

How to Install Teams through Office.com

Ministry of Central Services

This document provides instructions on how to install Teams through Office.com.

Last revised: April 2020

Last reviewed: April 2020

Next review: April 2021

You have been notified that Teams is available to you as a government employee!

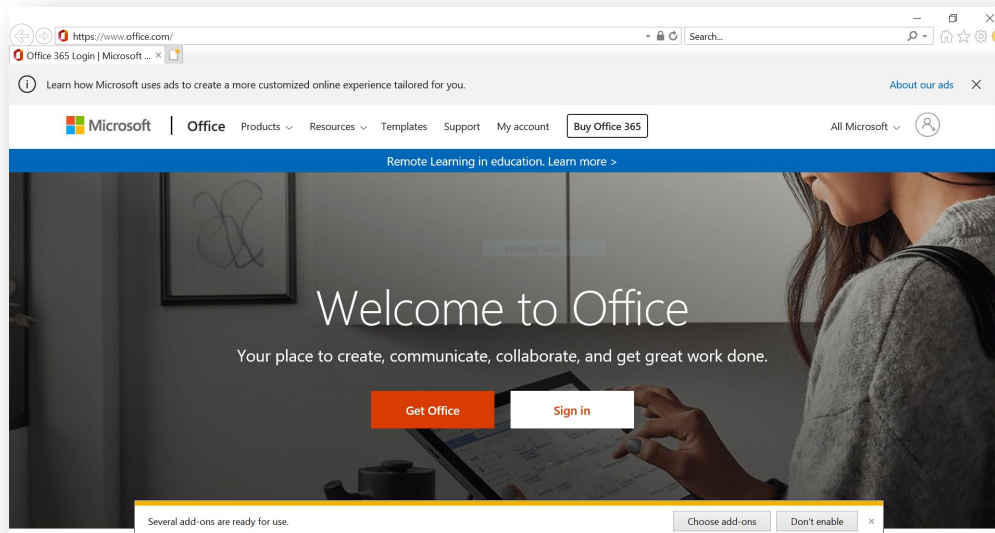
Teams is an ideal environment for online collaboration with better audio, video, chat and file sharing capabilities.



If you were not logged into VPN during the roll out time dedicated to your workstation, Teams will need to be installed manually through Office.com.

Follow the instructions below to learn how to manually install Teams.

1. Go to office.com.
2. Select **Sign In**



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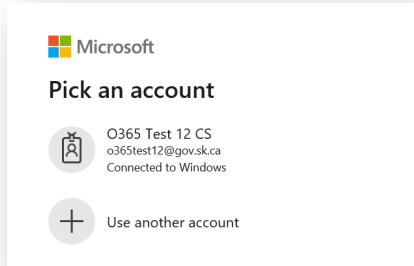
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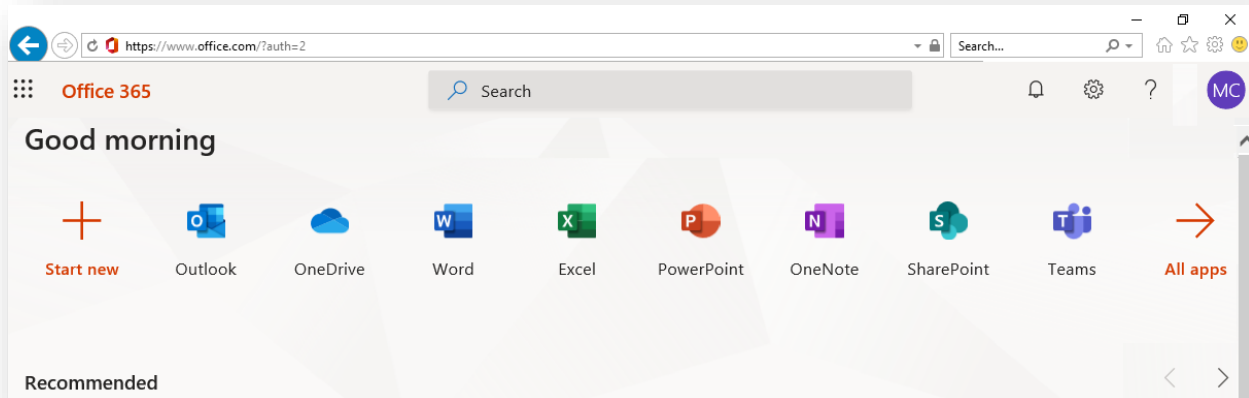
3. On the "Pick an Account" screen, select your Government of Saskatchewan account to login.



If your account is not listed there, select "Use another account" and enter your credentials.

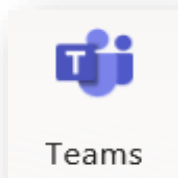
Note: Your login is your Government of Saskatchewan username (i.e. jsmith@gov.sk.ca) and network password, not your email address. You may be asked to enter a code sent to another one of your devices to confirm your identity. To learn more, see the [instructions for multi-factor authentication](#).

4. Once logged in, you will see the following screen.



Note: You can log into Office.com from any device connected to the internet to access any of these tools.

5. Select the Teams icon.



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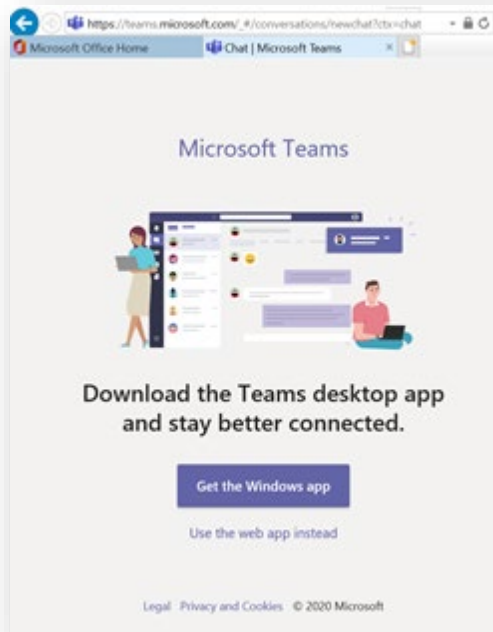
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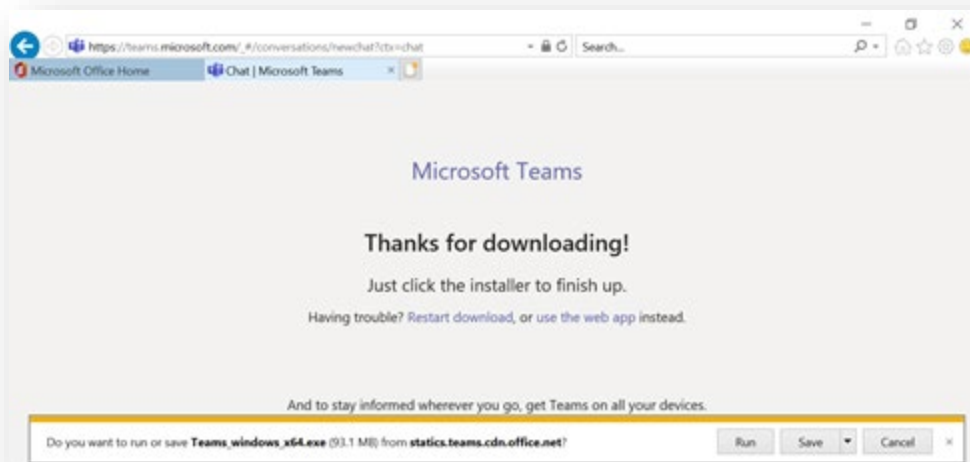
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6. The following window will popup. Click on Get the Windows app.



7. Another window will popup. Click Run.



8. Please refer to the "How to Log into Teams" document to begin using the application.