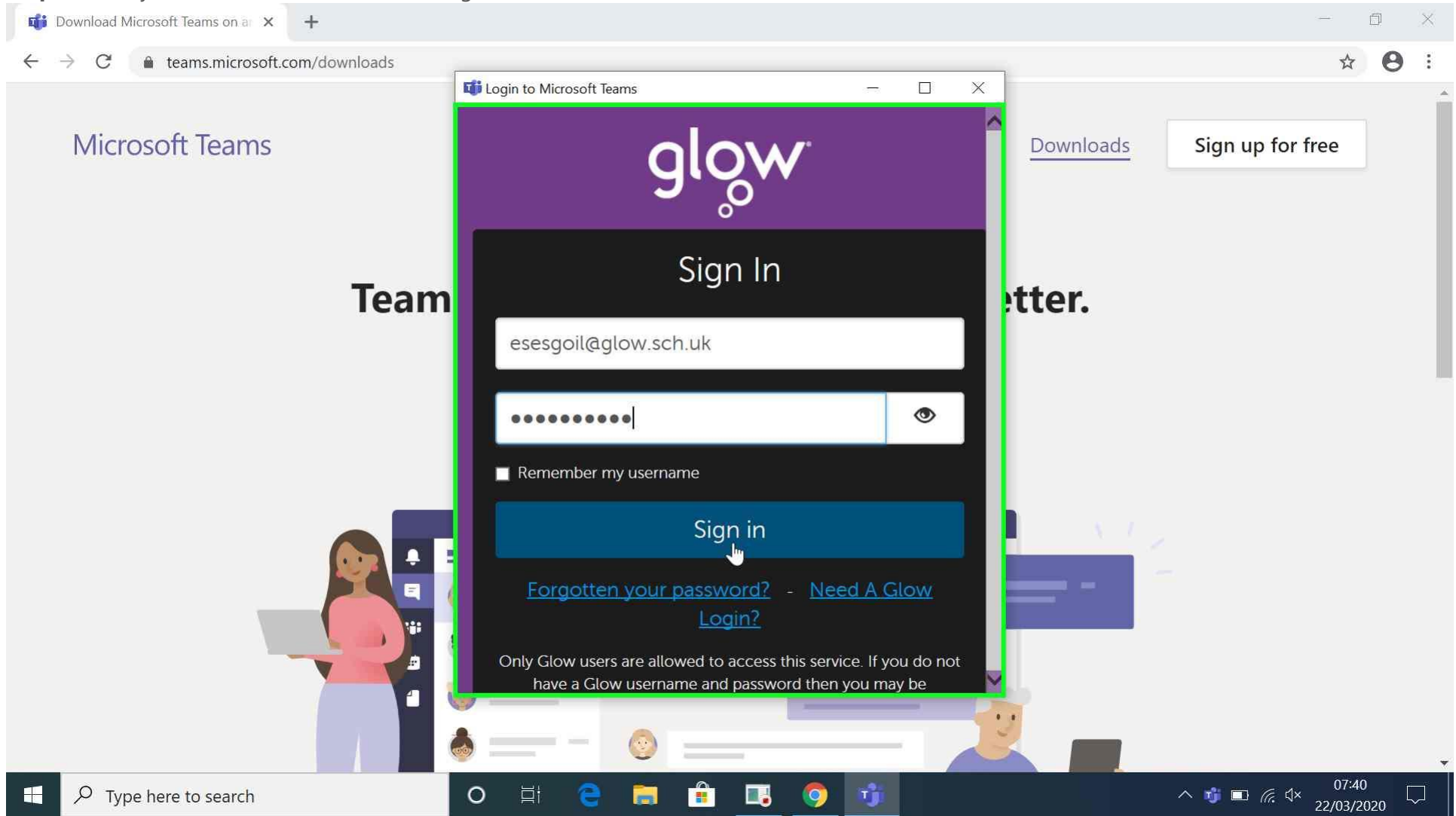
07:40  
22/03/2020



**Step 8:** This will redirect you to the Glow Login Page

The screenshot shows a web browser window with the address bar displaying `teams.microsoft.com/downloads`. The main content area shows the Microsoft Teams download page. A modal window titled "Login to Microsoft Teams" is overlaid on top. The modal has a purple header with the "glow" logo. Below the logo, it says "Sign In". There is a text input field containing the email address `esesgoil@glow.sch.uk`. Below that is a password input field with a toggle icon for visibility. A checkbox labeled "Remember my username" is present. A blue "Sign in" button is centered below the inputs. At the bottom of the modal, there are two links: [Forgotten your password?](#) and [Need A Glow Login?](#). Below the links, a message reads: "Only Glow users are allowed to access this service. If you do not have a Glow username and password then you may be". The background page shows the "Microsoft Teams" logo, a "Downloads" link, and a "Sign up for free" button. The Windows taskbar at the bottom shows the search bar, task view, and various application icons, with the system tray displaying the time as 07:40 and the date as 22/03/2020.

**Step 9:** Enter your Glow Password and click "Sign in"



**Step 10:** You have now installed Microsoft Teams and are signed in.

