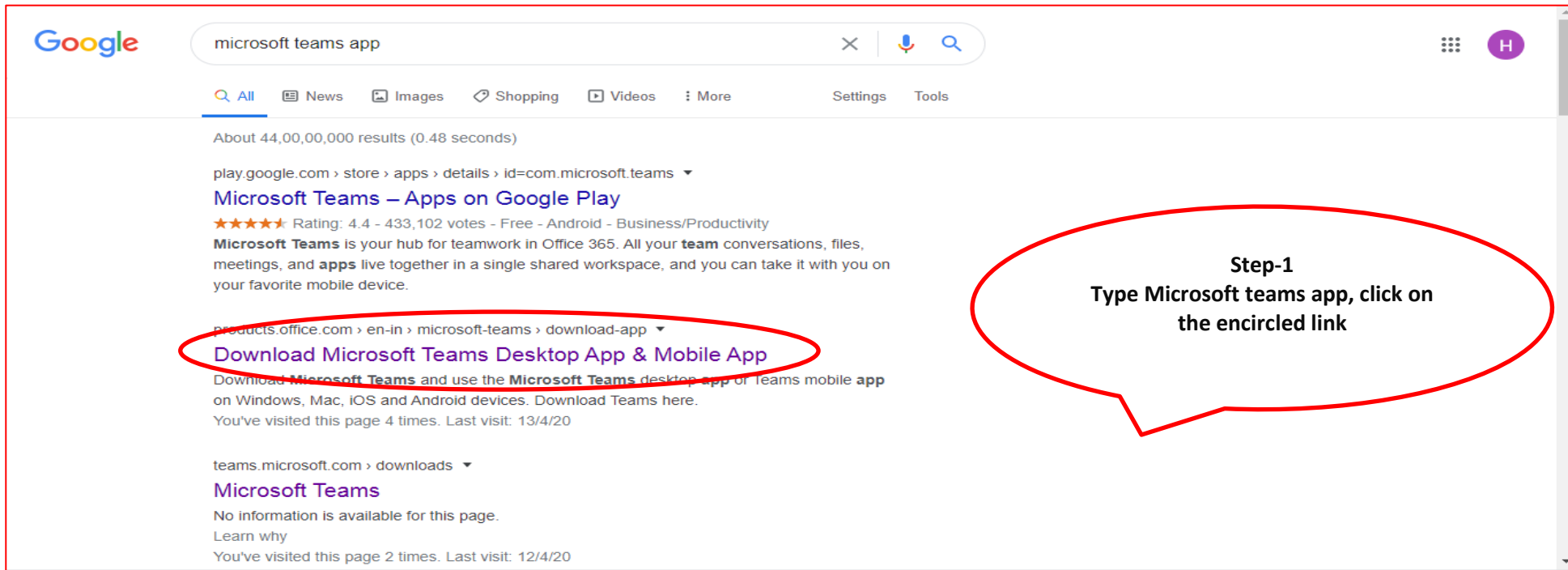


User Manual for installation of Microsoft Teams application in desktops and Laptops



A screenshot of a Google search results page for the query "microsoft teams app". The search bar at the top shows the query and the Google logo. Below the search bar, there are tabs for "All", "News", "Images", "Shopping", "Videos", "More", "Settings", and "Tools". The search results show "About 44,00,00,000 results (0.48 seconds)". The first result is from "play.google.com" and is titled "Microsoft Teams – Apps on Google Play". It has a rating of 4.4 stars from 433,102 votes and is free for Android. The description says "Microsoft Teams is your hub for teamwork in Office 365. All your team conversations, files, meetings, and apps live together in a single shared workspace, and you can take it with you on your favorite mobile device." The second result is from "products.office.com" and is titled "Download Microsoft Teams Desktop App & Mobile App". It is circled in red. The description says "Download Microsoft Teams and use the Microsoft Teams desktop app or Teams mobile app on Windows, Mac, iOS and Android devices. Download Teams here. You've visited this page 4 times. Last visit: 13/4/20". The third result is from "teams.microsoft.com" and is titled "Microsoft Teams". It says "No information is available for this page. Learn why. You've visited this page 2 times. Last visit: 12/4/20".

Google

microsoft teams app

Q All News Images Shopping Videos More Settings Tools

About 44,00,00,000 results (0.48 seconds)

play.google.com > store > apps > details > id=com.microsoft.teams

Microsoft Teams – Apps on Google Play

★★★★★ Rating: 4.4 - 433,102 votes - Free - Android - Business/Productivity

Microsoft Teams is your hub for teamwork in Office 365. All your **team** conversations, files, meetings, and **apps** live together in a single shared workspace, and you can take it with you on your favorite mobile device.

products.office.com > en-in > microsoft-teams > download-app

Download Microsoft Teams Desktop App & Mobile App

Download **Microsoft Teams** and use the **Microsoft Teams** desktop app or Teams mobile app on Windows, Mac, iOS and Android devices. Download Teams here.

You've visited this page 4 times. Last visit: 13/4/20

teams.microsoft.com > downloads

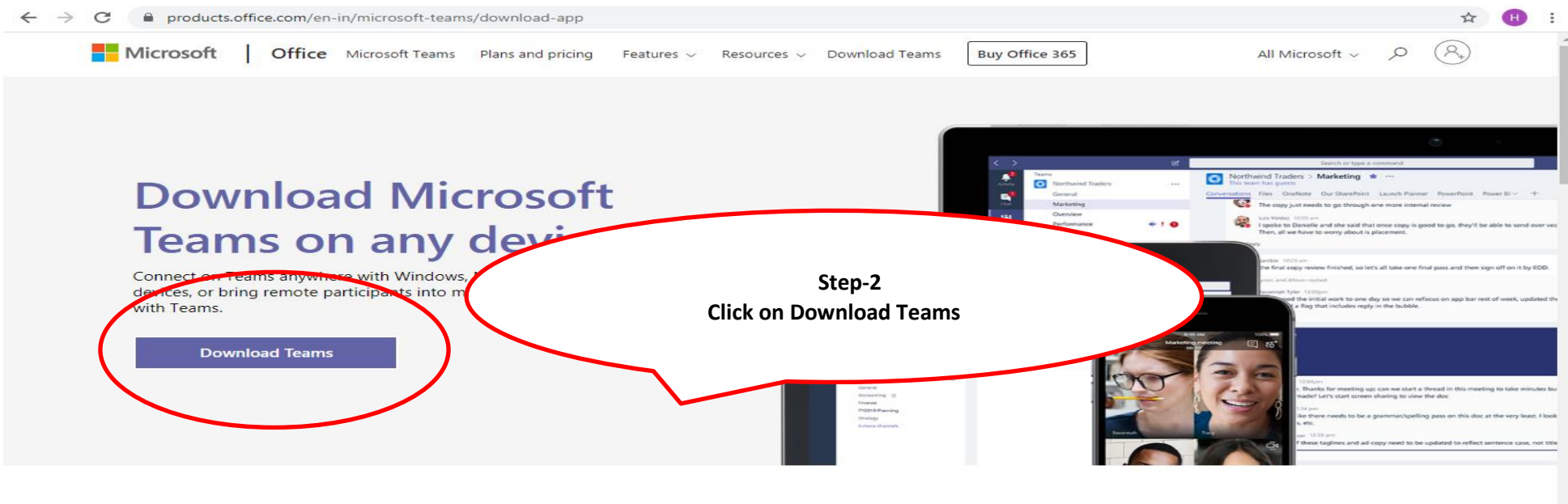
Microsoft Teams

No information is available for this page.

Learn why

You've visited this page 2 times. Last visit: 12/4/20

Step-1
Type Microsoft teams app, click on the encircled link



A screenshot of the Microsoft Teams download page. The page has a navigation bar with "Microsoft", "Office", "Microsoft Teams", "Plans and pricing", "Features", "Resources", "Download Teams", and "Buy Office 365". The main heading is "Download Microsoft Teams on any device". Below the heading, there is a paragraph: "Connect on Teams anywhere with Windows, Mac, iOS and Android devices, or bring remote participants into meetings with Teams." A blue button labeled "Download Teams" is circled in red. The background of the page shows a collage of images including a laptop displaying the Teams interface, a smartphone, and a group of people in a meeting.

Microsoft | Office Microsoft Teams Plans and pricing Features Resources Download Teams Buy Office 365 All Microsoft

Download Microsoft Teams on any device

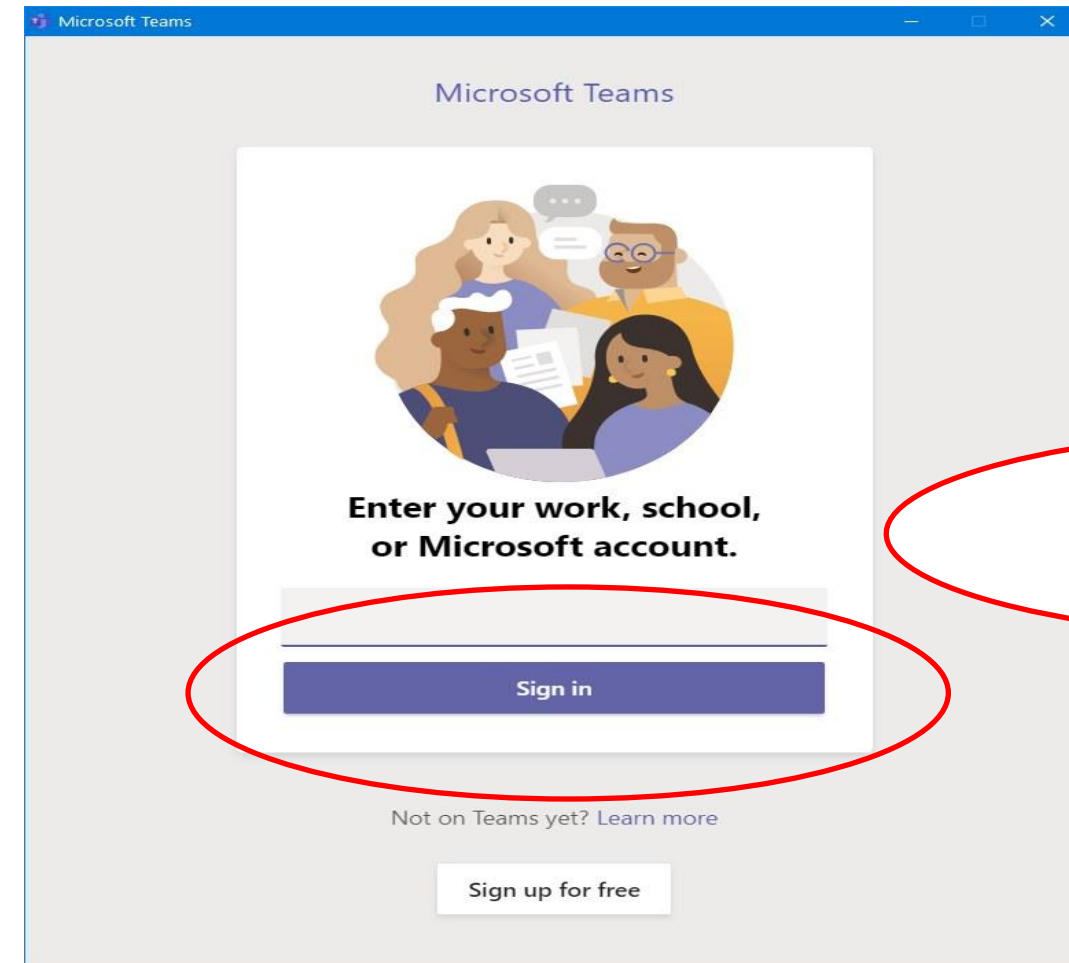
Connect on Teams anywhere with Windows, Mac, iOS and Android devices, or bring remote participants into meetings with Teams.

Download Teams

Step-2
Click on Download Teams

Step-3 Save the installer on your device

Step-4 Double Click the Teams_windows_x64 file to begin the installation.



Step-5
Sign in with your official e-mail address

Once you complete the steps, Microsoft Teams will install, and you can start interacting with co-workers.

User Manual for Microsoft teams for Laptops (as Guest User)

From: Sreeraj Ashok <sreeraja@cag.gov.in>
Date: Sunday, 12 April 2020 at 12:02 PM
To: sreerajashok <sreerajashok@gmail.com>
Subject: Teams test 2

[Join Microsoft Teams Meeting](#)

[Learn more about Teams](#)

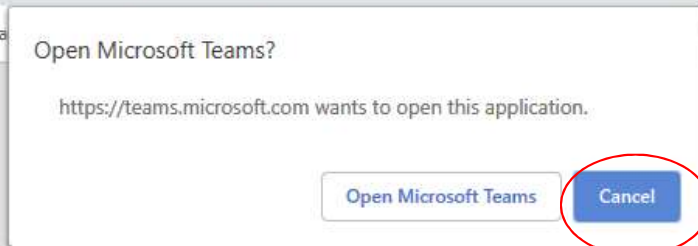
1. Click on the link in the email sent. It would open in another Browser Tab.

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With regards

Sreeraj Ashok
Dy. Director(IS)
Office of C&AG, India



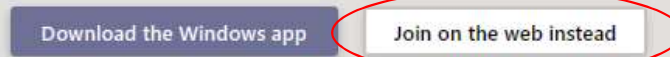
Microsoft Teams



2. Click cancel

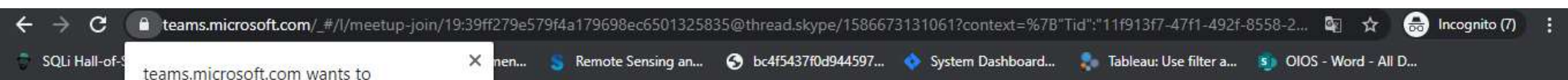


Experience the best of Teams meetings with the desktop app



3. Click Join on the web instead

Already have the Teams app? [Launch it now](#)



teams.microsoft.com wants to

Use your microphone

Use your camera

Allow

Block

3.5. Click "Allow", if prompted by the browser

Select Allow to let Microsoft Teams use your mic and camera for calls and meetings on this browser.

When you do, we'll turn your devices on for a moment to set them up.

For a better experience download the desktop app.

Choose your audio and video settings for
Meeting now

The screenshot shows the Microsoft Teams pre-join meeting settings interface. At the top, it says "Choose your audio and video settings for Meeting now". Below this is a dark grey card with a white person icon in a circle. Under the icon, the text "Sreeraj, DD (IS) Delhi" is displayed and circled in yellow. To the right of this text is a blue "Join now" button, which is also circled in yellow. Below the name and button are two toggle switches: one for video (labeled with a camera icon) and one for microphone (labeled with a microphone icon). Both switches are currently turned off (the white circle is on the left) and are circled in yellow. To the right of these toggles is a "Devices" button with a gear icon. Below the card, there is a section titled "Other join options" with two buttons: "Audio off" (with a speaker icon) and "Phone audio" (with a phone handset icon).

4. Enter First name, Designation (in short), Location

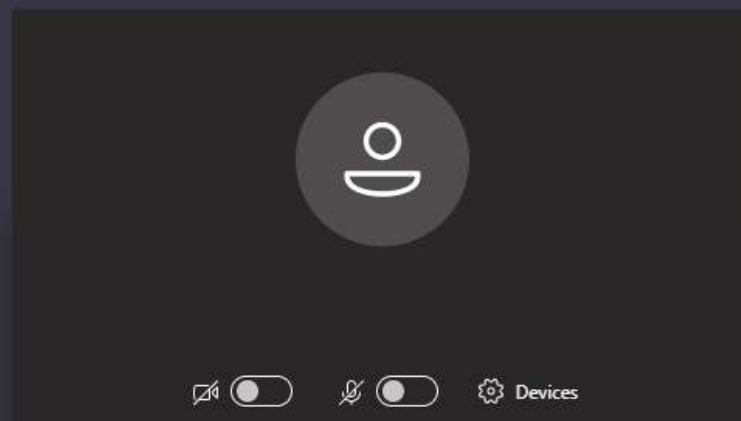
6. Click Join Now

5. Make sure video and Microphone are switched off (left as in the picture)

Close

Someone in the meeting should let you in soon

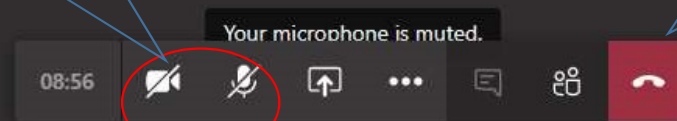
6. Wait




7. Switch on the Camera and Microphone, if you want to speak. Switch these settings off again, once done speaking.



8. End the call after the meeting is concluded.



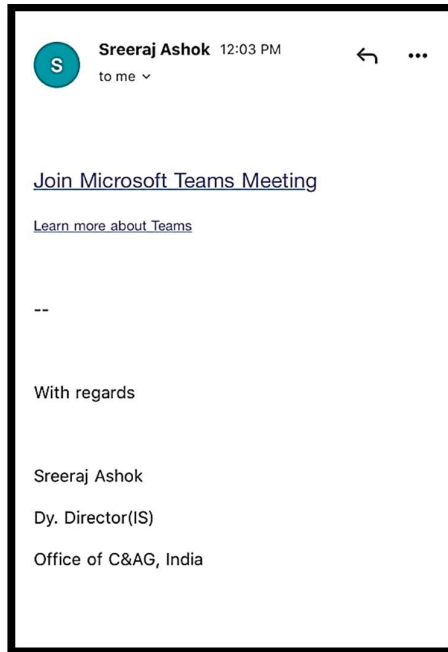
Sreeraj Ashok  ...

R

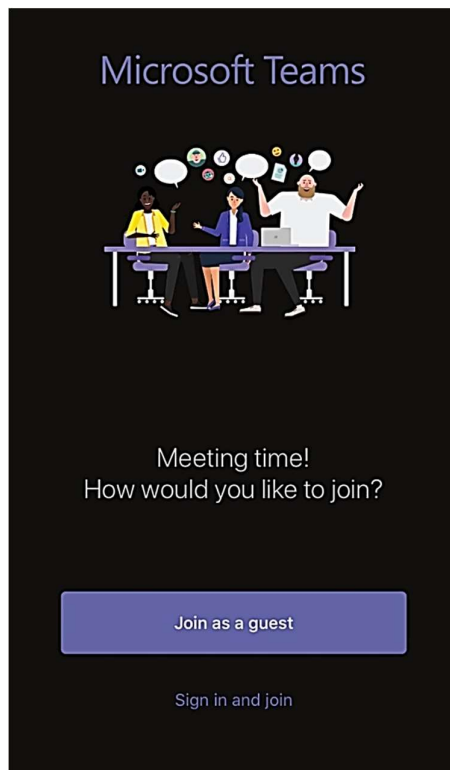
R

User Manual for Microsoft teams (as Mobile Guest User)

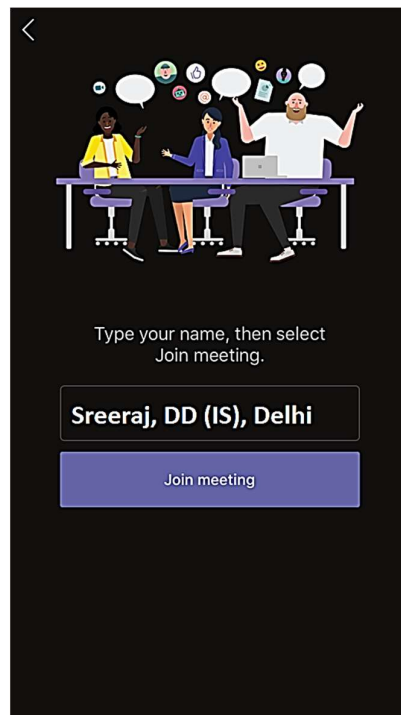
Step 1: Click the link (“Join Microsoft Teams Meetings”) at the scheduled time.



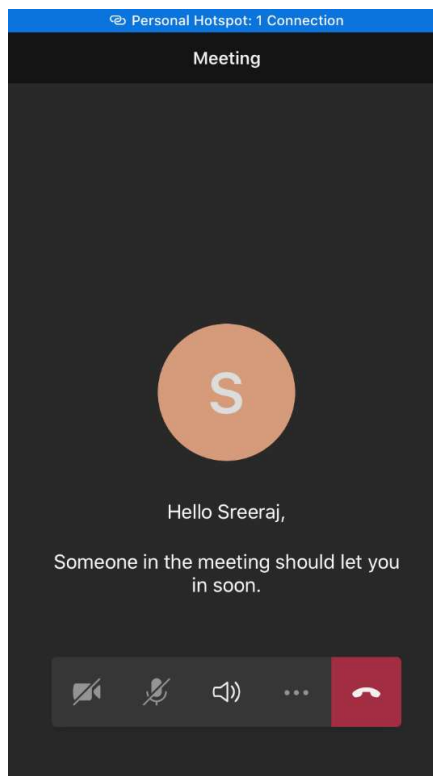
Step 2: Click “Join as a Guest”.



Step 3: Type your “First Name, Designation (in short), and Location” and Press Join Meeting.



Step 4: Kindly be patient, while you are being admitted into the meeting.



Step 5: Kindly turn off your “Video” and “Microphone” Setting, in-case it is not already turned off at the time of joining, by clicking the video and Mic buttons.

Step 6: In case you wish to respond, you may turn- on the Microphone. Switch off the Microphone again, once done speaking.