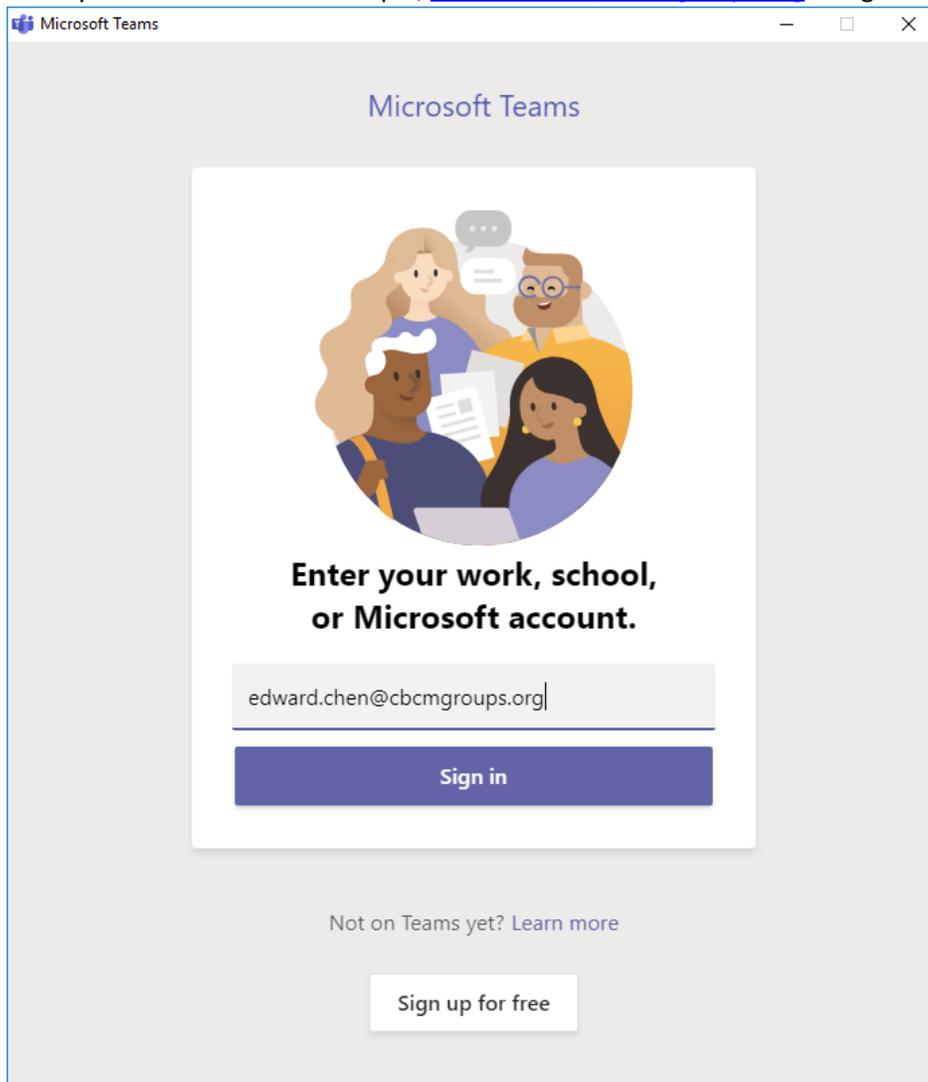


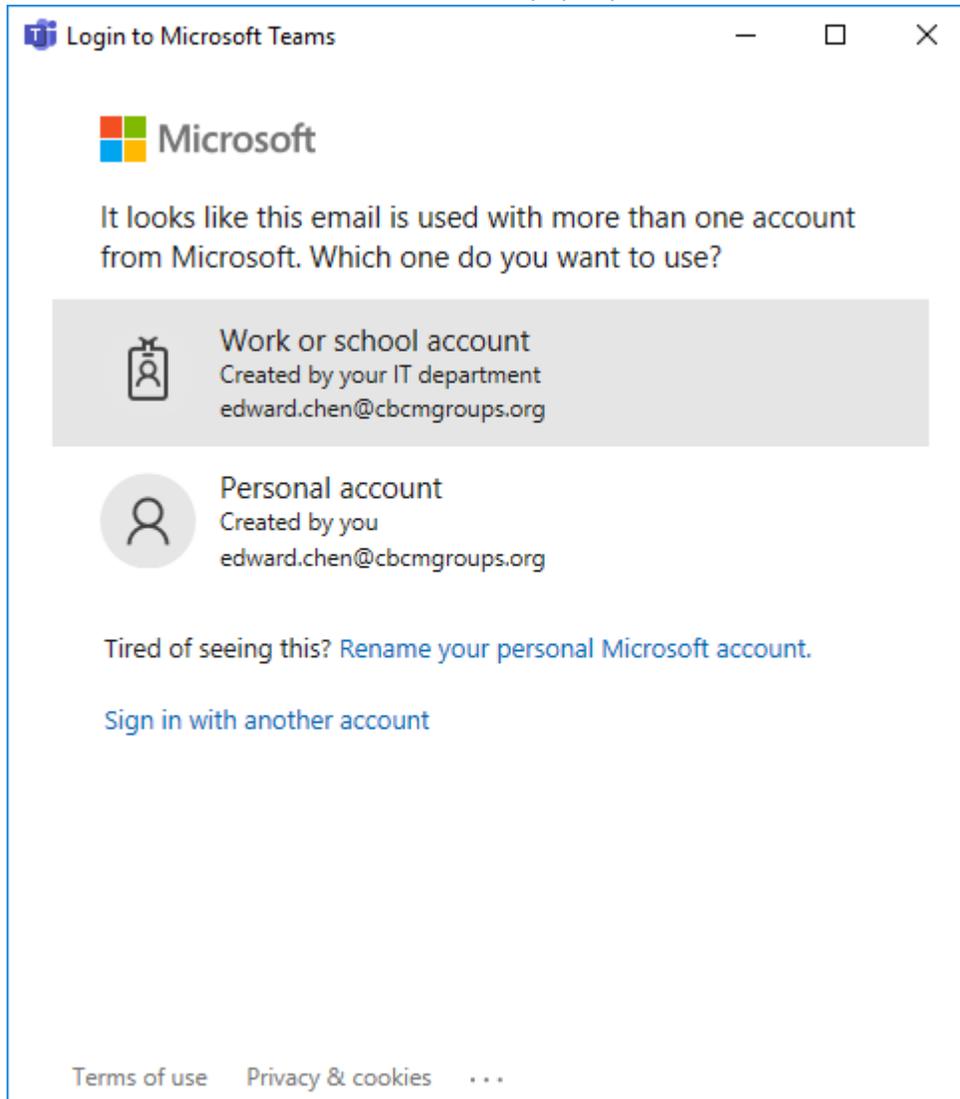
## How to Install Microsoft Teams

This document will show you how to install Microsoft Teams which is good for small groups to have conference video/audio calls. If you need to watch the setup video, you can click [here](#). Or you can follow the step-by-step instructions below.

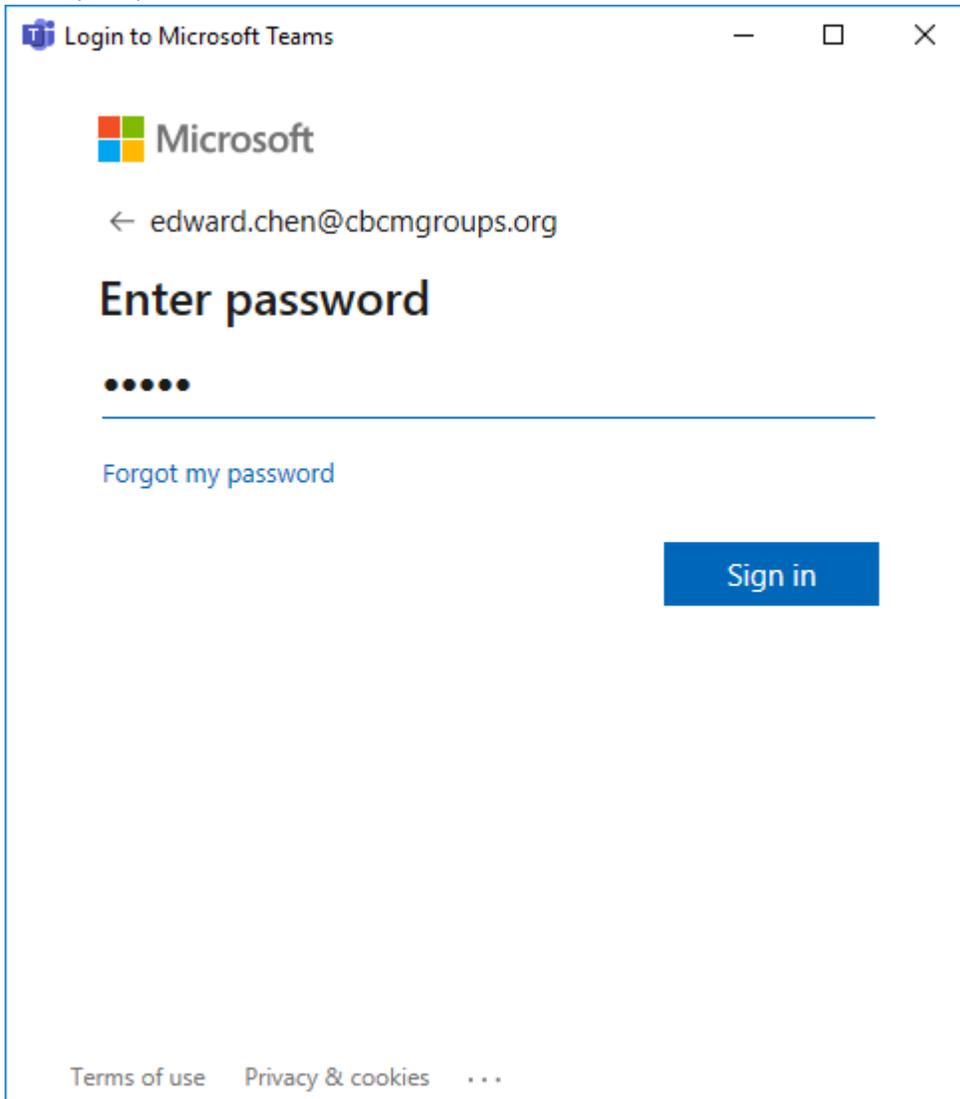
1. Visit the download website: <https://teams.microsoft.com/downloads>  
Click the [Download Teams] button. You will download the app for your operation system. Then execute the downloaded installer program.
2. Follow the installation instructions.  
Enter your username. For example, [edward.chen@cbcmgroups.org](mailto:edward.chen@cbcmgroups.org) to sign in.



3. Select Work or School Account if the screen pops up.



4. Enter your password.



The screenshot shows a browser window titled "Login to Microsoft Teams". The window contains the Microsoft logo, the email address "edward.chen@cbcmgroups.org", and the heading "Enter password". Below the heading is a password input field with five dots. A "Forgot my password" link is located below the input field. A blue "Sign in" button is positioned to the right of the input field. At the bottom of the window, there are links for "Terms of use", "Privacy & cookies", and a menu icon.

Microsoft

← edward.chen@cbcmgroups.org

## Enter password

.....

[Forgot my password](#)

[Sign in](#)

[Terms of use](#) [Privacy & cookies](#) ...

5. Click [Let's do it]



### One more step to set up Teams with Office

Click **Let's do it**, then click **Yes** in the next screen to get everything hooked up.

Let's do it

6. Now you're ready to use Microsoft Teams to communicate with your group by using audio or video calls.

You may search on Google "How to use Microsoft Team" to find more information and videos.