COBRAM ANGLICAN GRAMMAR SCHOOL
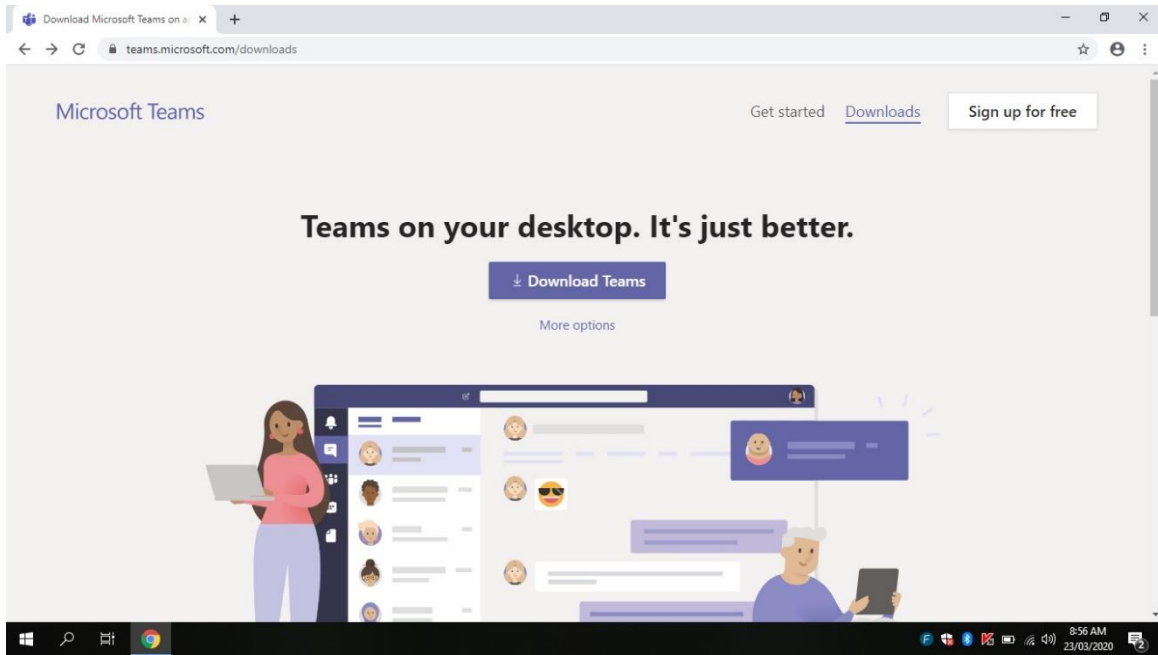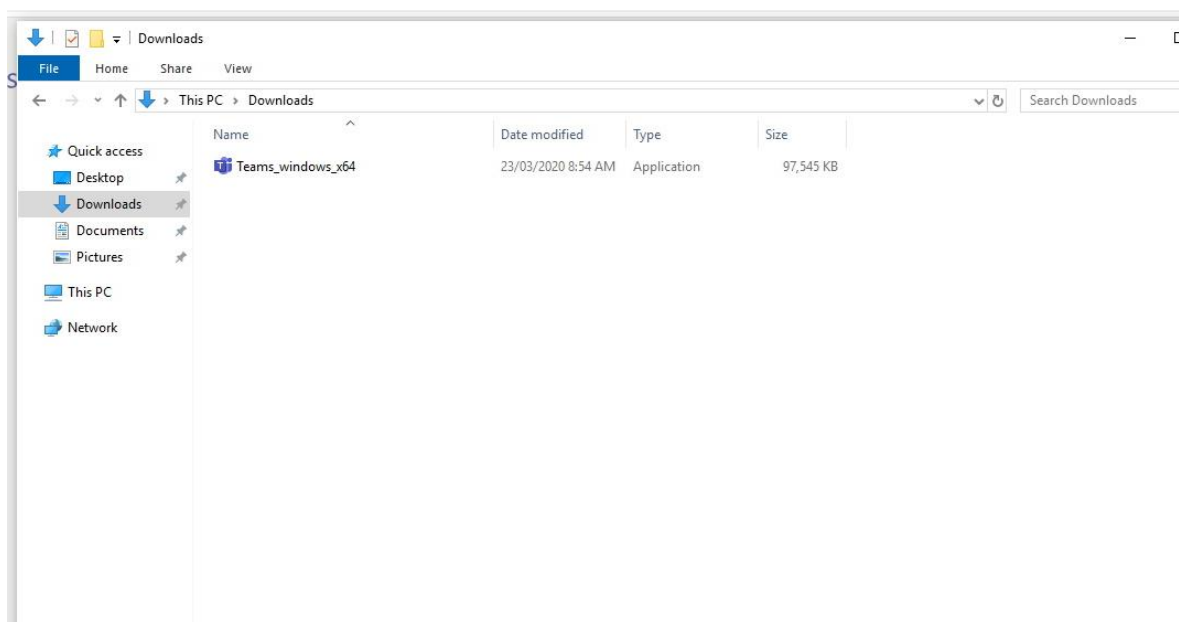
How to install Microsoft Teams and sign in on Windows
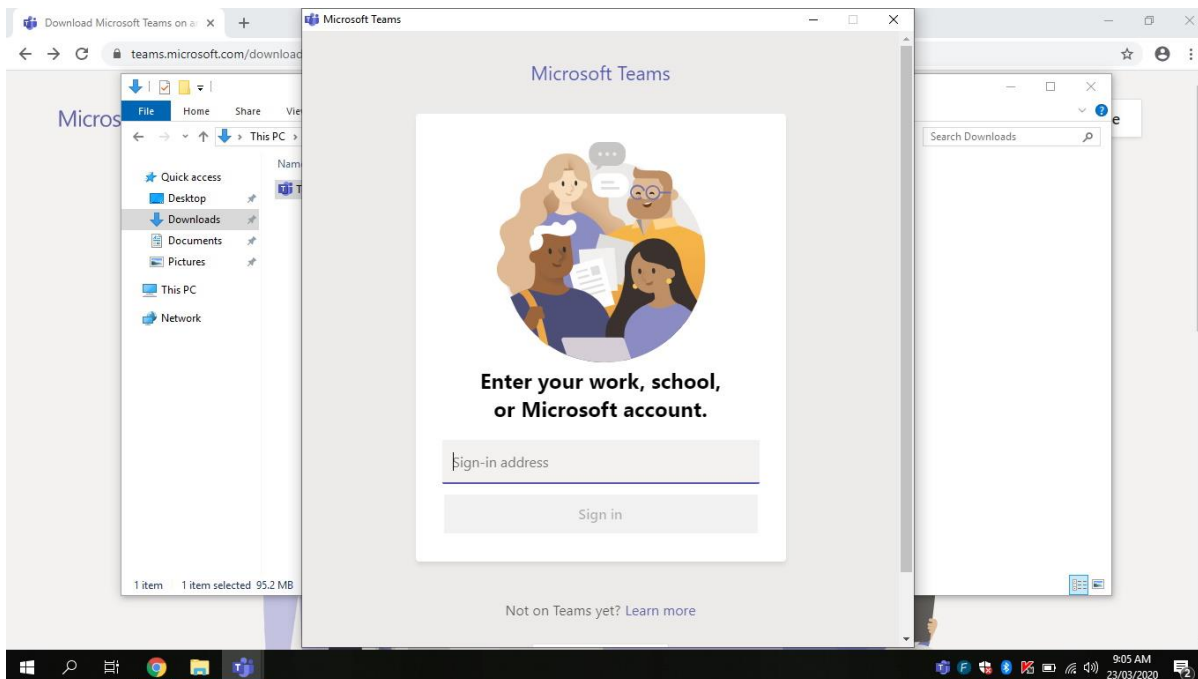
1. Open a web browser and open the following web address: https://teams.microsoft.com/downloads

2. Then click on the 'Download Teams' button in the middle of the screen to download Microsoft Teams.
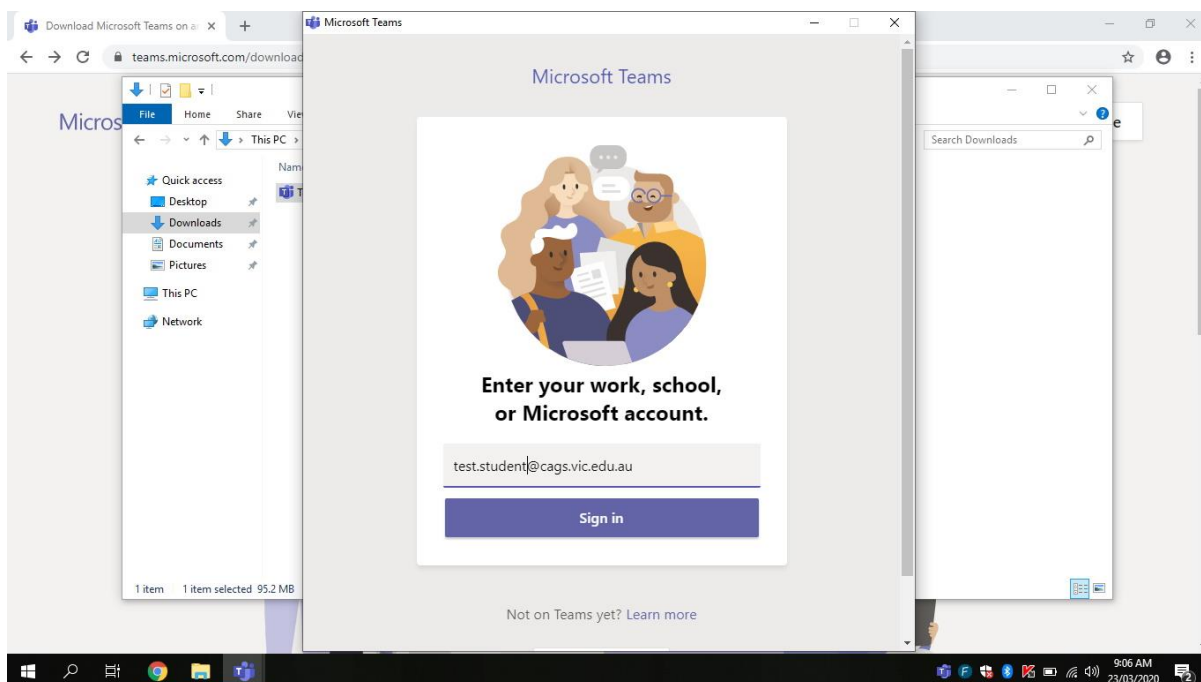

3. Once the Microsoft Teams installer has finished downloading it should be saved in your downloads folder.
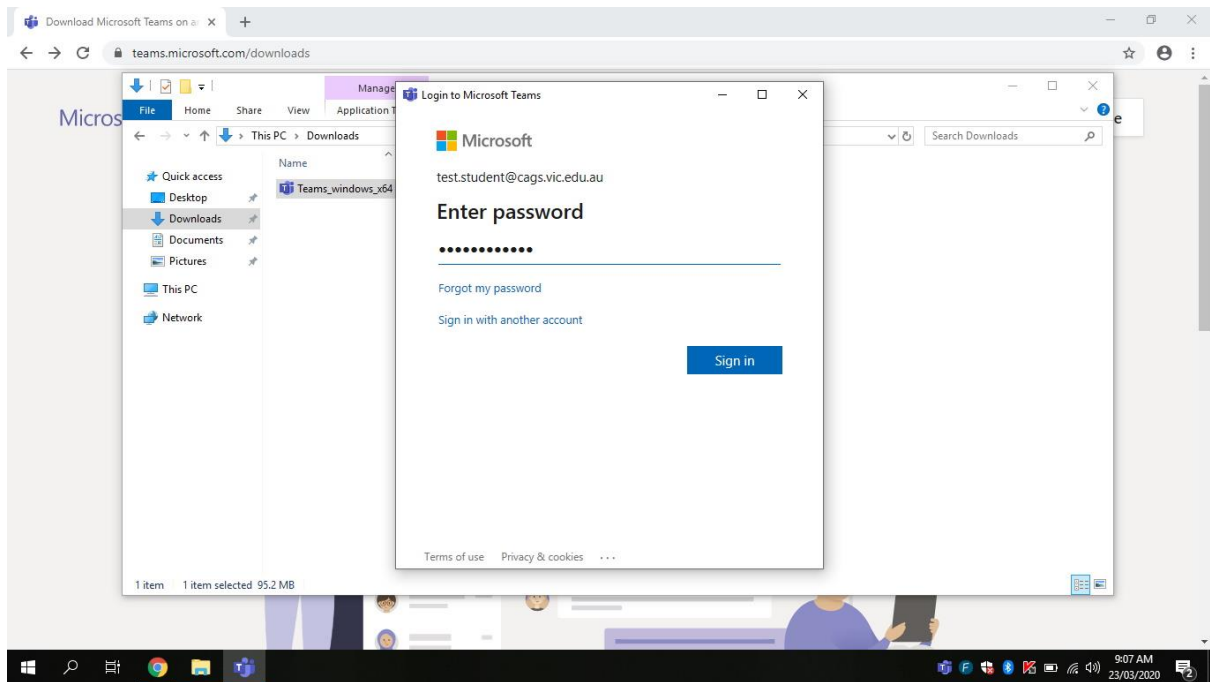
4. Now click on the Installer and wait for this box to appear.

5. Then Enter your school email address (e.g. 'test.student@cags.vic.edu.au') and click Sign In.

6. Then enter your school network/email password (the password you use to sign in to the school's computer or school email) and again click Sign in.

7. Wait a few moments for Microsoft Teams to sign you in. Once this screen appears your all done, Microsoft Teams is now installed and you have successfully signed in to it.