

# Teams for Windows/PC

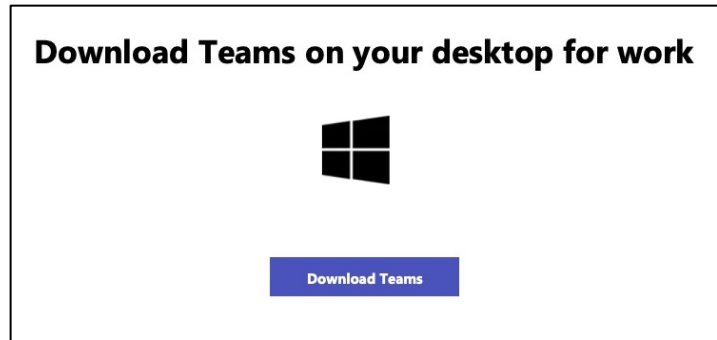
## Installing Teams

Please navigate to

<https://www.microsoft.com/en-ww/microsoft-teams/download-app>

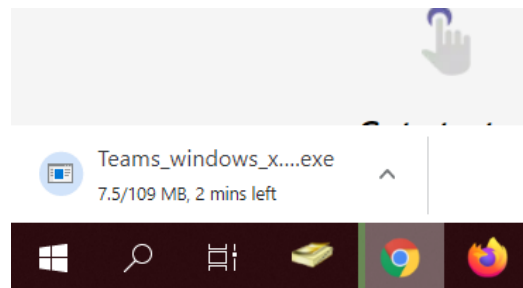
and click download for desktop.

You may need to scroll down and click the button as shown.



When you click Download a grey box should appear at the bottom of your browser, click this once so it opens the installer once completed.

Teams will then install itself, please sign in with your Northgate High School credentials on completion.



## Uninstalling Teams

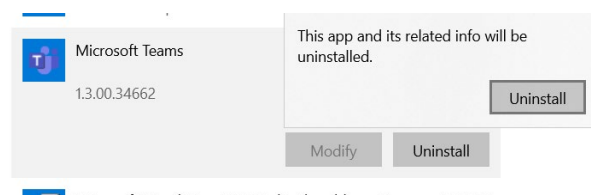
First click your start menu (Windows icon bottom left of your screen)

Then click settings.

Older versions of windows will need to go to control panel and add/remove programs.



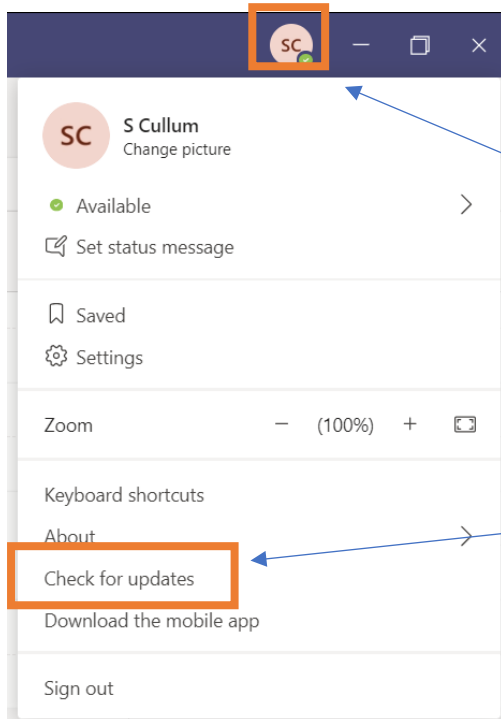
Then go to apps, scroll down to teams and click uninstall, then uninstall again.



On older versions do the same only within add/remove programs.

## Updating Teams

Microsoft Teams automatically updates in the browser, occasionally the downloaded version needs to be updated. Here's how to manually check for updates.



To update the app on Windows PC first open Teams.

Click on your icon in the top righthand corner of teams, this will display as your profile picture if you have one set, if not your initials will be displayed. This will open your app/account settings.

Click check for updates, this will install any updates in the background as you continue to work.