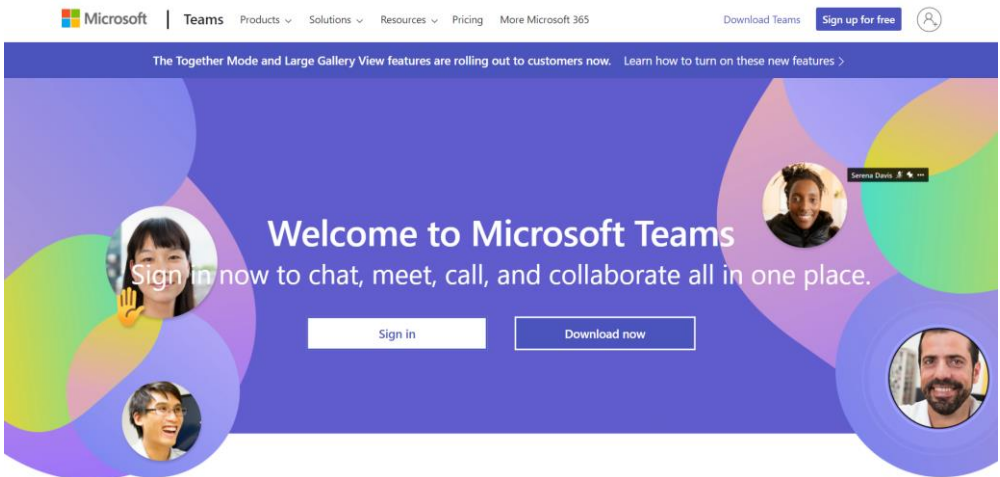




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Installation of Microsoft Teams - Windows

<p>1. Navigate to https://www.microsoft.com/en-sg/microsoft-teams/log-in & Click on Download Teams</p>	
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2. Click on Download for desktop

A screenshot of the Microsoft Teams website. The top navigation bar includes the Microsoft logo, "Teams", and links for "Products", "Solutions", "Resources", "Pricing", and "More Microsoft 365". On the right, there are links for "Download Teams" and "Sign up for free" with a user profile icon. A blue banner below the navigation bar reads "Now call, chat, and make plans with family and friends in Microsoft Teams. Learn more >". The main content area features the heading "Download Microsoft Teams" and the subtext "Connect and collaborate with anyone from anywhere on Teams." Below this are two buttons: "Download for desktop" (highlighted in blue) and "Download for mobile". To the right of the text is a large image of the Microsoft Teams application interface, showing a video call with multiple participants, a chat window, and a thumbs-up icon.



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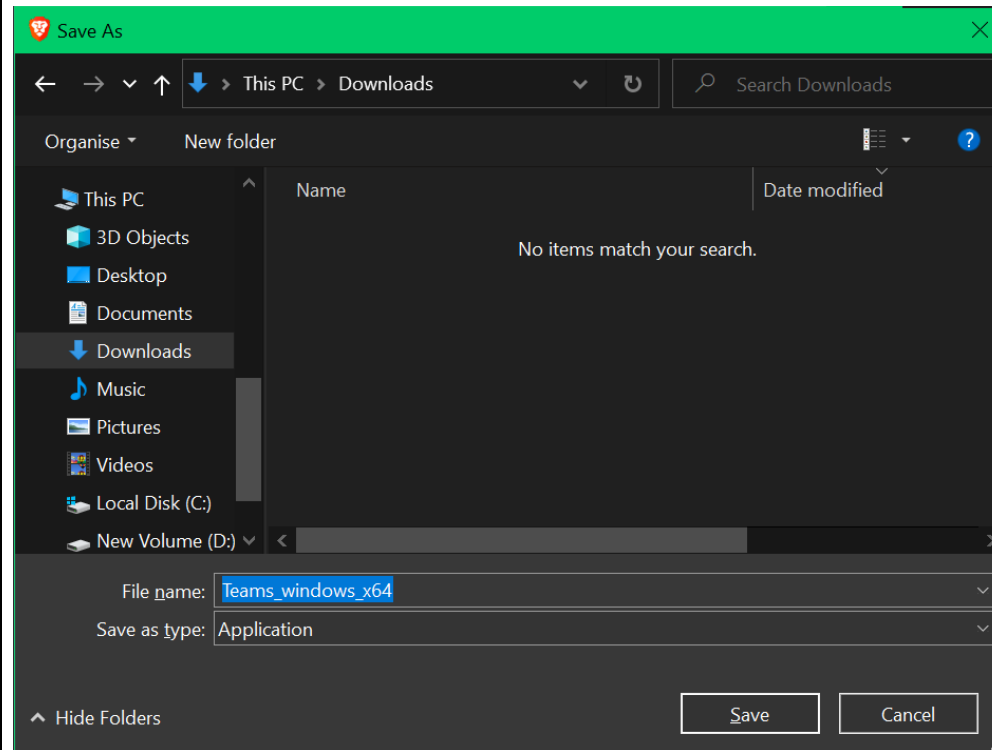
3.	Choose Download for Windows 10	<p style="text-align: center;">Download Microsoft Teams for Windows desktop</p> <div style="display: flex; justify-content: space-around;"><div style="text-align: center;"><p>Teams for home</p><p>Download for Windows 10</p><p>Download for Windows 11</p></div><div style="text-align: center;"><p>Teams for work or school</p><p>Download Teams</p></div></div> <hr style="border: 2px solid blue; margin-top: 20px;"/>
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4. Save the Downloaded File into your Downloads Folder





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5. Once the download is done, open your File Explorer & navigate to the Downloads folder & double click the file so that it can start installing
-
You're all set when you see this page

Microsoft

Close

Welcome to Microsoft Teams!

Chat and collaborate with your co-workers in one app.

Continue as

TAN TEE BING
21051247@myrp.edu.sg

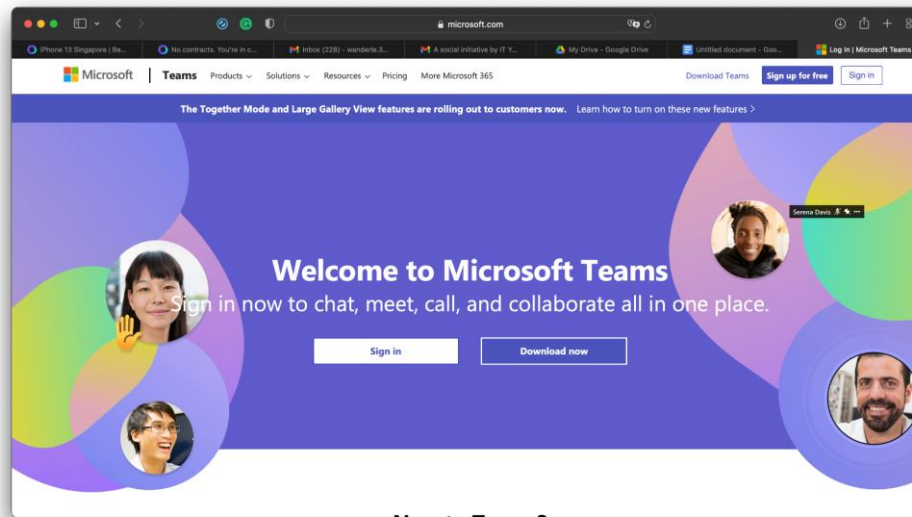
[Use another account or sign up](#)



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Installation of Microsoft Teams - macOS

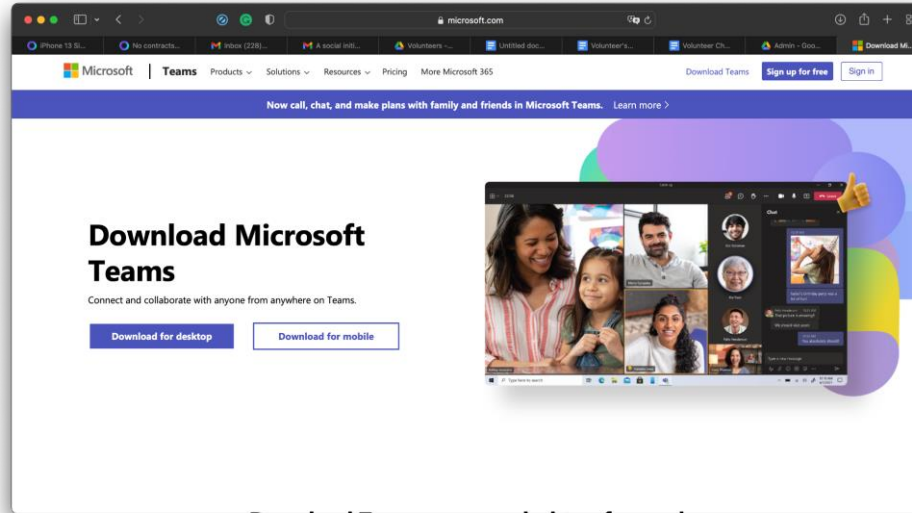
1. Navigate to <https://www.microsoft.com/en-sg/microsoft-teams/log-in> & click on Download Teams





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2. Click on Download for Desktop

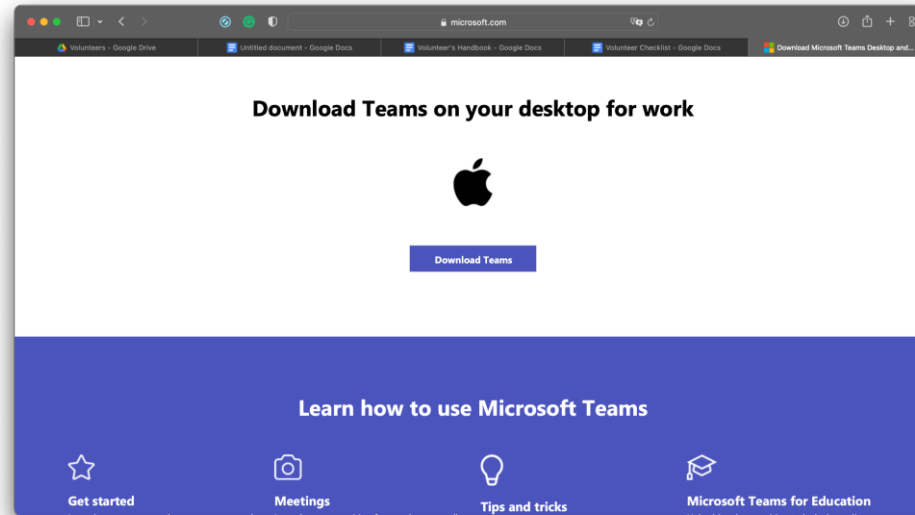




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3. Click on Download Teams

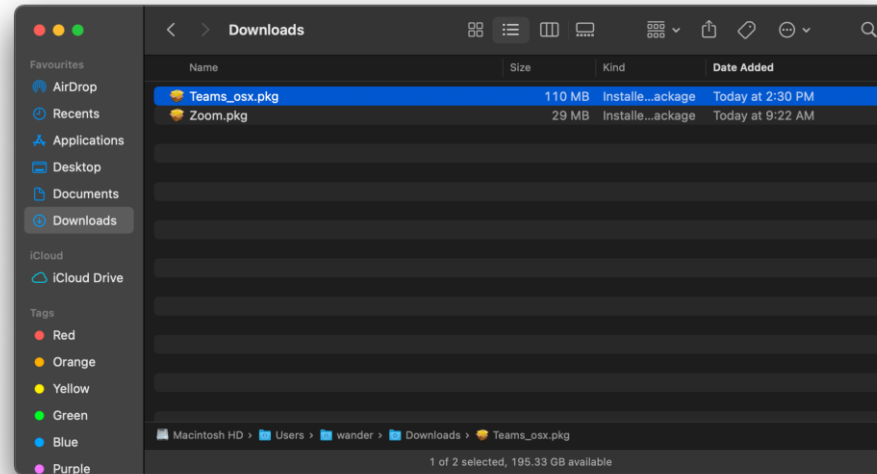




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4. After it has been downloaded, go to your Downloads folder to see the file & click it to start Installation

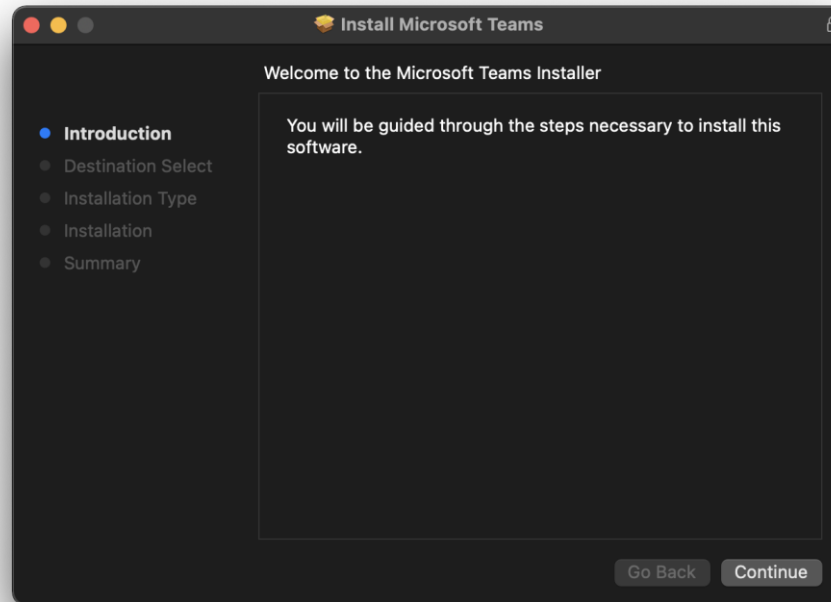




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5. Click on Continue

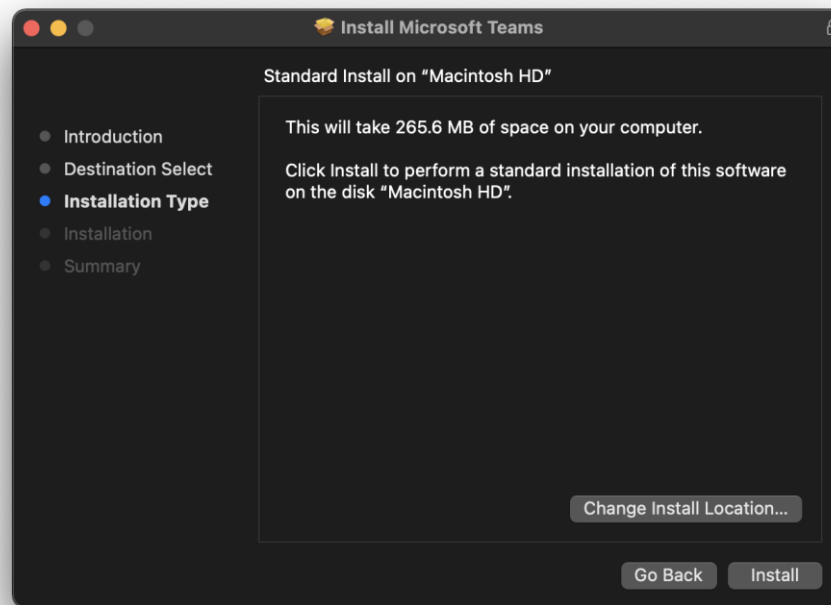




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6. Click Install to install in the default folder, or click on Change Install Location to change your installation folder

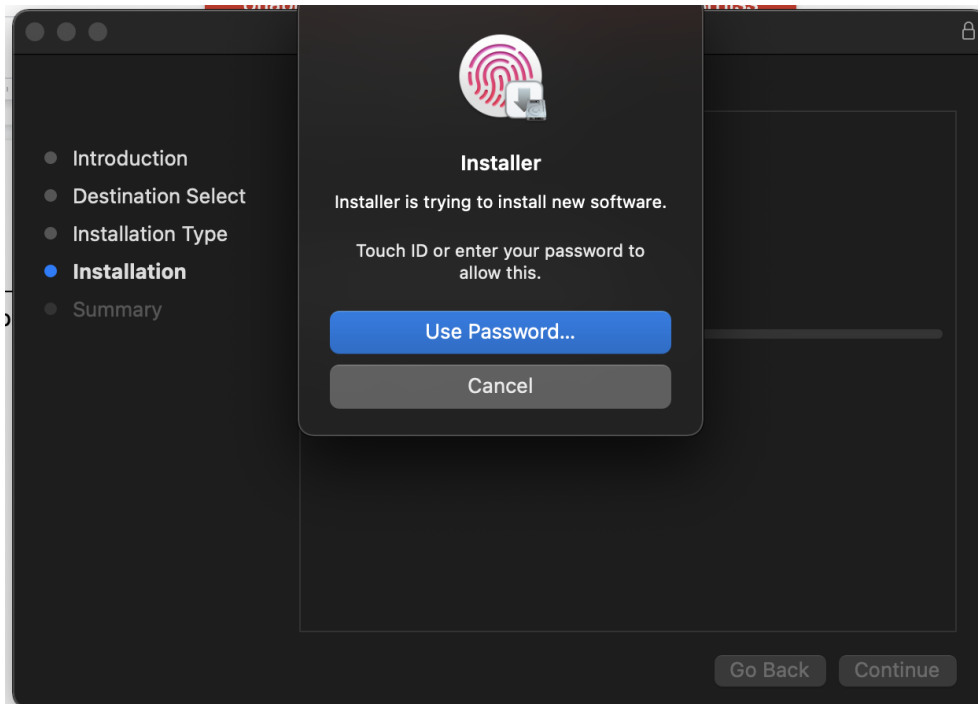




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7. Authenticate yourself to begin installation of the software

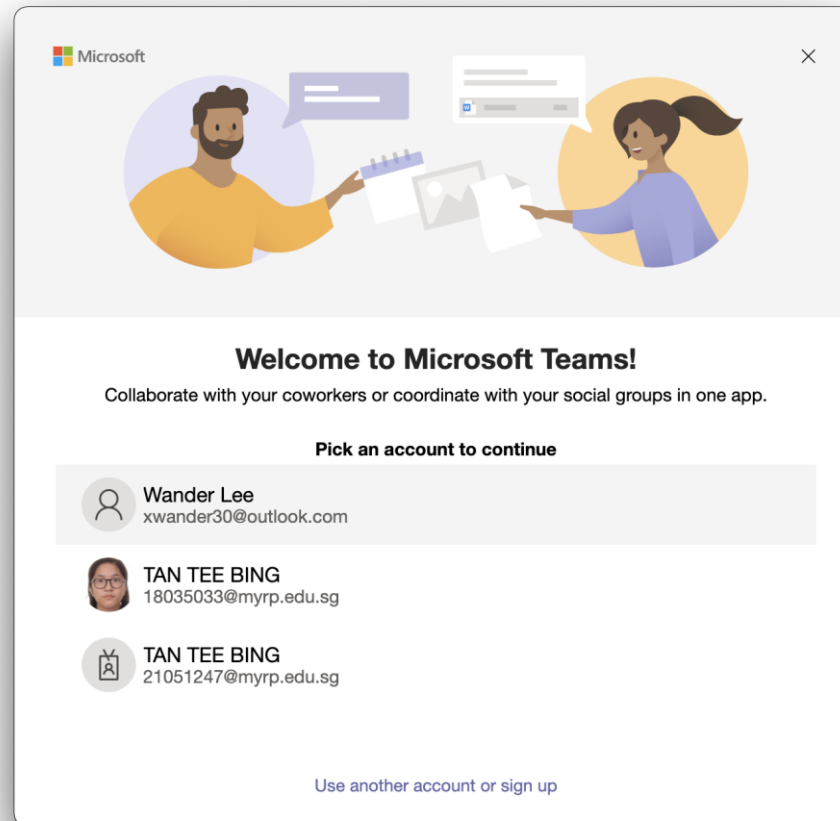




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8. Once the installation is done, you will be greeted with the sign-in page of Microsoft Teams & you're all set

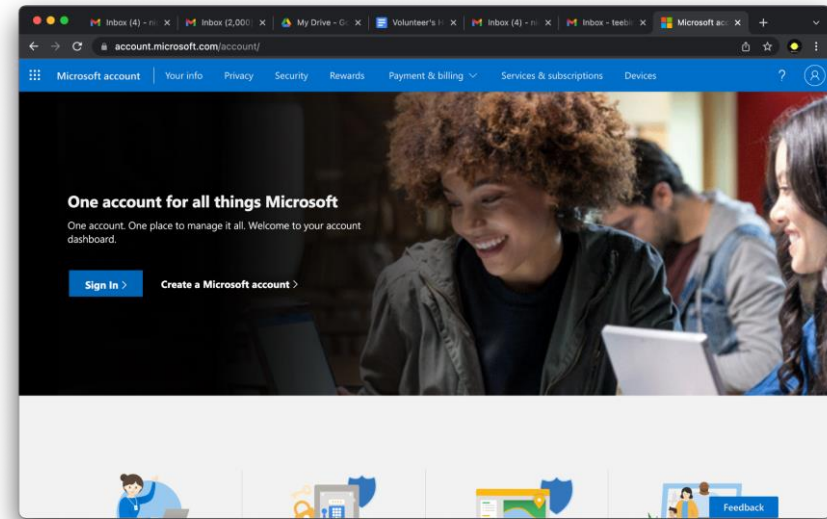




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Creating Microsoft Teams Account

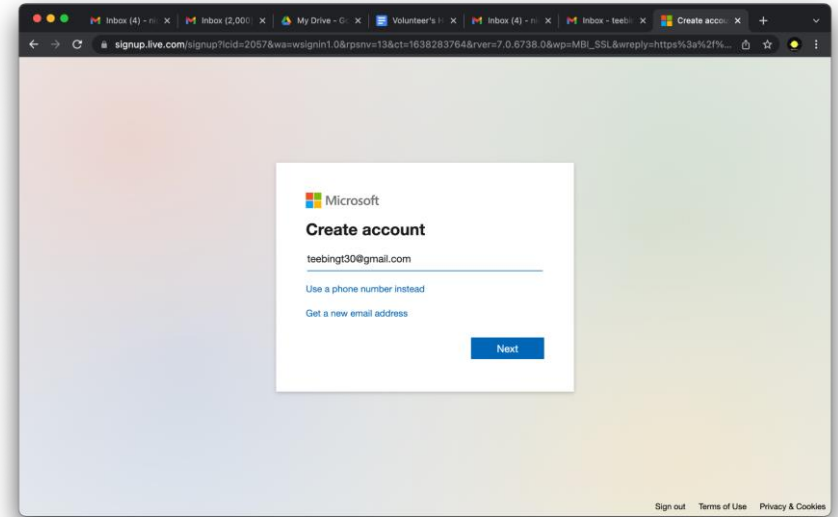
1. Go to <https://account.microsoft.com/account/> and click on Create a Microsoft Account





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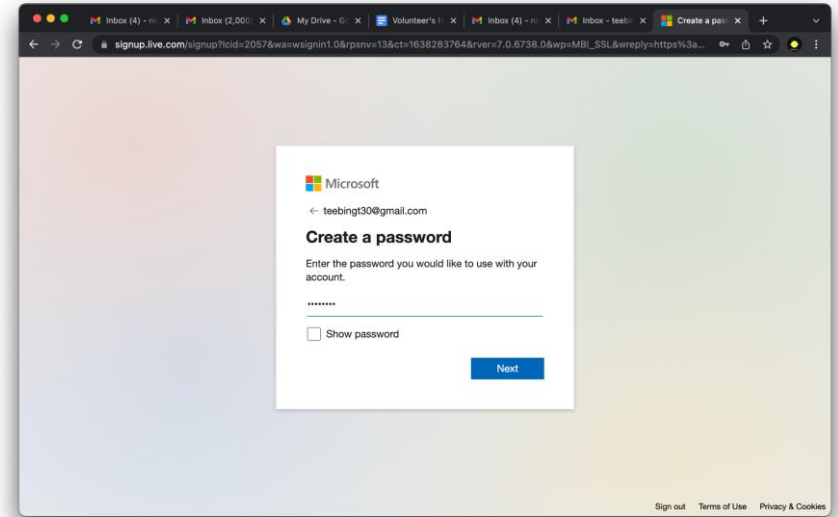
2. Enter the email you want to sign up with Microsoft & click Next





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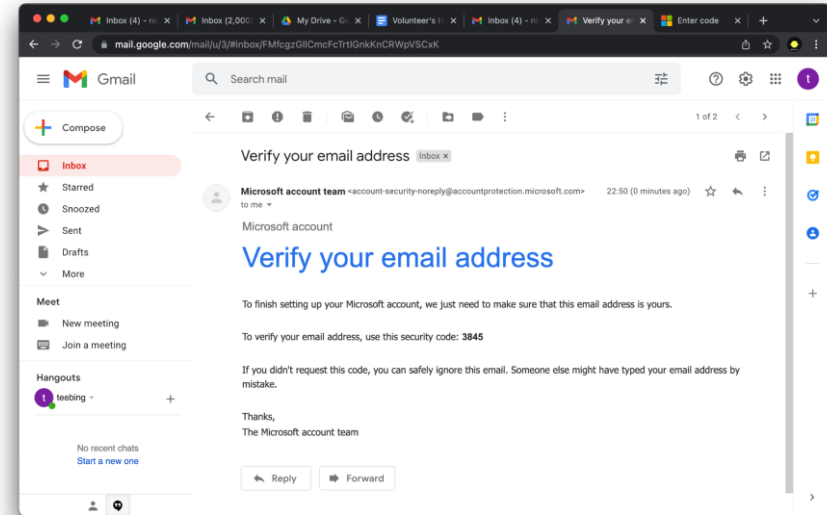
3. Create a password & click Next





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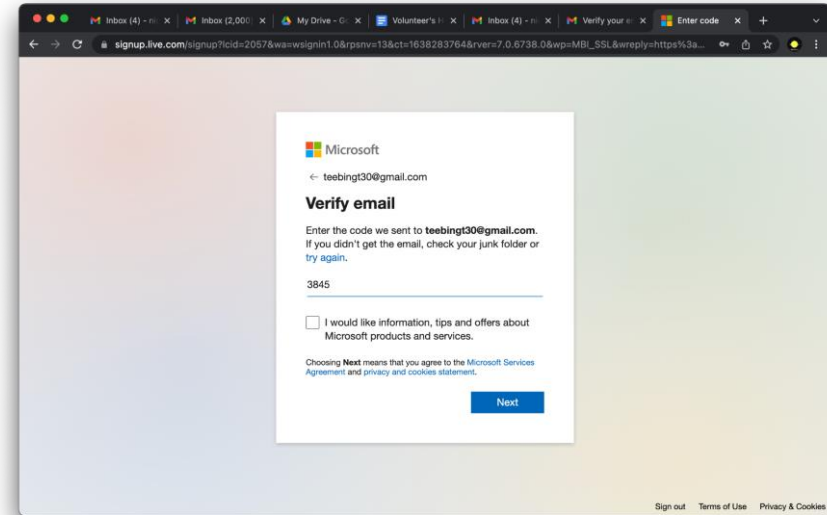
4. Go to your email & get the code to verify your email address





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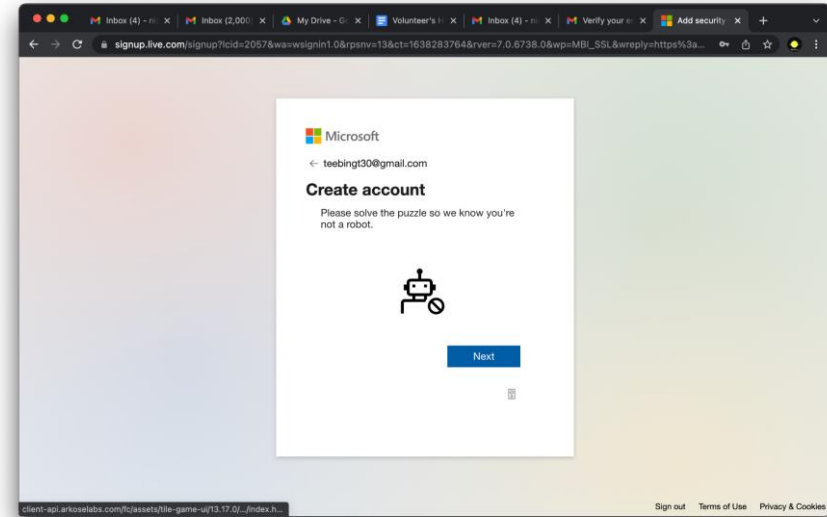
5. Enter the code sent to your email address & click Next





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6. Solve puzzle to prove that you're not a robot

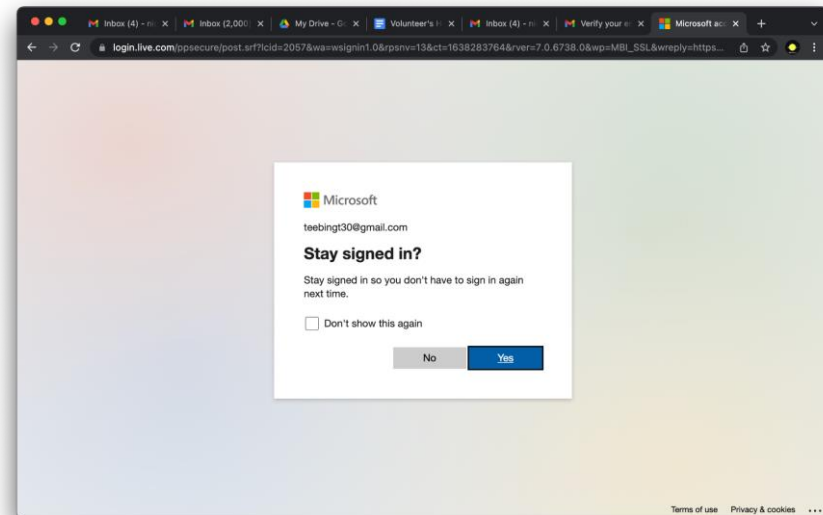




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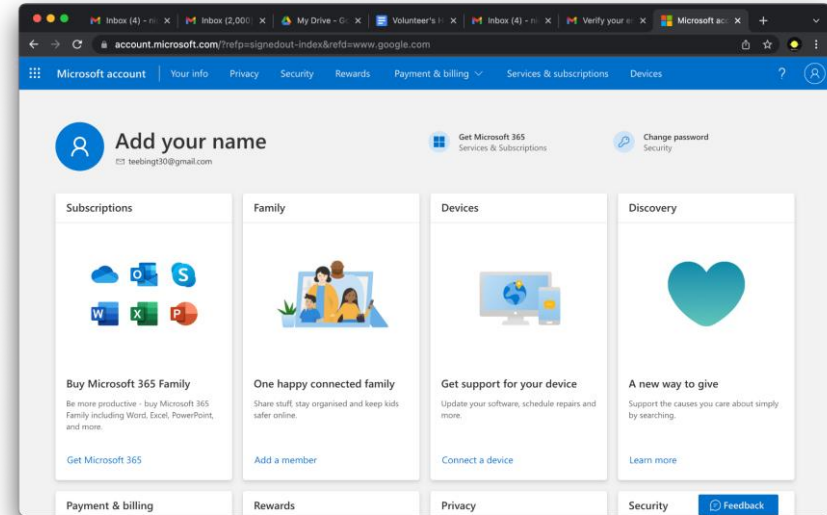
7. Click on your preference (whether you want to stay logged in or not) Hit no for now





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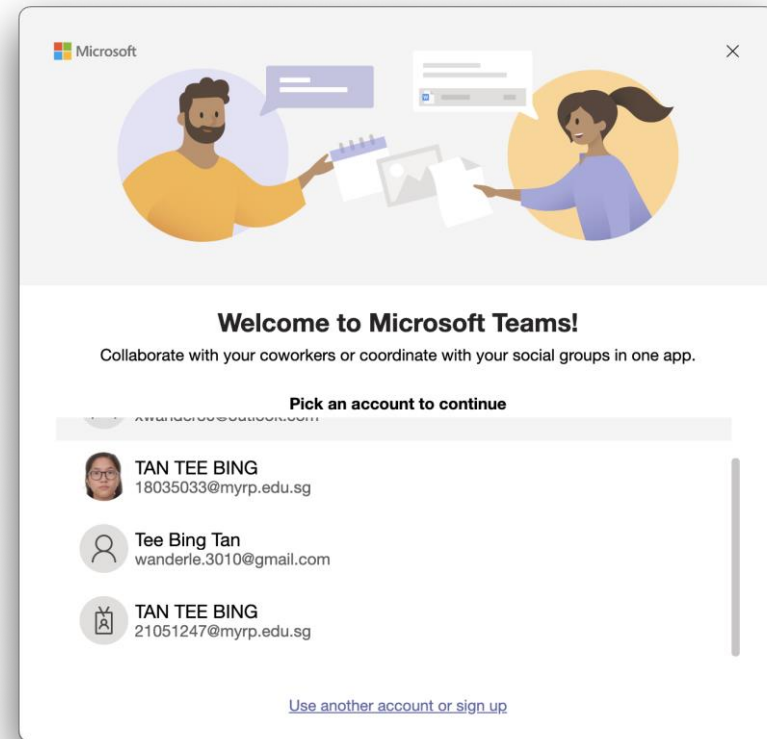
8. Your account is successfully created when you see this page





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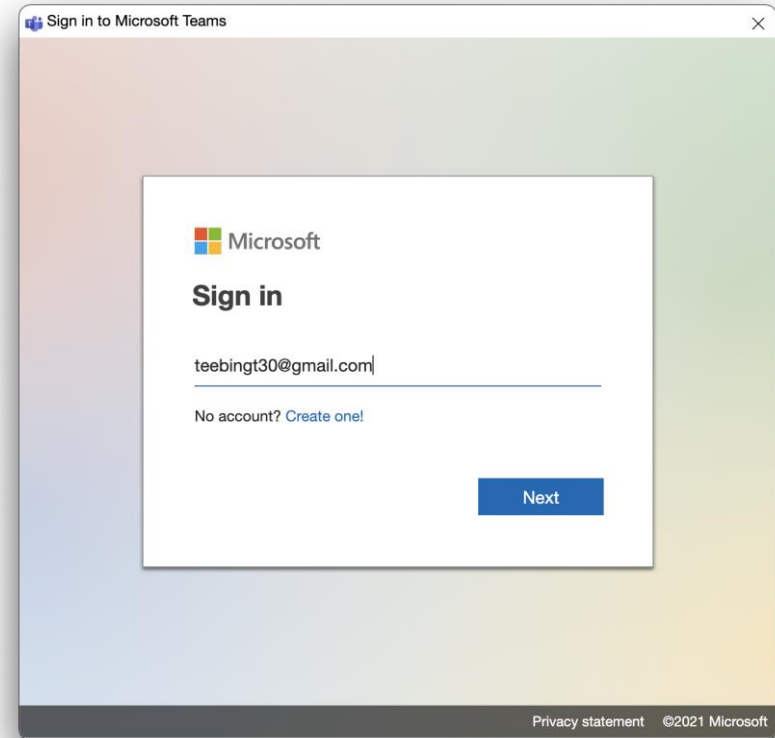
9. Go to the Microsoft Team application & click on Use another account or sign up





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10. Enter the email you registered for earlier & click Next

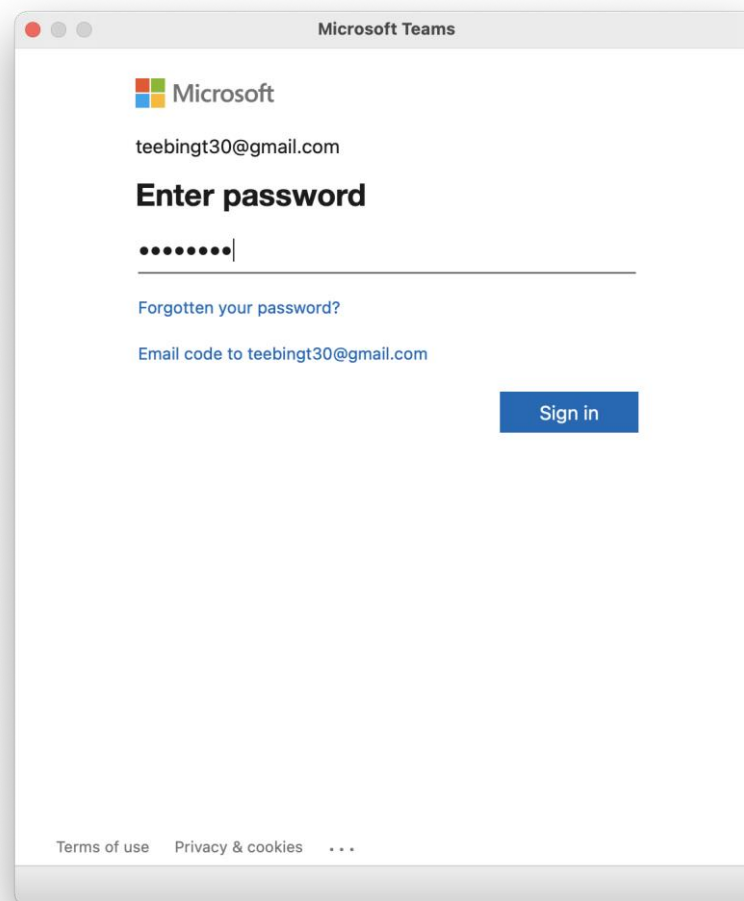




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11. Enter your password & click Next





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12. Enter the following details & click Next

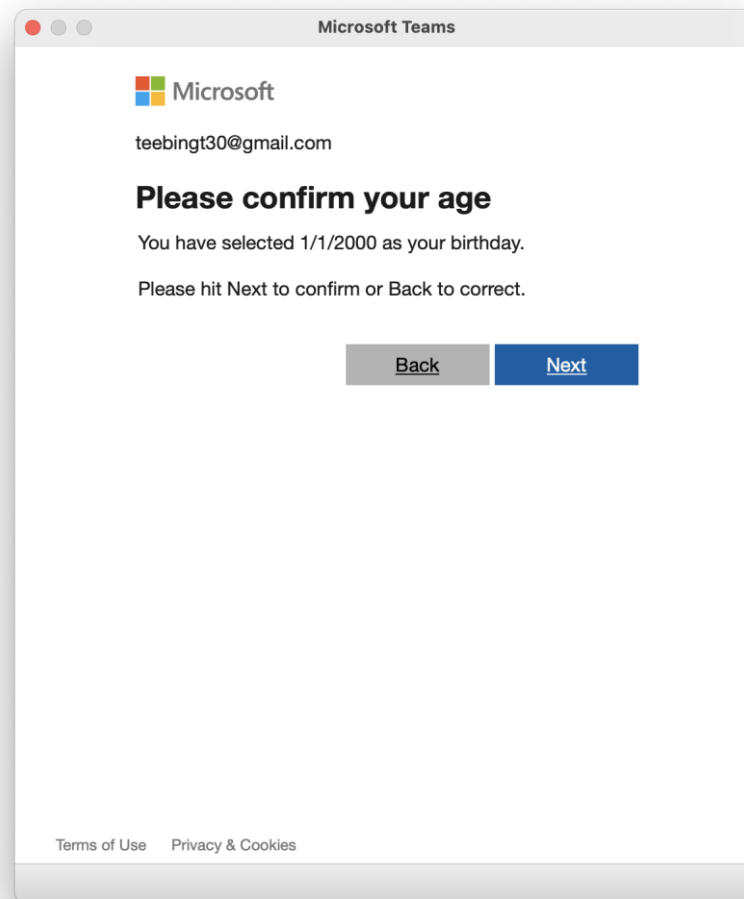
The screenshot shows the Microsoft Teams application window titled "Microsoft Teams". The interface is for adding details to an account. At the top, the Microsoft logo is displayed, followed by the email address "teebingt30@gmail.com". The main heading is "Add details", with a sub-message: "We need a little more info before you can use this app." Below this, there are two input fields: "First name" with the value "teebing" and "Surname" with the value "Tan". A message states: "To keep your account in good standing, we require your date of birth." The "Date of birth" section includes three dropdown menus: the first is set to "1", the second to "January", and the third to "2000". Below this is a "Country/region" dropdown menu set to "Singapore". At the bottom right, there are two buttons: "Cancel" (disabled) and "Next" (active). At the very bottom, there are links for "Terms of Use" and "Privacy & Cookies".



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13. Click Next to confirm your age





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14. Verify your number

The screenshot shows a Microsoft Teams window titled "Microsoft Teams". The interface is for adding a phone number to a Microsoft account. At the top, the Microsoft logo is displayed, followed by the email address "teebingt30@gmail.com". The main heading is "Add your phone number". Below this, a message states: "This app requires your number. It will be added to your Microsoft account as another username, so make sure that you use your own. [Learn more](#)". There is a dropdown menu for selecting a country, currently set to "Singapore (+65)". Below the dropdown is a text input field containing the phone number "80239564". A message below the input field says: "We'll send you a text to verify this number." At the bottom of the form are two buttons: "Cancel" and "Next". At the very bottom of the window, there are links for "Terms of Use" and "Privacy & Cookies".



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15.	Account created!	
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