

## Downloading the Microsoft Teams desktop application

1. To download *Microsoft Teams* you can:
  - a. Type [portal.office.com](https://portal.office.com) 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**.



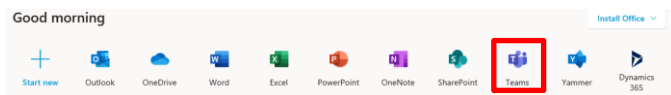
Welcome to the QH Federation Service.  
Sign on using your primary email address and password

someone@example.com

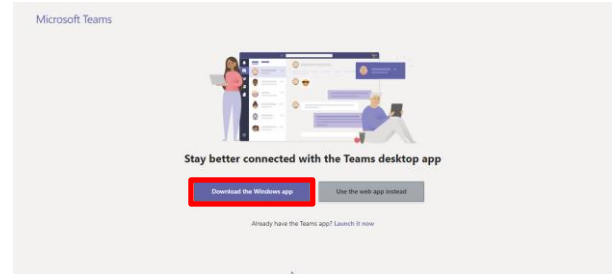
Password



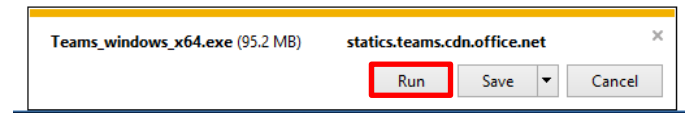
3. Once you have logged in, click on the **Teams** icon.



4. 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.

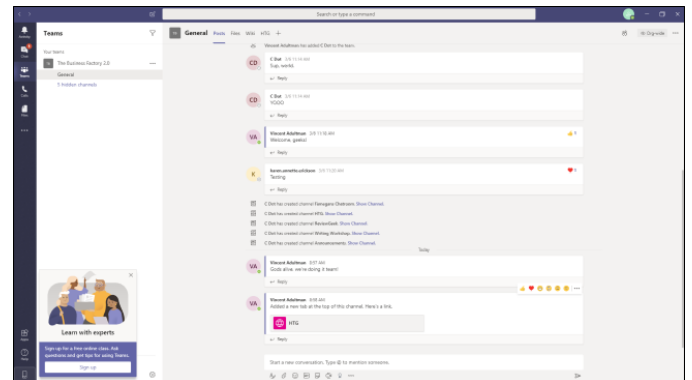


5. The install window will appear at the bottom of your web browser, click **Run** to install.



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.



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

