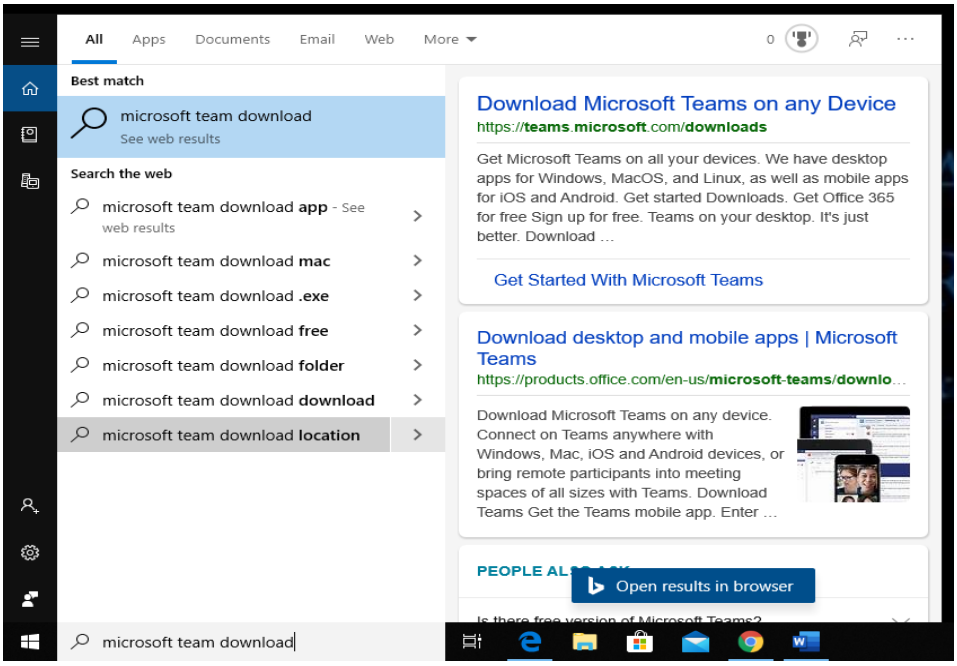
SAINT AUGUSTINE'S UNIVERSITY

Transform. Excel. Lead.

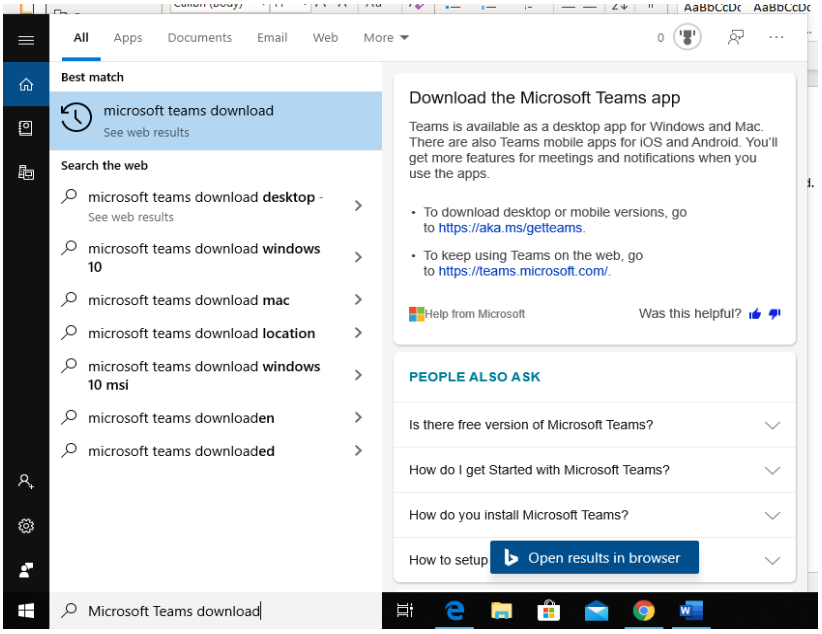
CIT Guide

How to Activate Microsoft Teams?

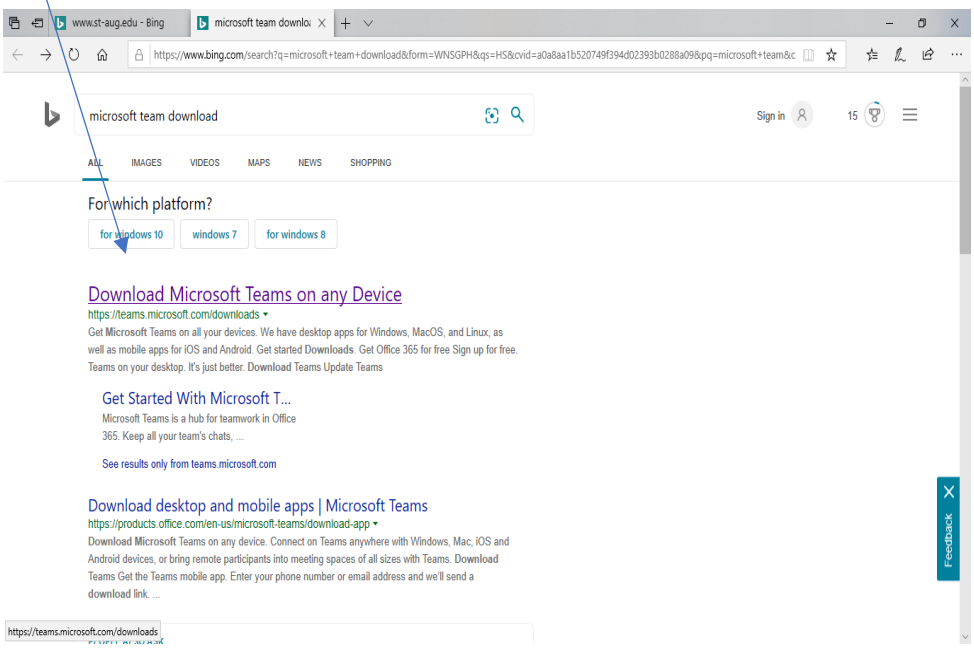
1. Go to the "Type here to search" and type in Microsoft Teams download.



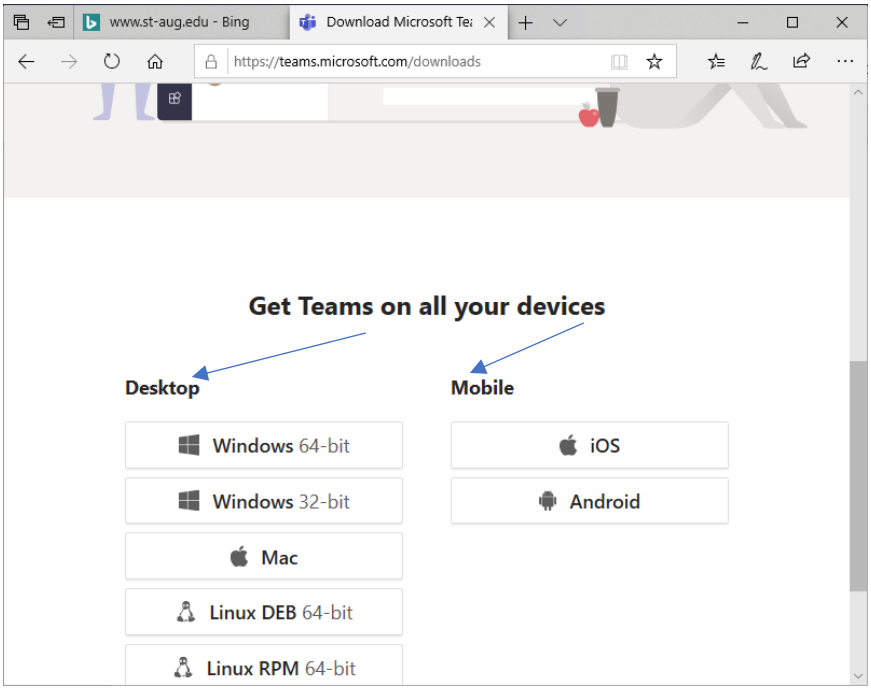
2. Click on Microsoft teams download.



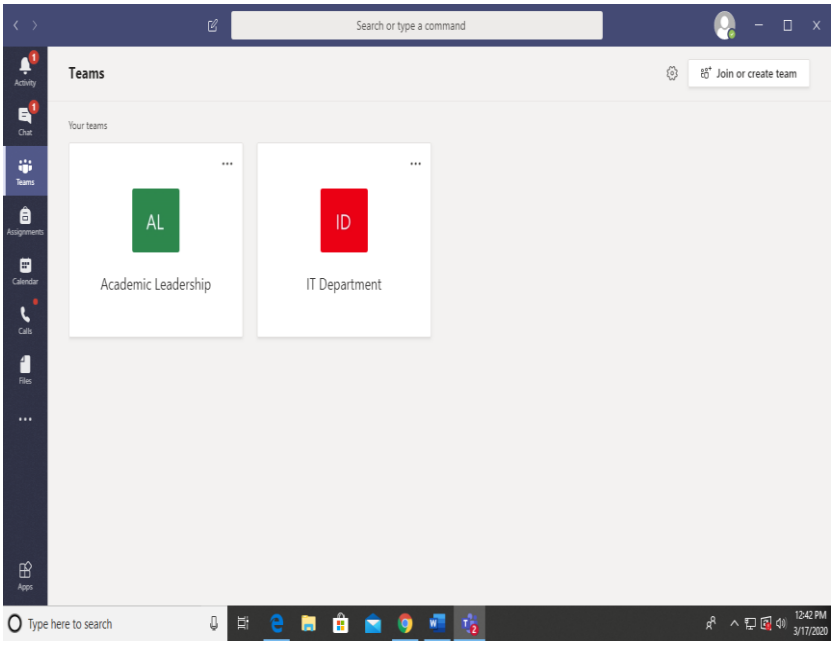
3. Click on the link.



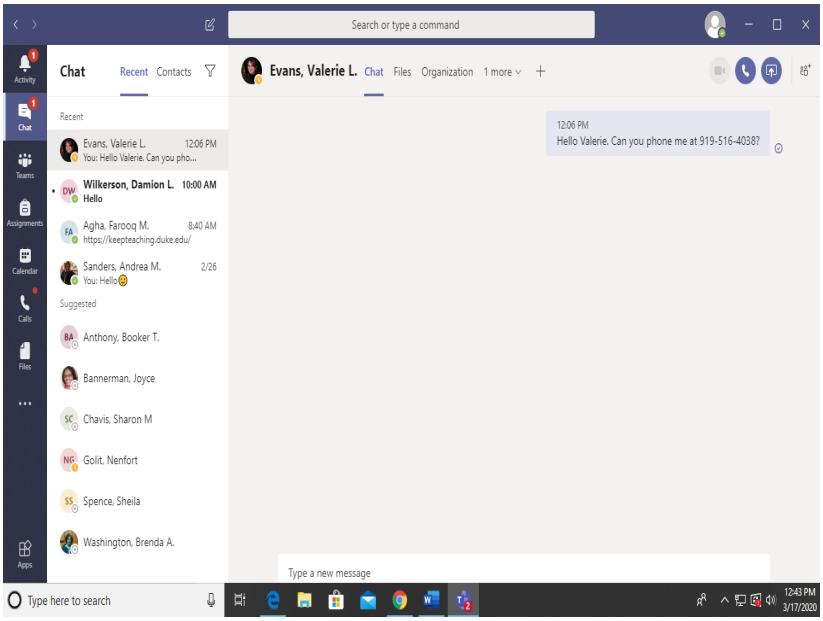
4. Select the “device type”.



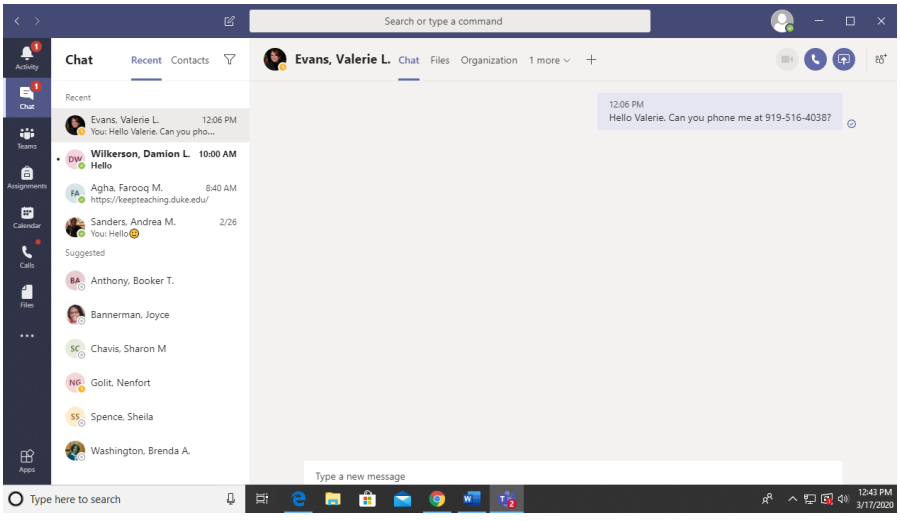
5. Select “run”. Now you will see this screen.



6. Click on “Chat”. Now you will see all the team members.



7. To start a “Chat” type the person’s name in the search bar.



8. Now you can begin chatting and more!!!!!