
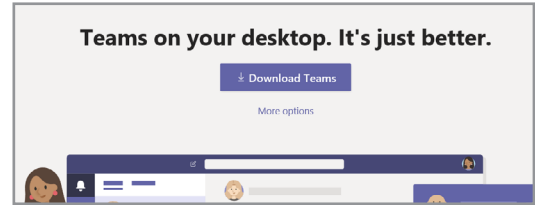


Follow the instructions below to install Microsoft Teams
(this may take up to 30 minutes)

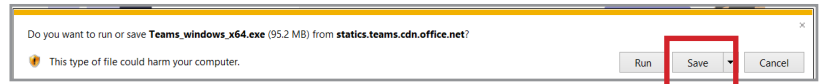
 Close all Microsoft applications (including Skype) prior to starting installation.

1 Click the link to download the software
<https://teams.microsoft.com/downloads>

2 Click **Download Teams**.



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

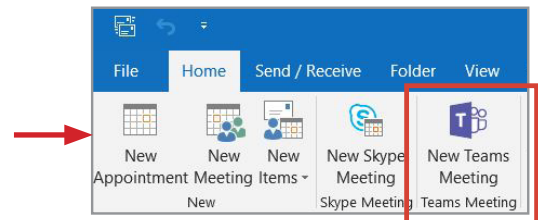



4 The install process will run; ensure it installs successfully.



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 or if you see a Skype  icon, restart your computer again 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.**

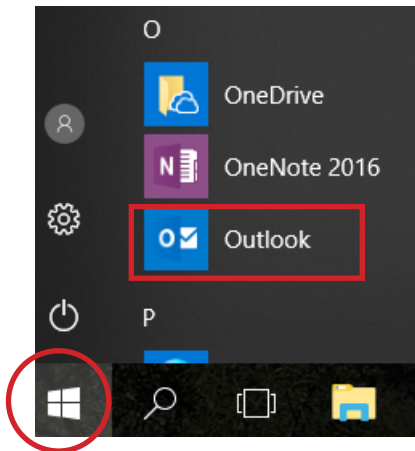
Access - contact the Service Desk to have this program installed.

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**

