



DOWNLOADING THE MICROSOFT TEAMS APP

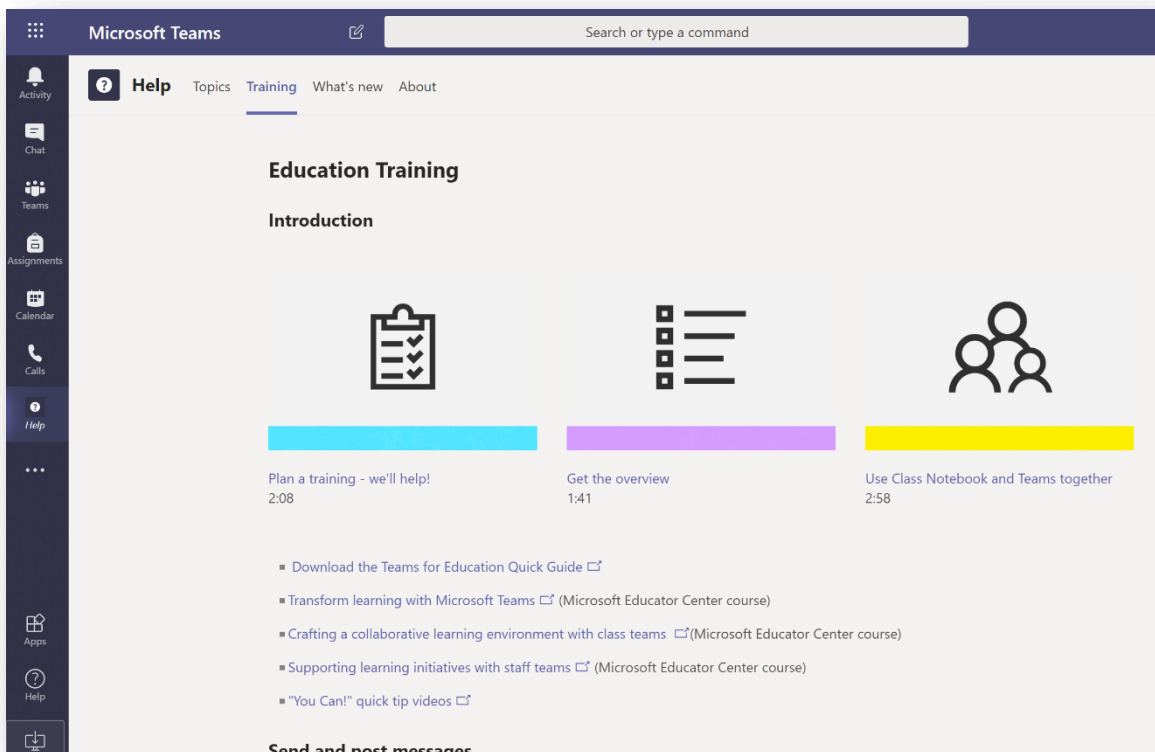
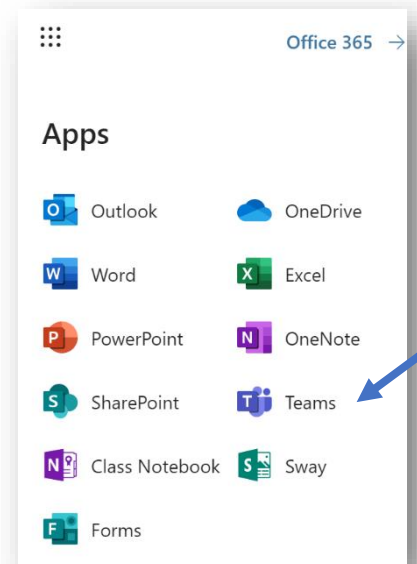
On a Computer or Laptop

Browse to www.monaghaninstitute.ie and open your college email.

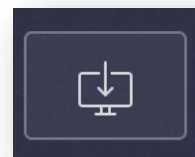
Once your college email has opened, you are in the Office365 environment and can access all the Microsoft Applications in the Waffle (this is called the App Launcher).

Click on the Waffle and select **Teams**.

The **Teams dashboard** will open.

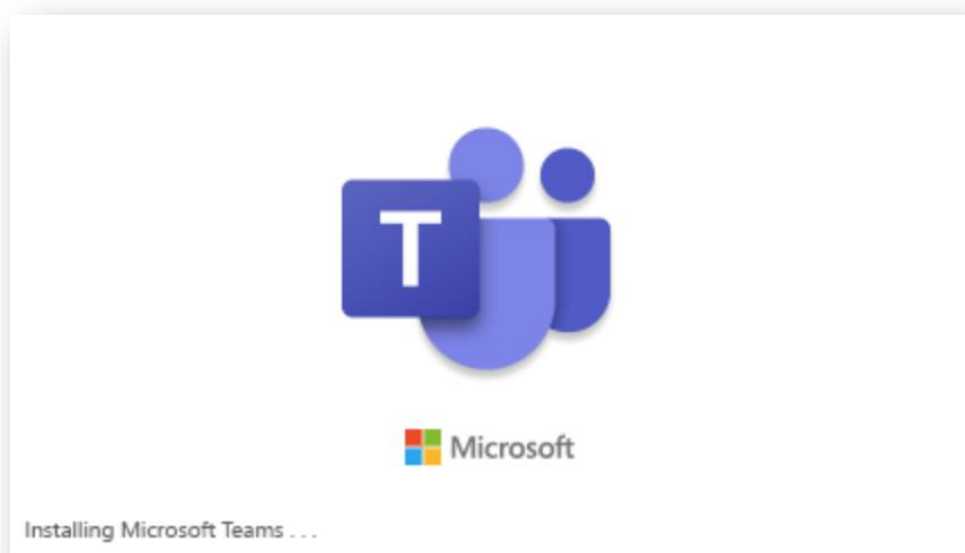
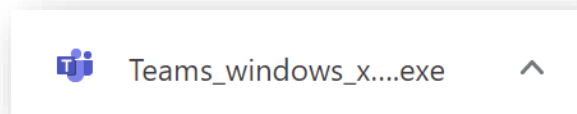


In the Lower left-hand side of this Dashboard, locate the icon to **Download the Desktop App**.



The **Teams_window_x....exe file will be downloaded** onto your device (This can also be found in your downloads folder).

Double click on this file and **follow the on-screen instructions** to install Teams on your device.



Once installed, **log into Microsoft Teams using your Monaghan Institute email address and password**.

On a Smart Phone or Tablet

Open your App Store or Play Store on your smart device and **search for the Microsoft Teams App**.

Download the App.

Once installed, **log into Microsoft Teams using your Monaghan Institute email address and password**.

