

# Installing Microsoft Teams on a Windows 10 PC

Users can install Microsoft Teams on a Windows 10 PC without any additional privileges or permissions.

## How to install Microsoft Teams

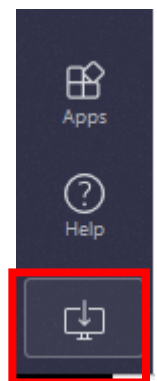
1. Open your web browser (we recommend using Firefox) and go to the website:  
<https://teams.microsoft.com>
2. **Sign in** with your university email address using either short or long form. Examples:

abf1@brighton.ac.uk or  
a.b.familyname@brighton.ac.uk

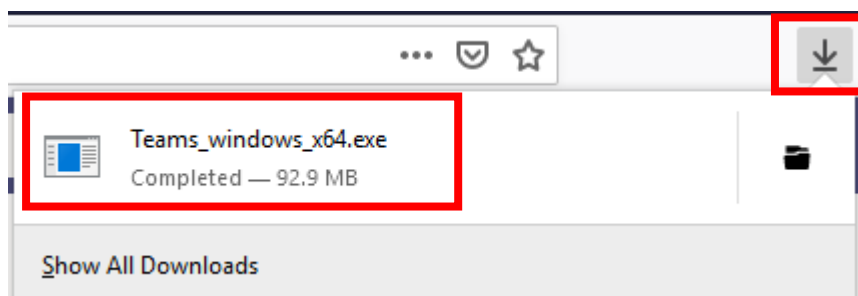
Then enter your usual password (if requested)

3. You should now be logged into Microsoft Teams. In the bottom left hand corner of the screen you will see a **download desktop app** button.

**Click this to start the install process**

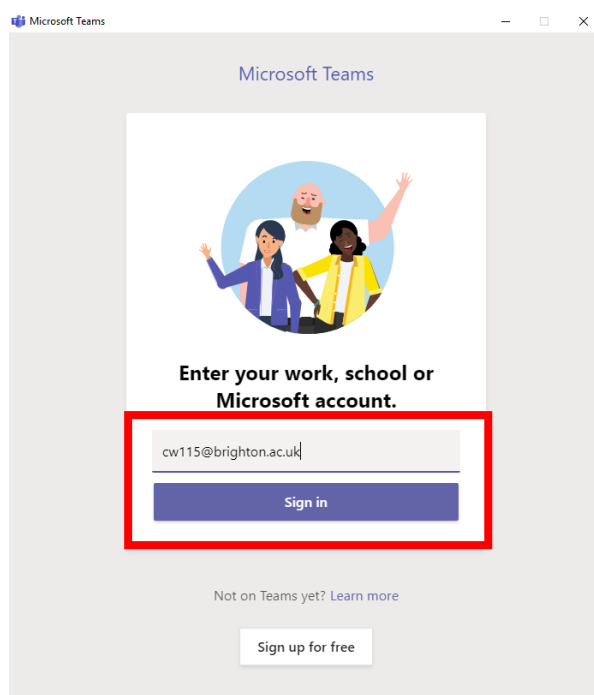


4. Depending on your browser, you'll be prompted to run a Teams install file.
  - a. For example, in Firefox, you can just click **Save File**
  - b. Then click the Firefox downloads arrow (top right) and **open the file**



- c. The software will now install (takes a few minutes)

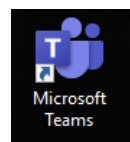
5. When complete, the Teams software will open and will prompt you to login (same login details as before)



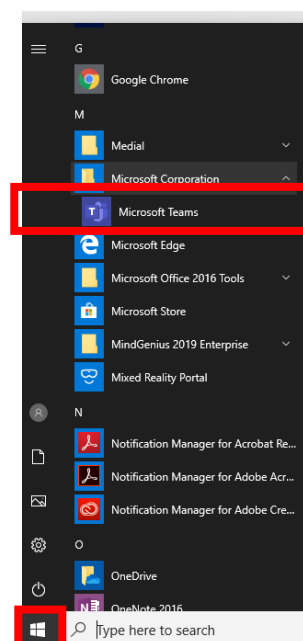
6. The Teams software should now open as expected.

## Accessing Teams (once installed)

- There should be a desktop shortcut for Microsoft Teams
- You can also access Teams by clicking the main menu (bottom left of your PC screen) and navigating to Microsoft Corporation > Microsoft Teams.



*You can click and drag the Teams software from this menu to your toolbar to pin it, if that's easier!*



## Notes:

- With the desktop app, even when you close the software it will continue to run in the background, and send notifications if you have these enabled.
- To control your notifications, open Teams and click your initials (top right of the screen) and click Settings from the drop down menu. For more on notifications, [check out the official Microsoft online support for notifications](#)

## Useful Links

- [What is Microsoft teams? By Microsoft](#)
- [Microsoft Teams help centre](#)
- [Microsoft Teams Quick Start PDF](#) – this link will download a PDF, please check your downloads folder if not immediately obvious