

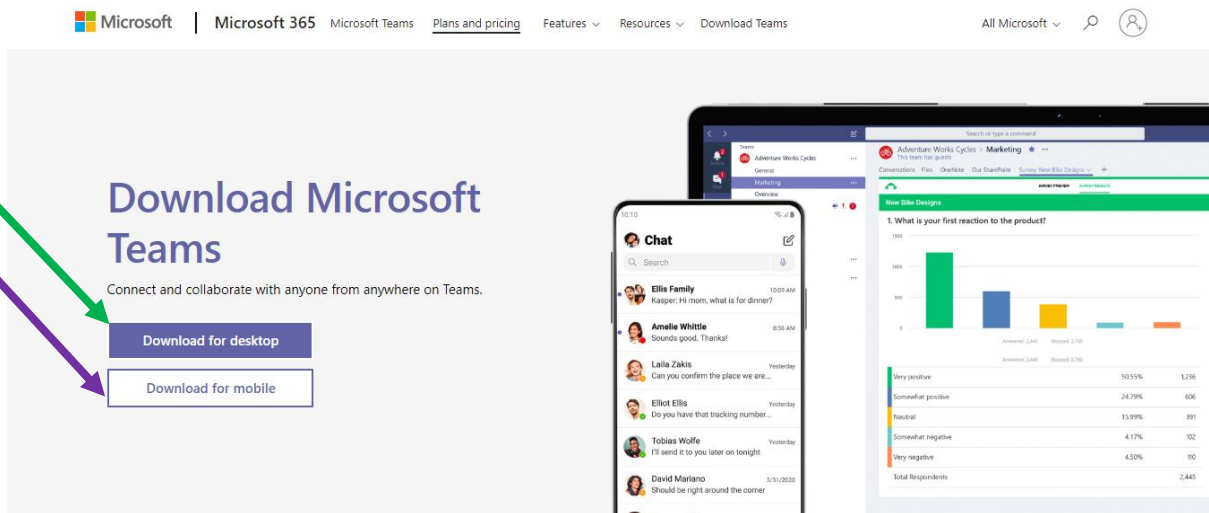
## Downloading Microsoft Teams

<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>

Click the link to download Microsoft Teams or copy the website and paste on the Internet.

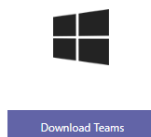
**Desktop** – Laptop

**Mobile** – Phone, Tablet



You will see either of the following on the next screen:

Download Teams for work on your desktop



Get the Teams mobile app



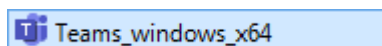
Enter your email address and we'll send a download link.

Send now

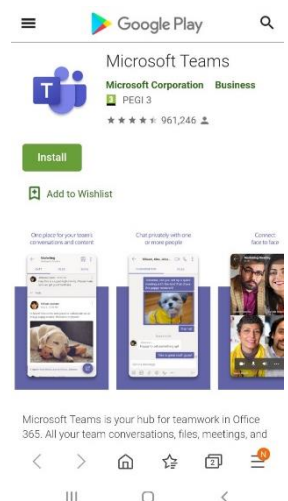
How your email address is used. ⓘ

OR

The first will download the installation program for you to go through the steps of. You will need to open the save file:

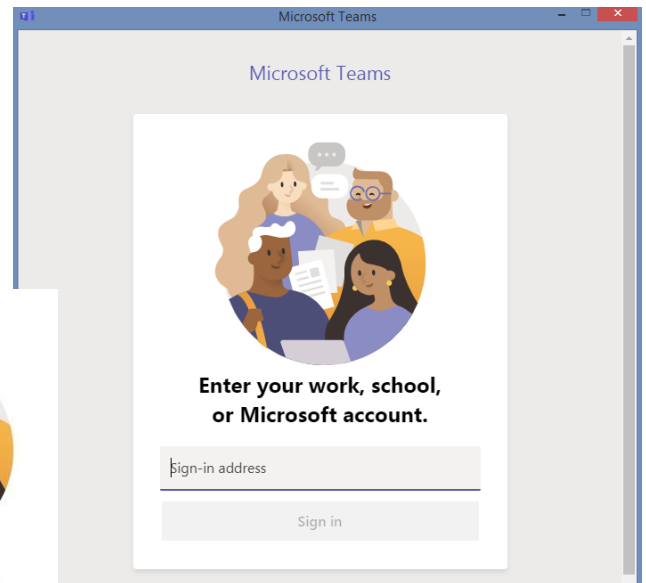


The second will send you an e-mail with a link to the app on the app store. You will need to check your **SPAM** or **JUNK** folder. You could also just go to the store and search *Microsoft Teams*:

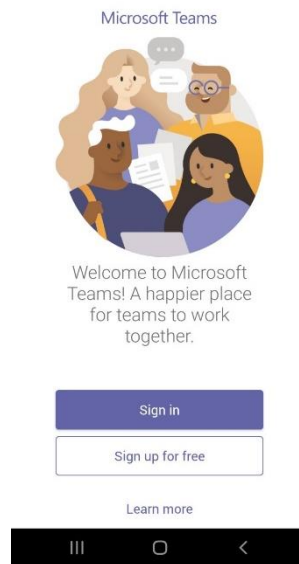


You will need to then use your **SFLT e-mail address and password** to login.

On desktop your sign in screen will look like this:

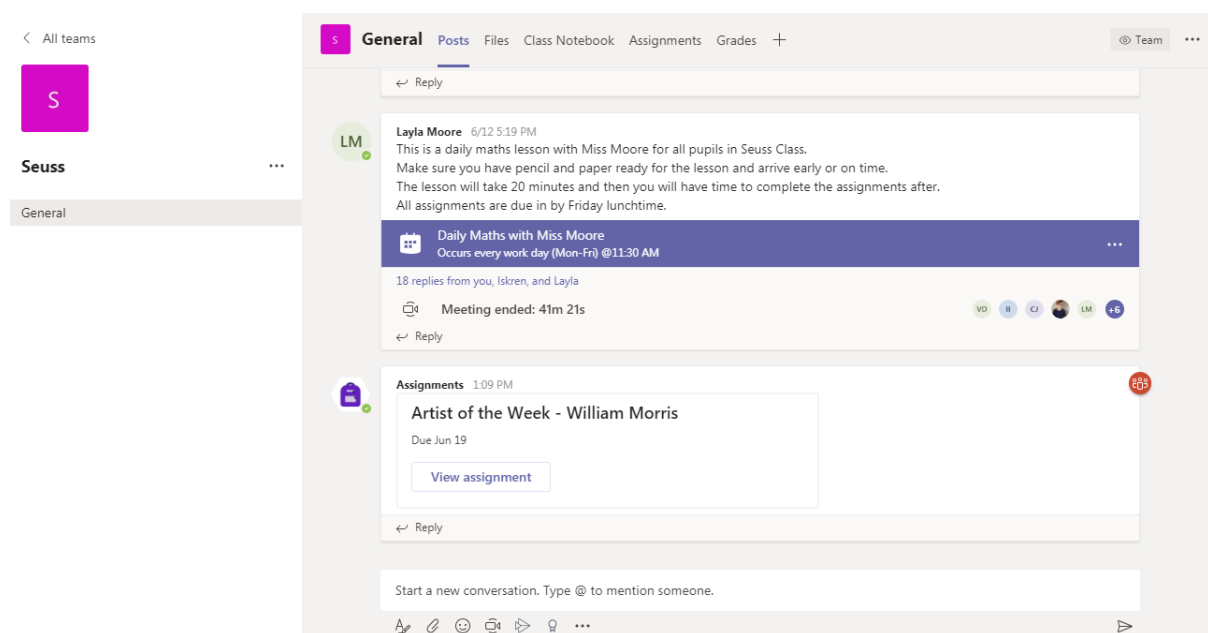


On mobile it will look like this:



Once you login it will take you through a quick tutorial on how to use Microsoft Teams. Then you should be able to access all the documents available and see the comments that have been left.

It will take time to load.



This is the screen you should be able to see once logged in.