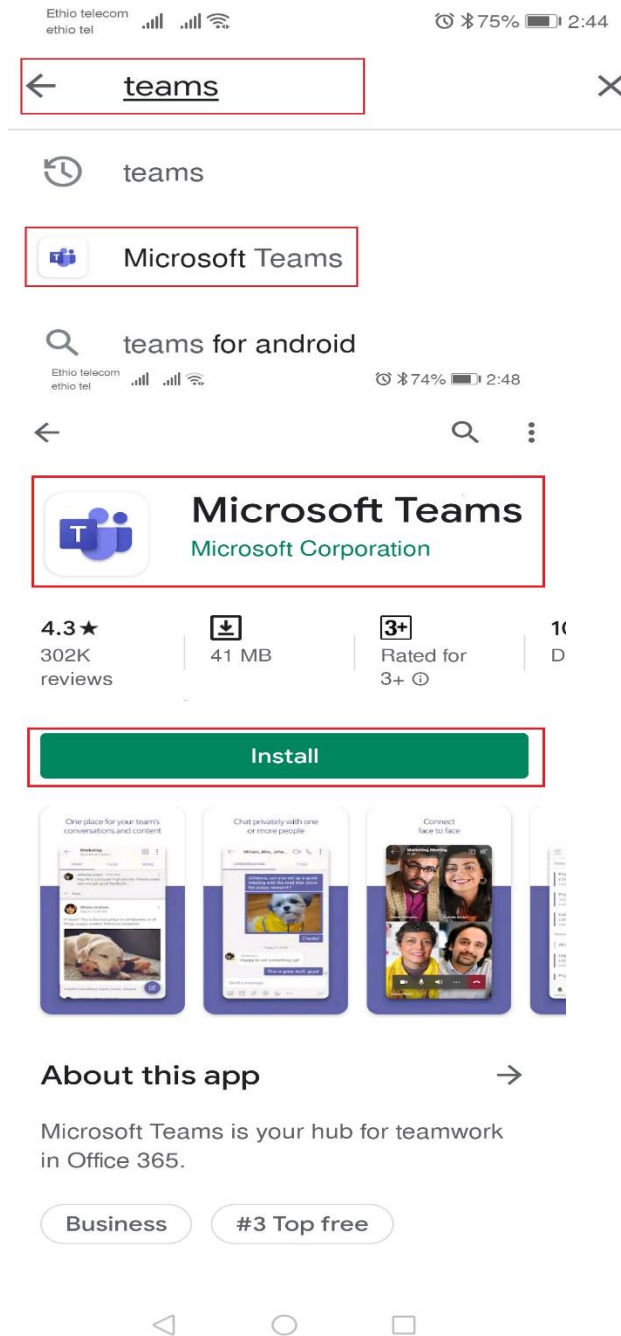# How to download Microsoft Teams

1. **For android devices:**
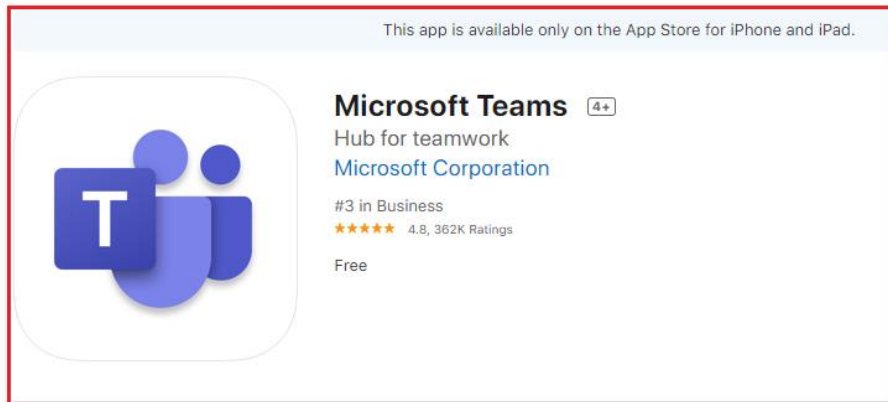   - Go to Play Store and on the "Search for apps…" box type "teams" and press the search icon.
   - Select "Microsoft Teams" among others
   - Then Microsoft Teams will appear and just press the "Install" button.
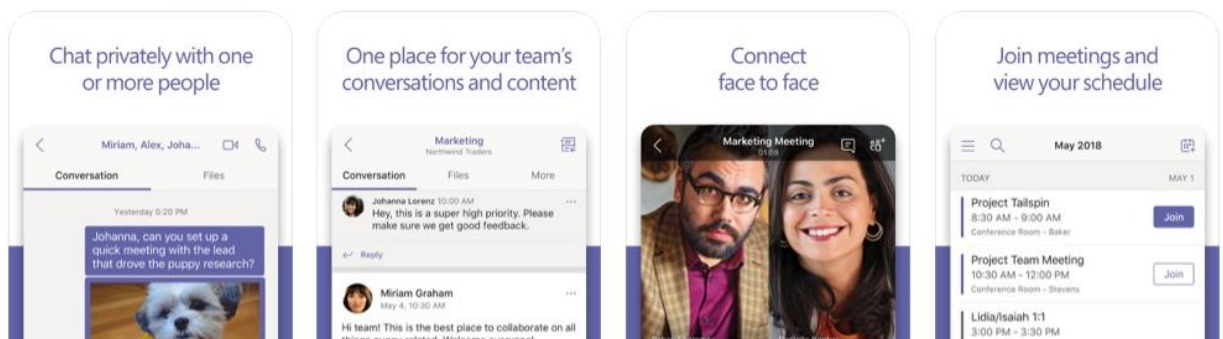   Please see the two screenshots below.

2. **For Apple devices:**
   - Go to App Store and type "Microsoft Teams" on the search box. Select Microsoft Teams and install. Please see the screenshot below.
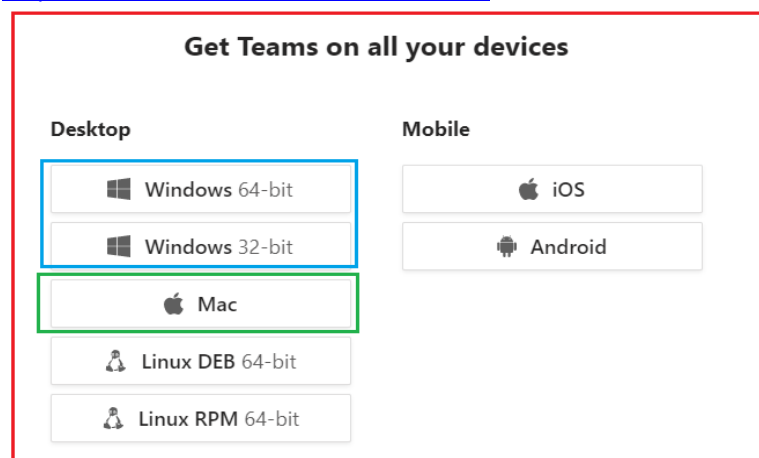

3. **For Windows PC (Laptop or Desktop) and Mac**, you can download from the below link and select according to your system. Please see the screenshot below.
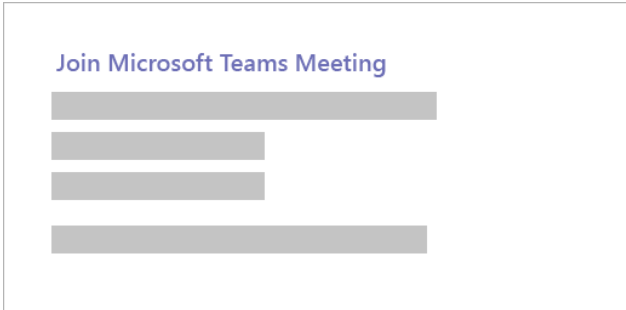
   https://teams.microsoft.com/downloads

How to join a meeting in Teams

Teams meetings are best when you join them from the Teams app on your device or Teams on the web. Beloware the most common ones used in our environment now .
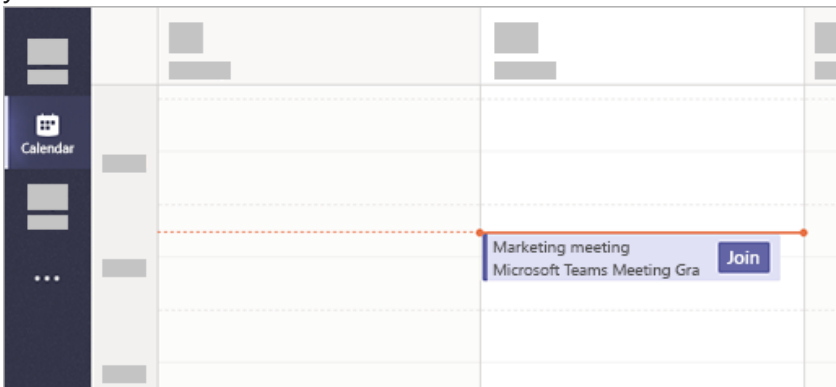
1. **Join by link**

    All you need to join a Teams meeting is a link.

    Join Microsoft Teams Meeting

Select **Join Microsoft Teams Meeting** in your meeting invite to be taken to a page where you can choose to either join on the web or download the desktop app. If you already have the Teams app, the meeting will open there automatically.

2. **Join from Calendar**

    Select **Calendar** 📅 on the left side of the app to see your meetings. Find the meeting you want, and then select **Join**.

    Marketing meeting
    Microsoft Teams Meeting Gra   Join

    Or, if someone starts the meeting, you'll get a notification you can use to join.
    For more details, go to
    https://support.office.com/en-us/article/join-a-teams-meeting-078e9868-f1aa-4414-8bb9-ee88e9236ee4