

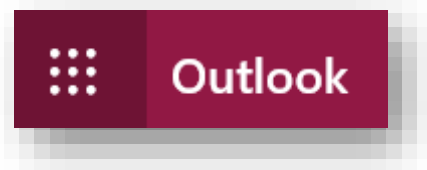
# Microsoft TEAMS

The purpose of this document is to help you through the process of installing TEAMS on your computer, much like installing apps on a mobile phone. It will be active at all times eliminating the login process via Learnlink once you have authenticated. Students should also do this if they are using their own device.

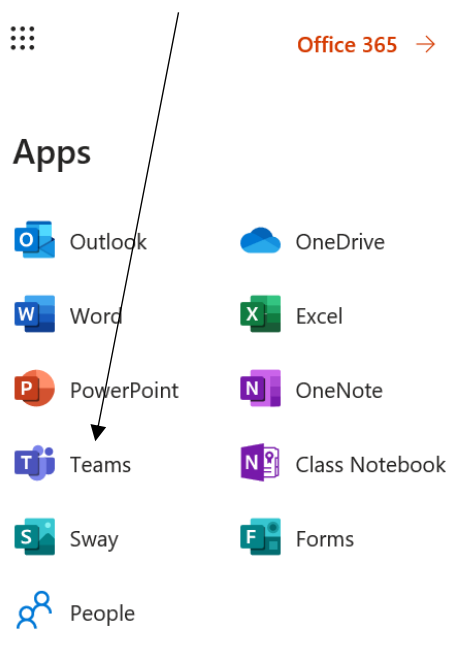
1. Login to Learnlink <http://www.learnlink.sa.edu.au>
2. Click on the **email** tab



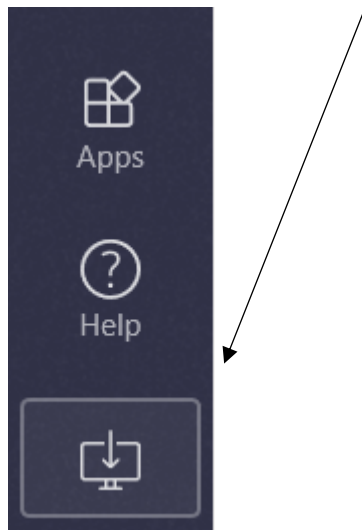
3. Click the dots (top left)



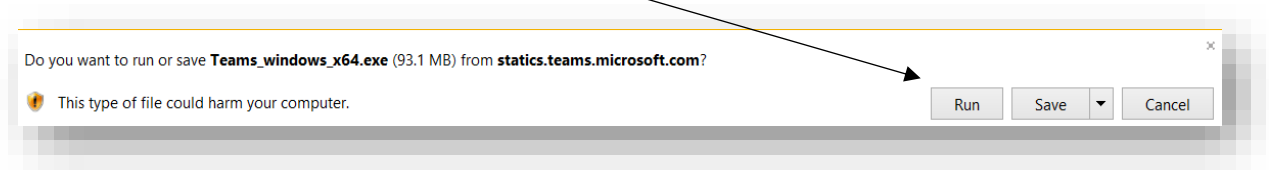
4. Click TEAMS



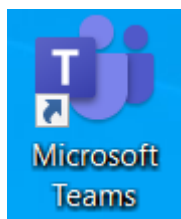
5. When TEAMS opens, click the Arrow to download and install TEAMS on the local computer



6. At the bottom of the screen, click run, this will install teams.



7. When finished, look on your **desktop** for TEAMS, double click to run the program.



8. You will need to authenticate when run for the first time using your Learnlink credentials (choose **work or school**) if prompted. Once done teams will remain active whilst logged into your computer, any calls and alerts will popup bottom right of screen

9. To learn more, on-demand sessions are held here  
<https://microsoftteams.eventbuilder.com/SayHellotoTeams>