DIGITAL METRO NORTH

Downloading the Microsoft Teams desktop application

- 1. To download Microsoft Teams you can:
 - a. Type <u>portal.office.com</u> in the address bar of your web browser.



b. Click the Office 365 icon on your desktop.



2. Enter your Queensland Health email and password into the text fields and click **Sign in.**



Welcome to the QH Federation Service. Sign on using your primary email address and password	
someone@example.com	
Password	
Sign in	

3. Once you have logged in, click on the Teams icon.



- Quick Reference Guide
- A pop-up screen will give you the option to 'Download the Windows app' or 'Use the web app instead'. Click **Download the windows app** to download.



5. The install window will appear at the bottom of your web browser, click **Run** to install.

Teams_windows_x64.exe (95.2 MB)	statics.teams.cdn.office.net			3
	Run	Save	•	Cancel

- 6. The *Microsoft Teams* 'sign in' page will load, sign in with your Queensland Health email address and password.
- 7. The Microsoft Teams desktop application will open.

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8. A shortcut to the *Microsoft Teams* application will be displayed on your desktop.



