
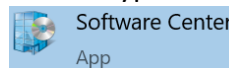


Installing Teams on Different Devices

There are multiple ways to get to Microsoft Teams should you need more assistance. The following will guide you in installing the apps on different devices.


Teams Desktop Application

Step 1: Start by clicking on  in the lower left of your screen and type “Software Center” (without the quotes). It should appear as your first option.



NOTE: You may also find the Software Center by clicking on IT HUB on the desktop, clicking on the house in the upper corner and then clicking “Software Center”.

Step 2: The Software Center should open in a new window and will display the apps available to you after a few seconds.


Step 3: Locate and click on .

Step 4: Click the  button to begin downloading the app.

Step 5: After Teams is done downloading, it will automatically begin the installation process.

Step 6: Once the installation is finished, the  button will change to a  button and there should be a  on your desktop now.


Step 7: Launch the  app.

Step 8: On the left side of the Window, click on .


Step 9: Look for the Team named **Student Help Desk**, select it, and enter your issue in chat.

Web Browser

For SPS computers only:

Step 1: On the desktop, launch  (Office 365)

Step 2: Click on .

Step 3: On the left side of the Window, click on .

Step 4: Look for the Team named **Student Help Desk**, select it, and enter your issue in chat.


Note: You may be asked to sign in. If so, sign in using your SPS email which is **(student ID)@springfieldpublicschools.com** and use the same password used to log into the student computer (Ex: **Sp123100**).


For both SPS computers and non-SPS computers:

Step 1: Go to www.office.com

Step 2: Select .



Step 3: Sign in using your SPS email which is **(student ID)@springfieldpublicschools.com** and use the same password used to log into the student computer (Ex: **Sp123100**).

Step 4: Once signed in, select .


Step 5: On the left side, select .

Step 6: Look for the Team named **Student Help Desk**, select it, and enter your issue in chat.

Mobile Devices

Step 1: Go to the App Store  on iOS or the Google Play Store  on Android

Step 2: In the search bar, type Teams.


Step 3: Download the app named Microsoft Teams. 

Step 4: Once installed, launch the app.

Step 5: Sign into the app using your SPS email which is **(student ID)@springfieldpublicschools.com** and use the same password used to log into the student computer (Ex: **Sp123100**).

Step 6: The first time you log in, you will be asked if you want to allow notifications and to allow use of the microphone (which is used for chat/meetings). Hit allow access.

Step 7: Hit "Next" until you get to the main screen.

Step 8: At the bottom of the app, click on the----- 

Step 9: Look for the Team named **Student Help Desk**, select it, and enter your issue in chat