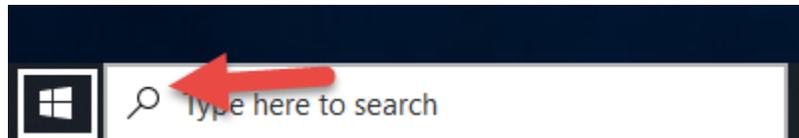


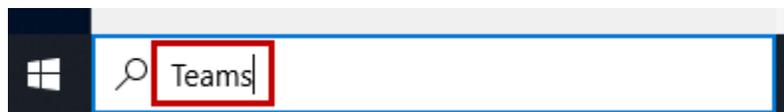
Loading Teams

Teams was added as part of an Office 365 update in February 2020. Even though it was added to the Office 365 package, it doesn't mean it loaded to your machine.

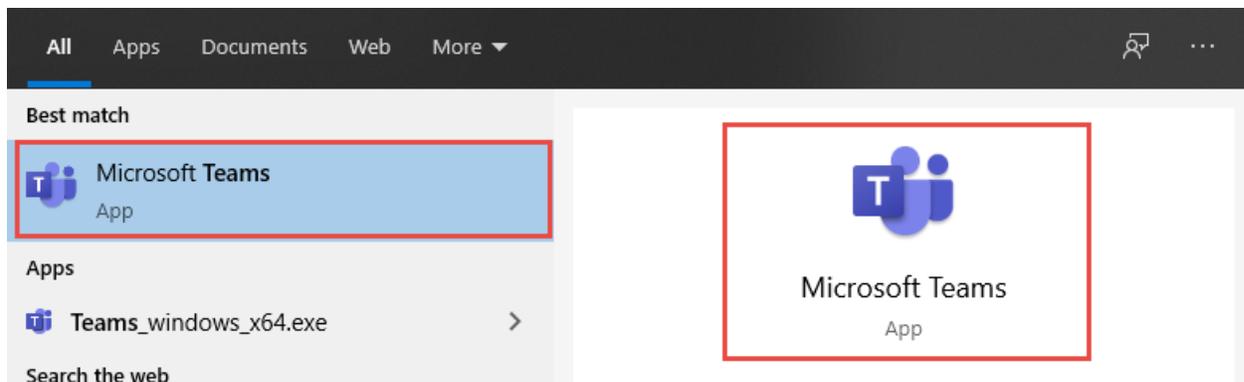
Step 1: The first step will be to determine if Teams has been loaded to your computer. Click on the search icon next to the Windows icon on your desktop, (usually bottom left corner of screen).



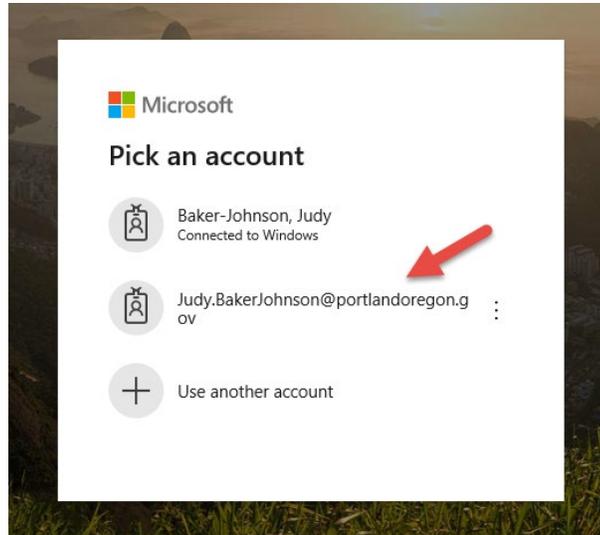
Step 2: Enter "Teams" in the search box to search for the Teams program. Notes: If the search text box isn't open, click on the search icon to open it.



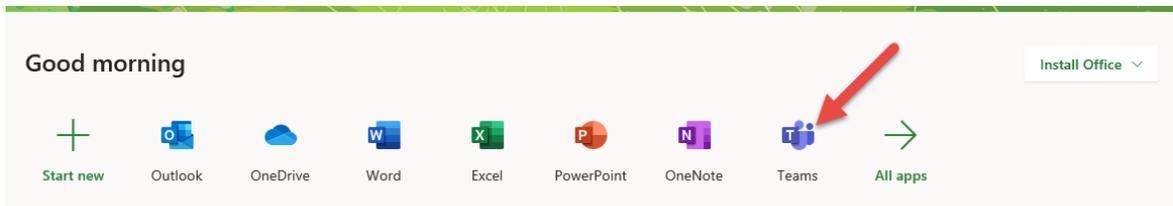
Step 3: If Teams is on your machine, it will show as Microsoft Teams App in your program list. Click on it to open and connect to teams. It may take a few moments to load and configure. If you don't have Teams, a website link will be provided, vs the Microsoft Teams App, proceed to Step 4. Once Teams opens, you can proceed with your next action and skip the remaining steps in this guide.



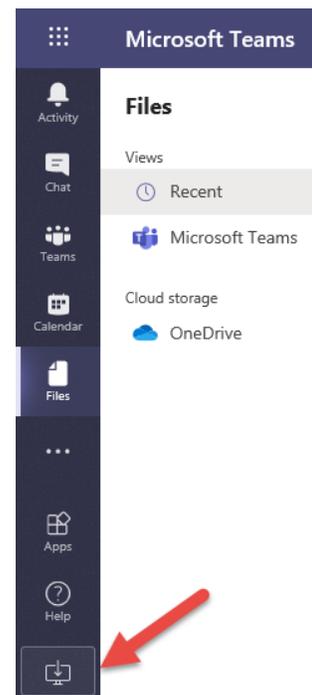
Step 4: Since Teams hasn't been loaded to your machine, you will need to load it from Office 365. Go to office365.portlandoregon.gov. If you have never been to this site, you will need to enter your city email and password to open the site (same password you use to log into your city computer). If you have used this site before, just select your city email ID.



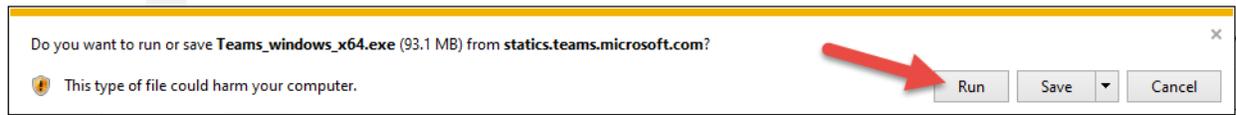
Step 5: The site will open displaying a list of apps you have access to. Select Teams.



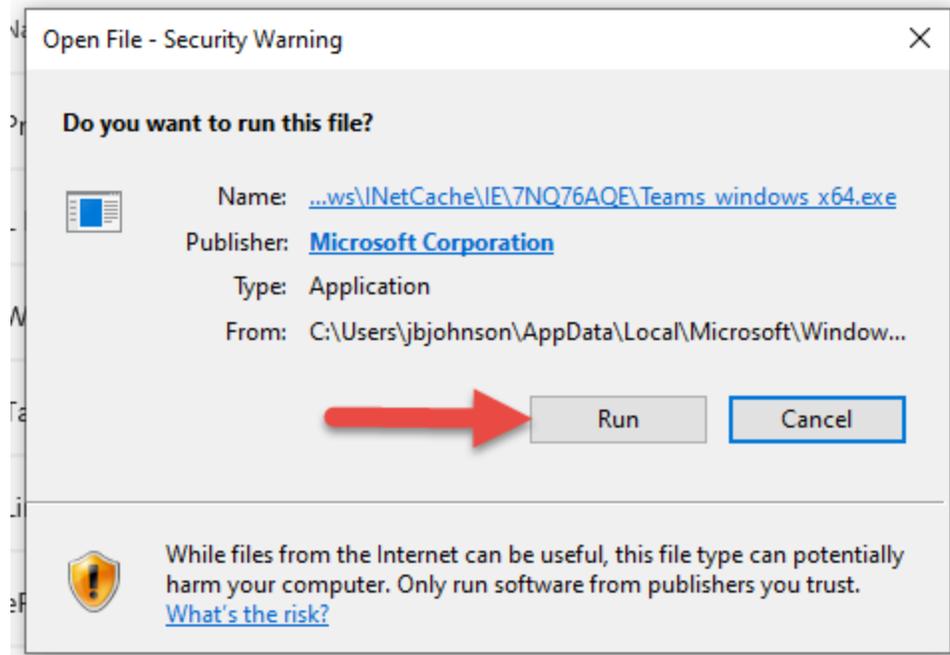
Step 6: Teams will open. To download Teams to your computer, click the download the "Download desktop app" icon at the bottom left of your screen.



Step 7: A pop up window will open, select Run.



Step 8: When the security wall pop up opens, select Run again.



Step 9: Teams will load, once on your computer, open it to activate it and connect it to your Outlook.