

Downloading and Installing Microsoft Teams

Quick Reference Guide

Download to your Desktop via web

1. Click on the following link to download and install to your *personal or QH desktop PC or laptop*

<https://products.office.com/en-au/microsoft-teams/download-app>

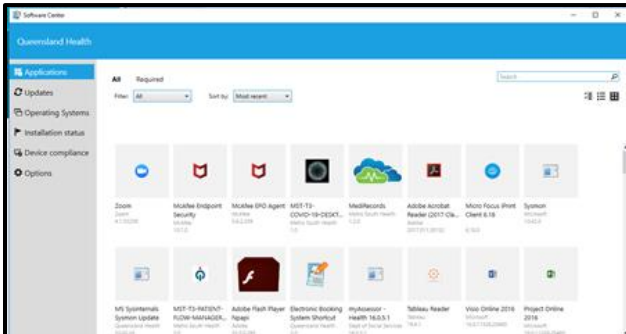
2. You must *restart* your device



Once Teams is installed, the icon will now appear in Outlook's calendar view to create a 'Teams Meeting'

Download to your Desktop via Software Centre

1. Open *Software Centre* on your desktop *QH PC or laptop*



2. Search for *Teams* in the search bar on the top right corner



3. Click *Install* and follow the prompts

Download to your Handheld Device

1. On your mobile device, navigate to the *app store*

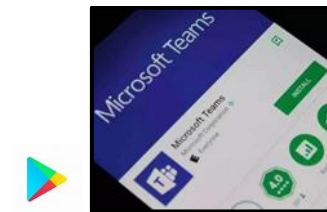
- For Android phones, go to [Play Store](#)



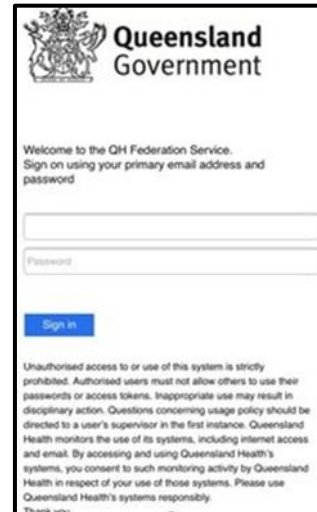
- For Apple phones, go to [App Store](#)



2. Search for *Microsoft Teams*
3. Click on the *Microsoft Teams* symbol, then click on *Download*



4. Once installed, open *Teams* on your phone, then sign into Microsoft Teams using your Queensland Health email



5. Enter the *verification code / PIN* (six digit number) sent to your mobile phone and click *Verify*

