
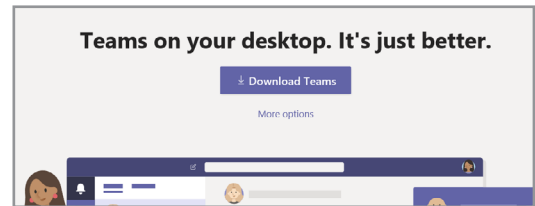


Close all Microsoft applications prior to starting installation.
(this may take up to 30 minutes)

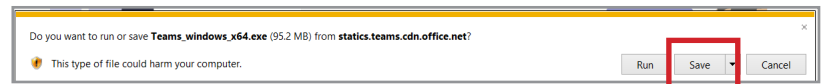
 If you are using a shared computer, all users will require to be upgraded for Office 365 in order to use any Office Applications after this upgrade is performed

1 Click the link to download the software
<https://products.office.com/en-ca/microsoft-teams/download-app>

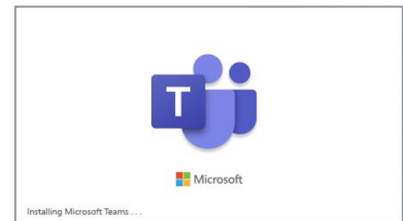
2 Click **Download Teams**.



3 Click **Save** to save to your downloads folder, then double-click the file to run the install process.

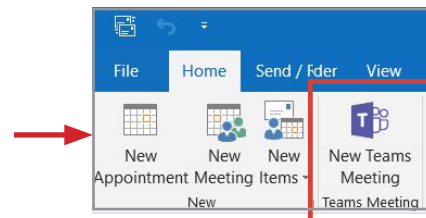


4 The install process will run; ensure it installs successfully.



5 Launch and sign into Microsoft Teams using **<username>@sharedhealthmb.ca** and your WRHA AD password (NTDWRHA). **Wait 5 minutes to ensure the setup is complete before going to step 6.**

6 Open Outlook and then open the calendar view to ensure the **New Teams Meeting** icon appears in the menu bar at the top of the screen.



7 If the icon is not there, restart your computer again and **wait 5 minutes to ensure the setup is complete.**