

Downloading Teams

- 1) In "Type here to search" bar, enter "Teams".
- 2) When Microsoft Teams pops up, scroll down to Download section. Click on "Official site".
- 3) Be patient. Depending on your computer, it may take several minutes for anything to open.
- 4) Click on "Download for desktop".
- 5) Click on "Download Teams". The lower left-hand corner will show the progress. Once complete, click "Open file".
- 6) Refer to Step 3.

Once completely loaded, all classes and your calendar should be visible.