
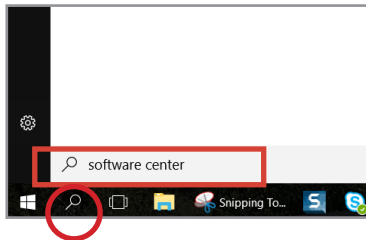


**Follow the instructions below to install Office 365
 (this will also install Microsoft Teams)**

 Close all Microsoft applications (including Skype) prior to starting installation.

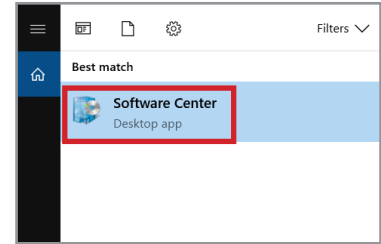
1

Click the **search** icon in the bottom left corner of your computer screen and type **Software Center** in the search box.

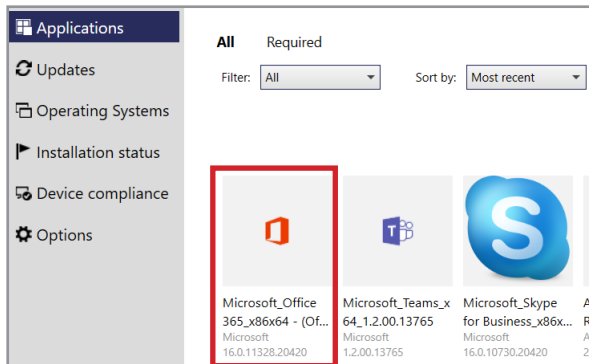


2

Click on **Software Center** at the top left of your screen to select it.

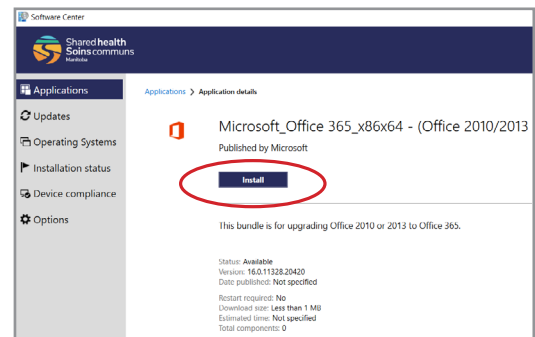


3 Click on **Microsoft Office 365_x86x64** to select it.



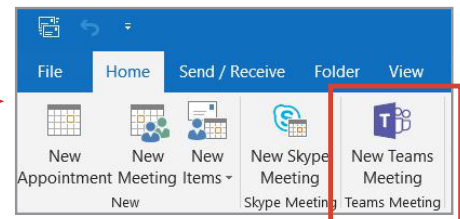
Note: your Software Center may appear differently than shown above in which case you may need to click on "Find additional applications" from the Application Catalog.


4 Click **Install** and ensure the install is successful.



5 Launch and sign into Microsoft Teams using your network username and password. **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 Microsoft Teams Meeting icon appears in the menu bar at the top of the screen. →



7 If the icon is not there or if you see a Skype  icon, restart your computer and wait 5 minutes to ensure the setup is complete.

Visio, Project and Access: these programs will need to be re-installed after the Teams install.

Visio - install this file from the software centre **Microsoft_Visio Standard_x86_2010 SP2.**

Project - install this file from the software centre **Microsoft_Project Pro_x86_2010.**

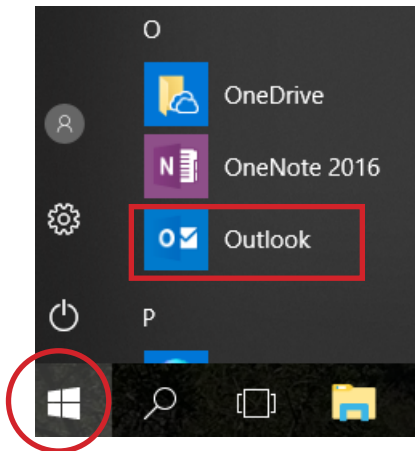
Access - contact the Service Desk to have this program installed.

Troubleshooting Tips

Outlook

The Teams install may have unpinned your Outlook icon from the taskbar, the software hasn't been removed, it's still there, you just need to re-pin the app to your taskbar. Follow the steps below:

- 1 Click **Windows Start** and scroll down to **Outlook**.



- 2 Right click on **Outlook** and then **More>Pin to taskbar**

