

How to get Microsoft Teams on a Personal Computer

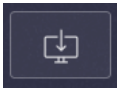
1. Access the Intranet: <https://my.bridgew.edu>
2. Click the Email link to access your Outlook account.
3. Click the 9 square icon in the upper left corner of the screen to access Office365 apps:



4. Click on the Teams icon to open Microsoft Teams:



5. Click the Download Desktop App icon in the lower left corner of the screen:



6. An installation program will be downloaded to your computer. It should go to your Downloads folder.
7. Run the installation app by opening it from your browser or opening the file from the folder to which it was downloaded.
8. Go through the setup process. When prompted, enter your BSU email address and password to log on.
9. You should be able to open Microsoft Teams for use on your desktop now.