



CAMPBELL RIVER

School District 72

Downloading Desktop Client of Teams

1. Go to office.com – log in using the SD72 login credentials



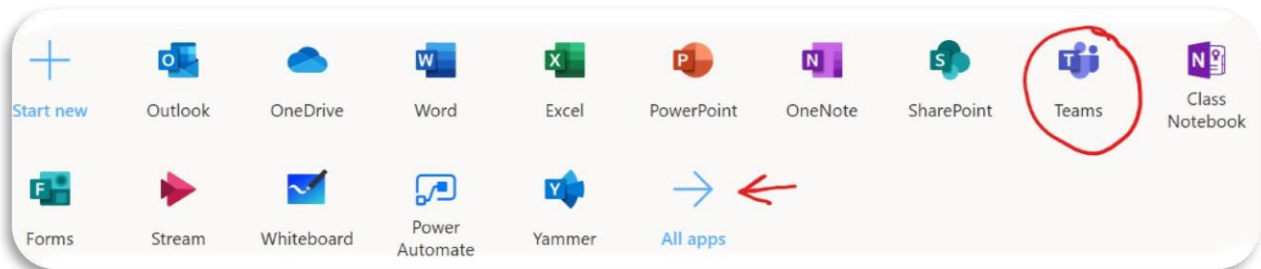
Firstname.lastname@sd72.bc.ca

Network password

Firstname.lastname@stu.sd72.bc.ca

Network password

2. Click on the Teams icon top open Teams. If you don't see it on your main welcome screen, click on the All Apps icon for it to be displayed.



3. Scroll down to the bottom of the page. The download icon is located on the bottom LEFT of the sidebar.



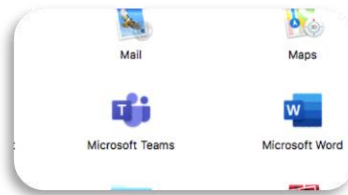
4. Click on the icon. The install application will download.
5. Locate the downloaded file (exe for PC users, pkg for Mac users)
6. Double click on the download file and follow the install directions.



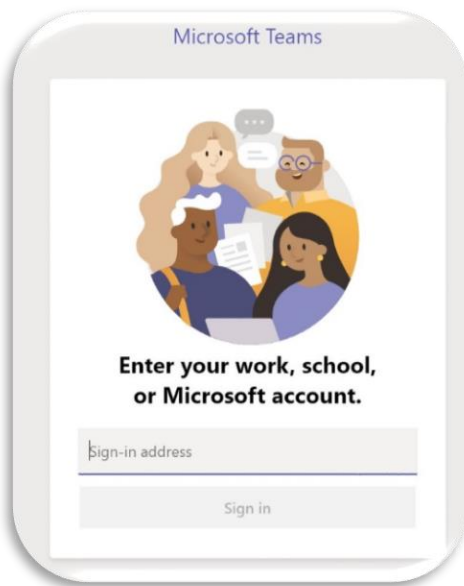
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7. Open teams from the Application folder. (PC or Mac)



8. Sign in using the SD72 login credentials. (You only have to do this the first time).



Firstname.lastname@sd72.bc.ca

Network password

Firstname.lastname@stu.sd72.bc.ca

Network password