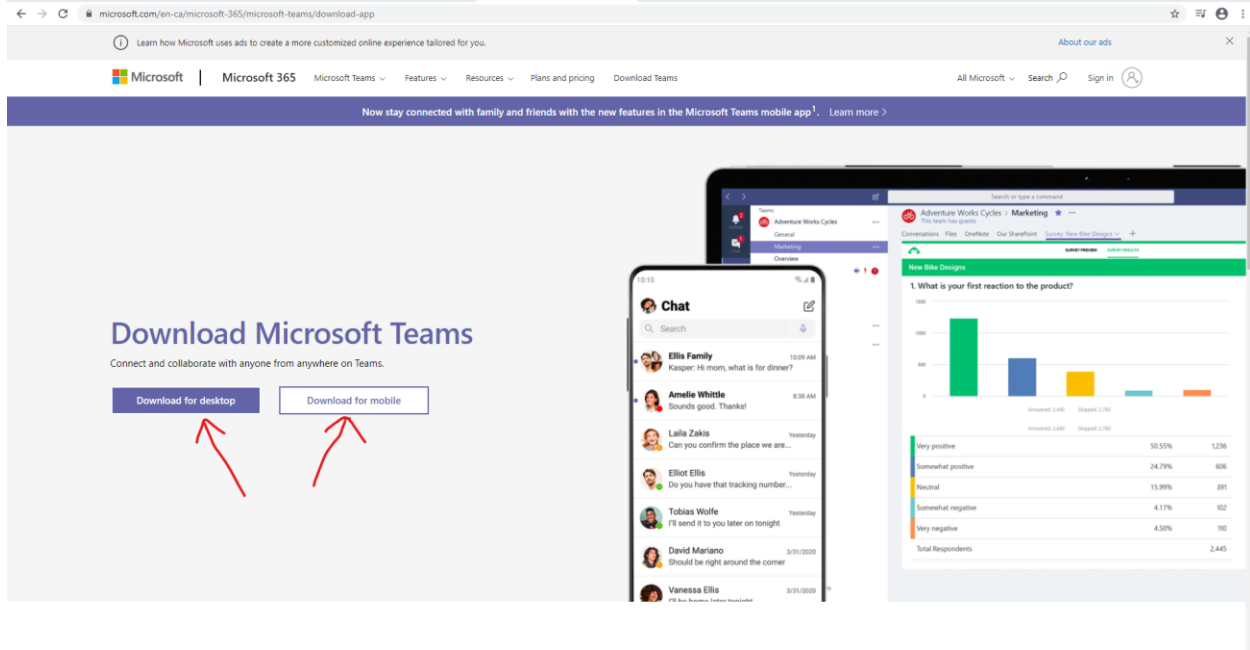


How to download Microsoft Teams (do this prior to the event)

Go to the Microsoft Teams website: <https://www.microsoft.com/en-ca/microsoft-365/microsoft-teams/download-app>

Select **Download for desktop** or **Download for mobile** depending on the device you plan to use.



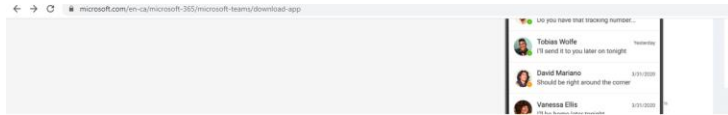
For Desktop:

Select **Download Teams**

Download Teams for work on your desktop



Run .exe file by clicking on it. If this doesn't work, go to your Downloads and find the .exe file there.



Download Teams for work on your desktop



Download Teams

Get the Teams mobile app¹

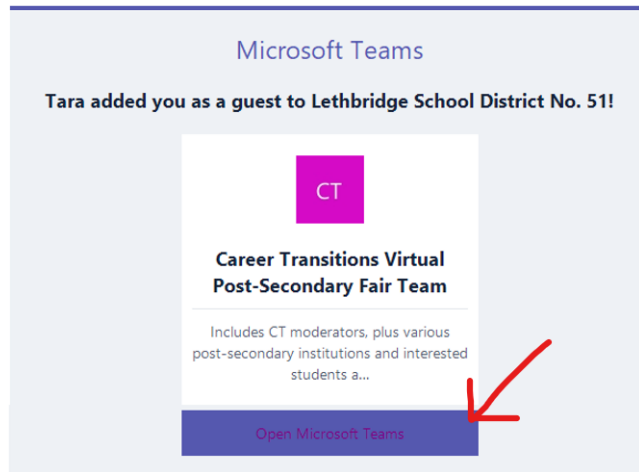


This should launch Teams for you.

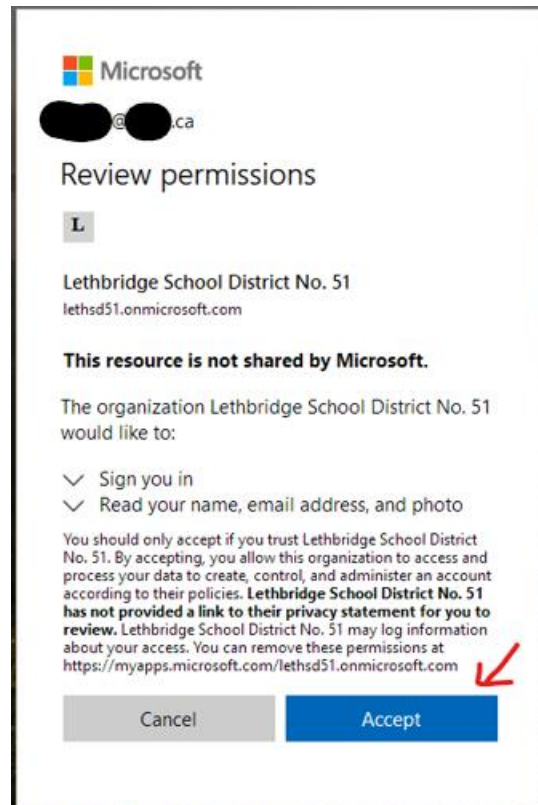
How to log into Microsoft Teams (for the event)

- 1) You will receive an email from office@careersteps.ca with an invitation to join a Microsoft Team. It will look something like this:

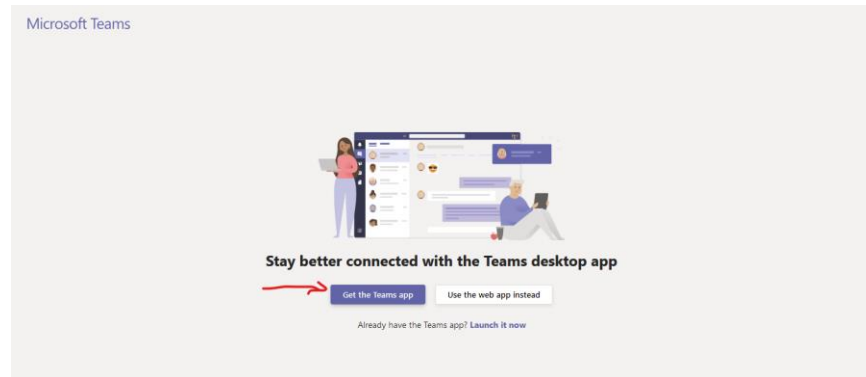
You have been added as a guest to Lethbridge School District No. 51 in Microsoft Teams
Microsoft Teams <noreply@email.teams.microsoft.com>
[Click here to download pictures.](#) To help protect your privacy, Outlook prevented automatic download of some pictures in this message.
Sent: Wed 10/7/2020 9:12 AM
To: [redacted]@[redacted].ca



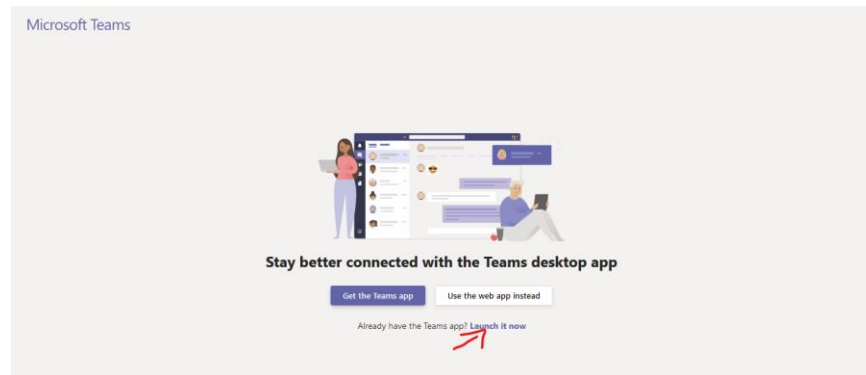
- 2) Click **Open Microsoft Teams**
- 3) The first time you log into a virtual event with Career Transitions, you will need to Review permissions and Accept them. Select **Accept**



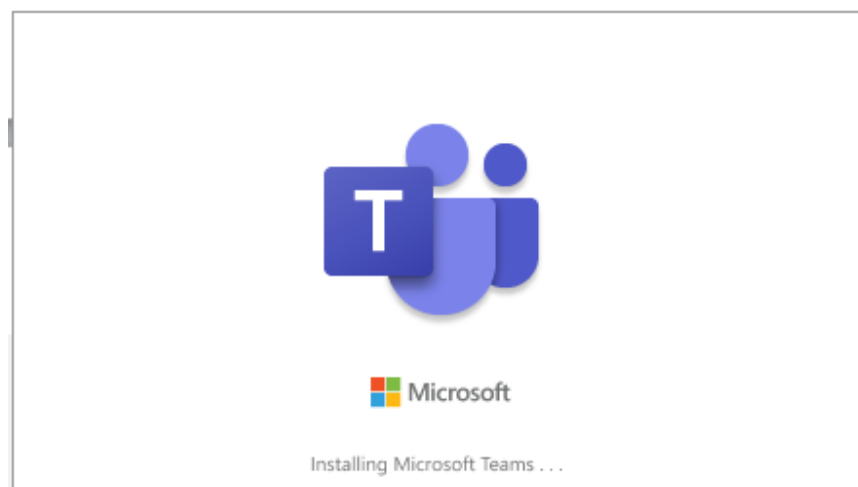
- 4) You will then be promoted to log into Teams with either the Teams app or the Web app.
Please note: THE WEB APP WILL **NOT** WORK!
- a) If this is your first time using Teams, select **Get the Teams app**



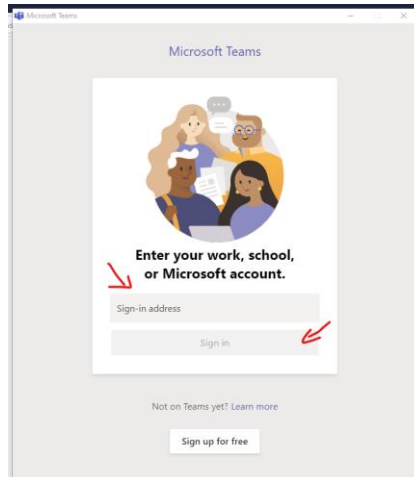
- b) If you have used Teams before, select **Launch it now** and continue at step 6 below



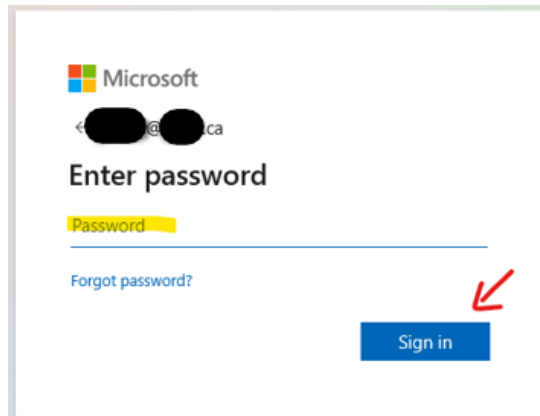
- 5) Follow the download instructions and run the .exe file.
- a) If it asks you to Save, save the file then run the .exe file from your Downloads file
- b) Once the download has started, you should see this:



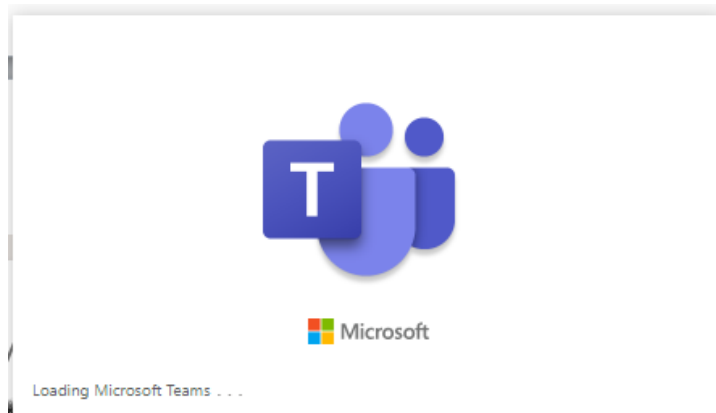
6) You will be asked to login. Enter your **email address** and select **Sign in**



7) Enter your Microsoft **password** and select **Sign in**



8) You will see this window



9) Finally, you should be in Teams! Here is an example of what you might see:

