

# Teams App Download Guide - See bottom of document for alternate method.

1. Log in to Hwb

Hwb®

Menu

Log in

Sign up



2. Click Office 365.

Hwb®

Menu



L McHugh

Sign out

Learning

The Curriculum for Wales

Blended learning

Curriculum for Wales

Curriculum for Wales 2008

Professional development

Resources

News

31 Events

Keeping safe online

Zones

Support Centre

Blended learning

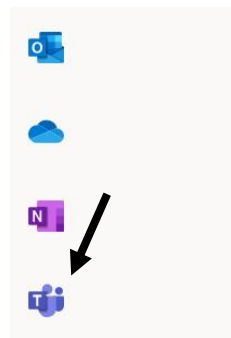
Office 365

Outlook

Google for Education



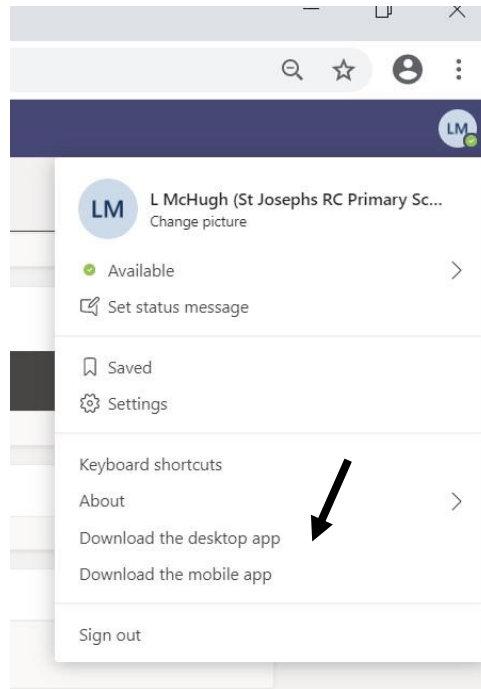
Click the Teams icon



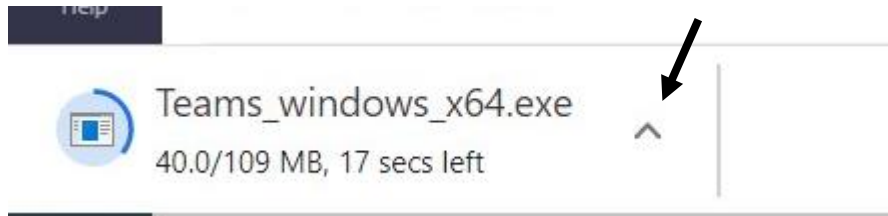
Click on your initials in the top right hand corner



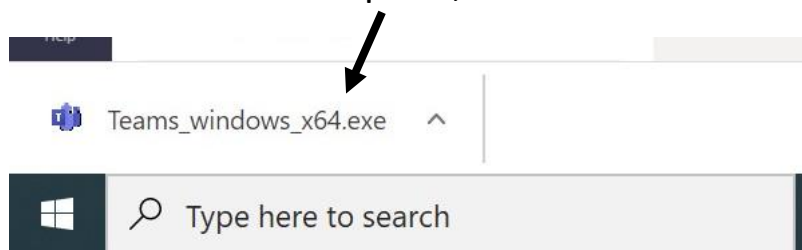
Click 'Download the desktop app'.



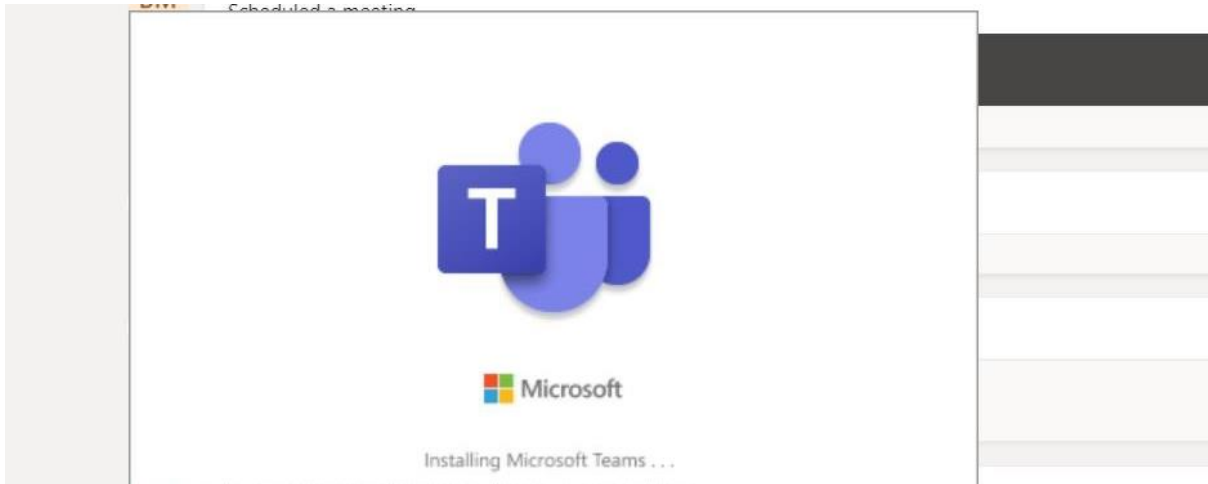
You will see a notification that Teams is installing.



Once the download is complete, click on the notification.



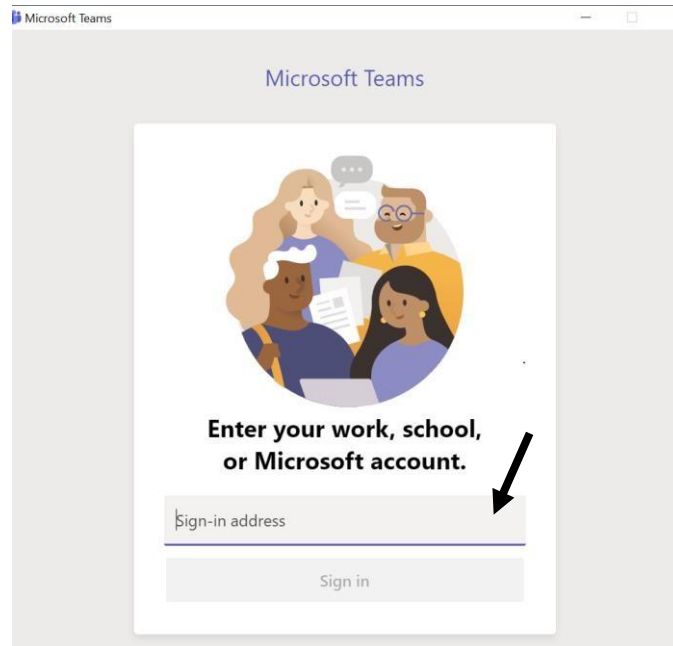
Teams will then install



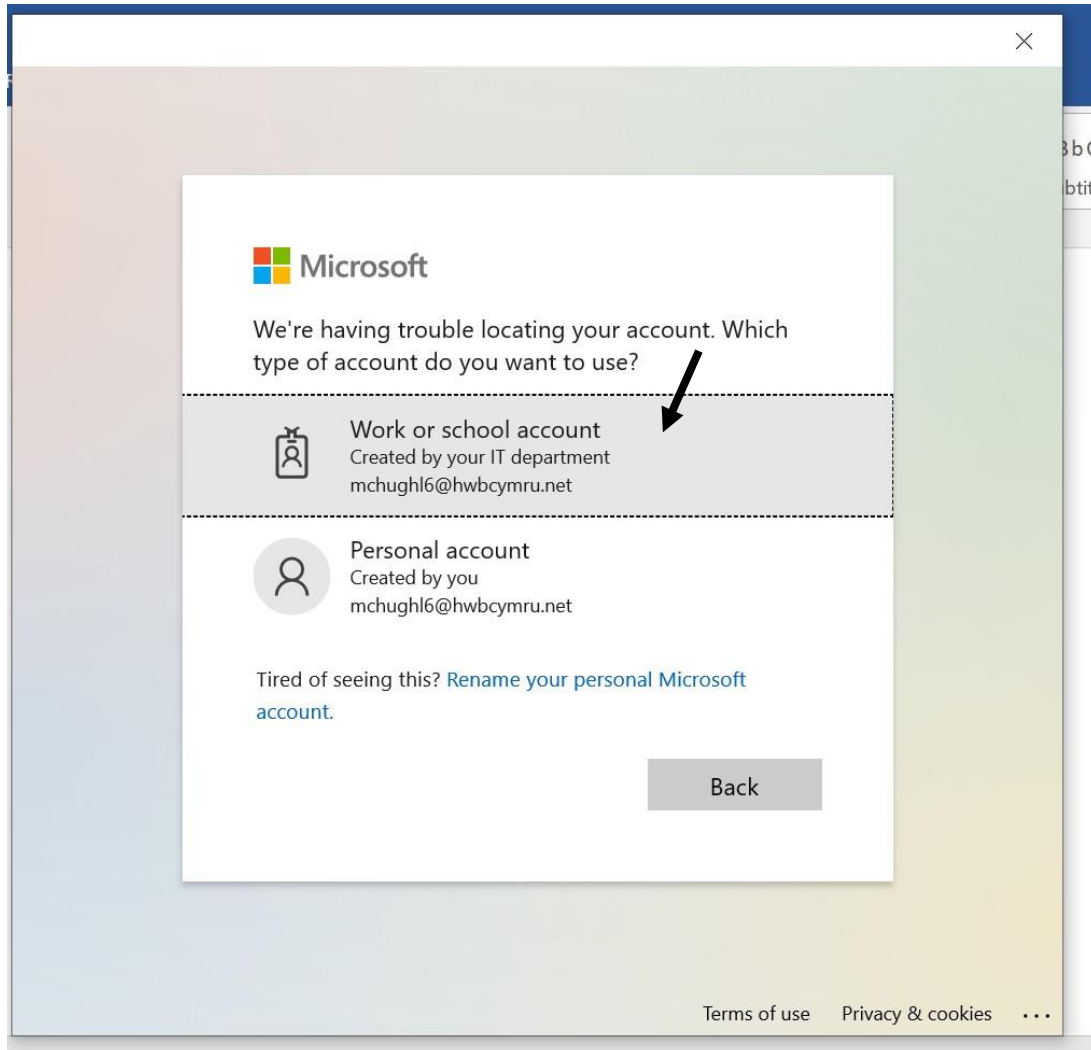
An icon will appear on your taskbar



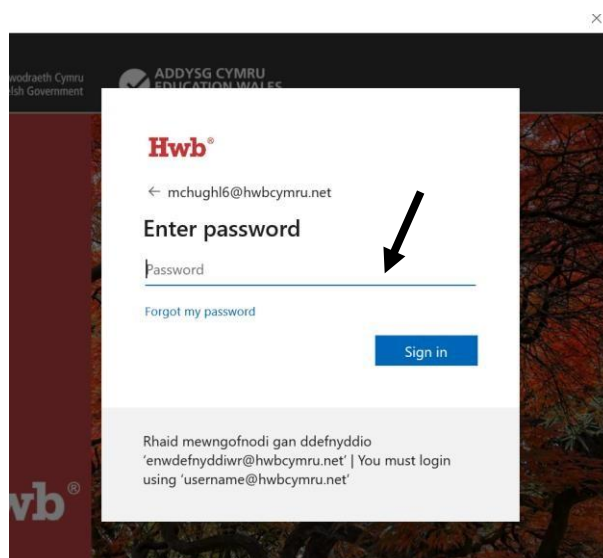
You will then see the login page. Enter your Hwb email address.



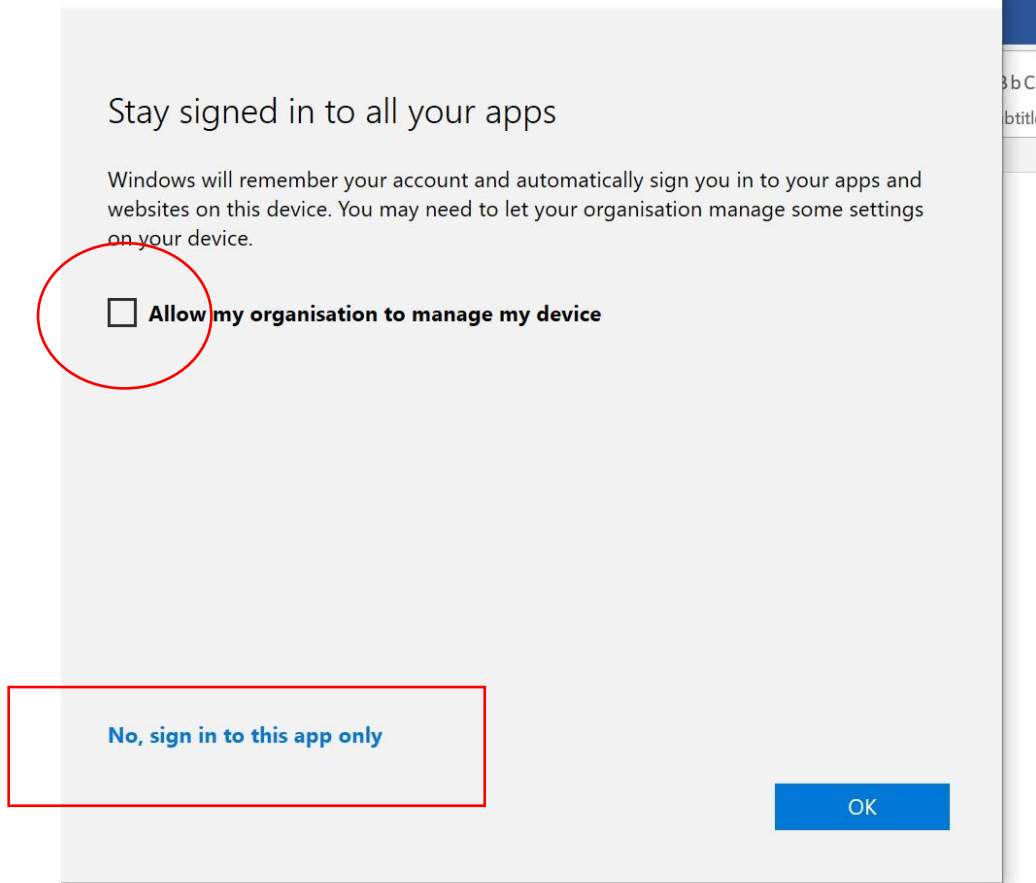
This screen may appear after you enter your email address. Click 'Work or school account'.



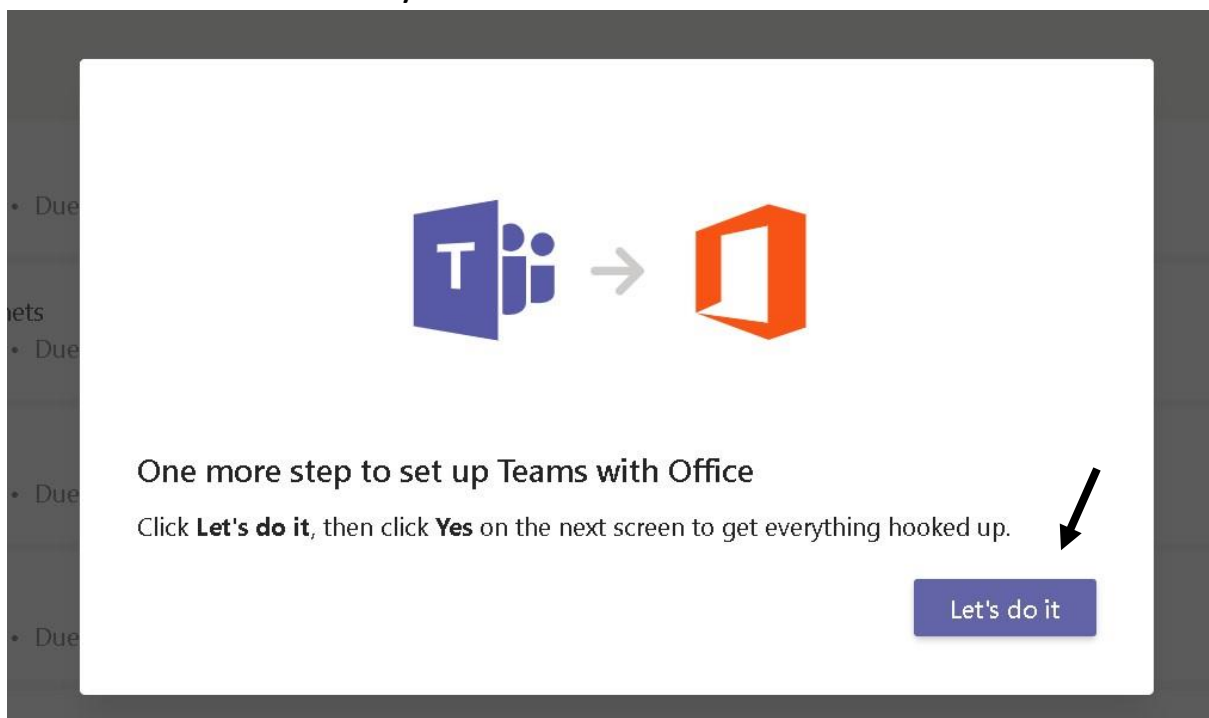
Now enter your password.



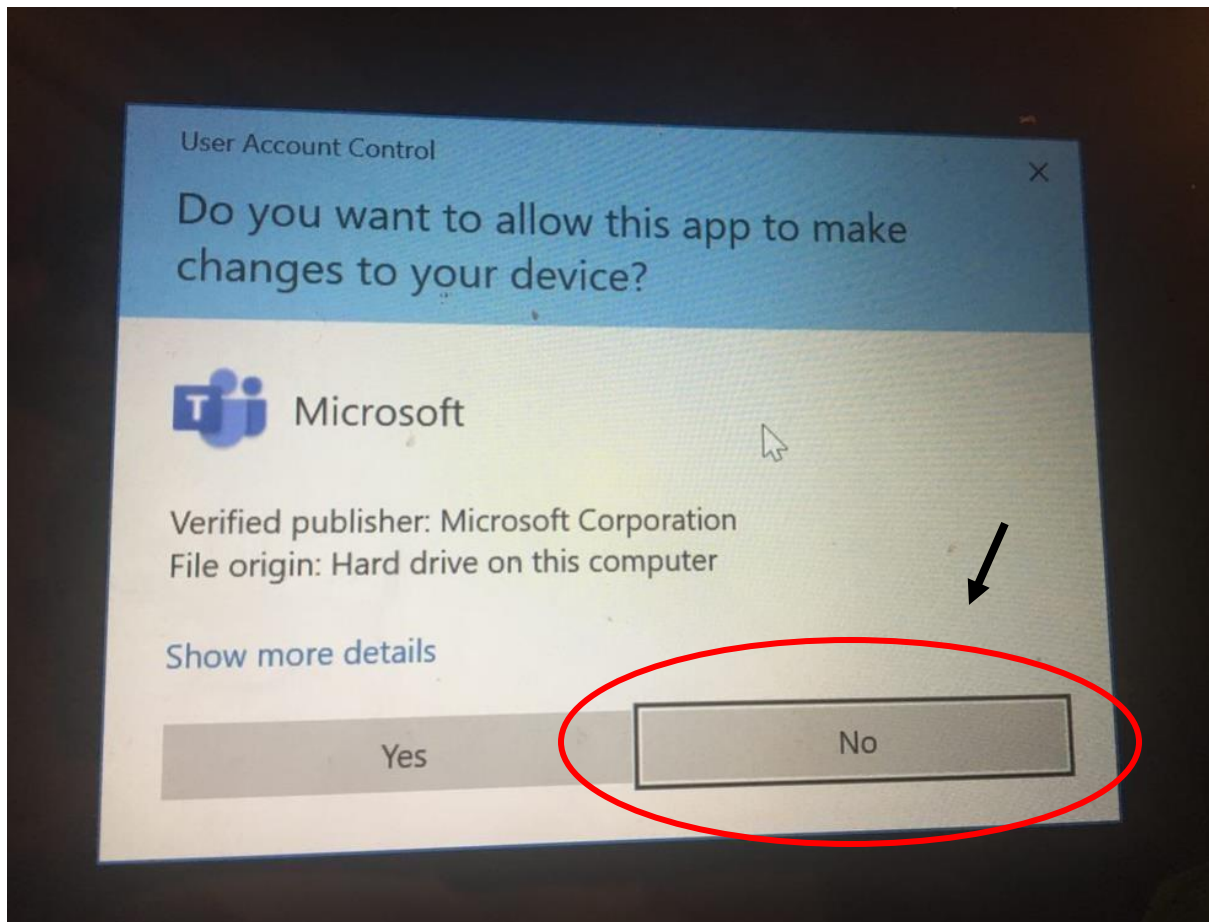
If you see this page, make sure this box is **NOT** ticked and click 'No, sign in to this app only'. **DO NOT** click 'OK'.



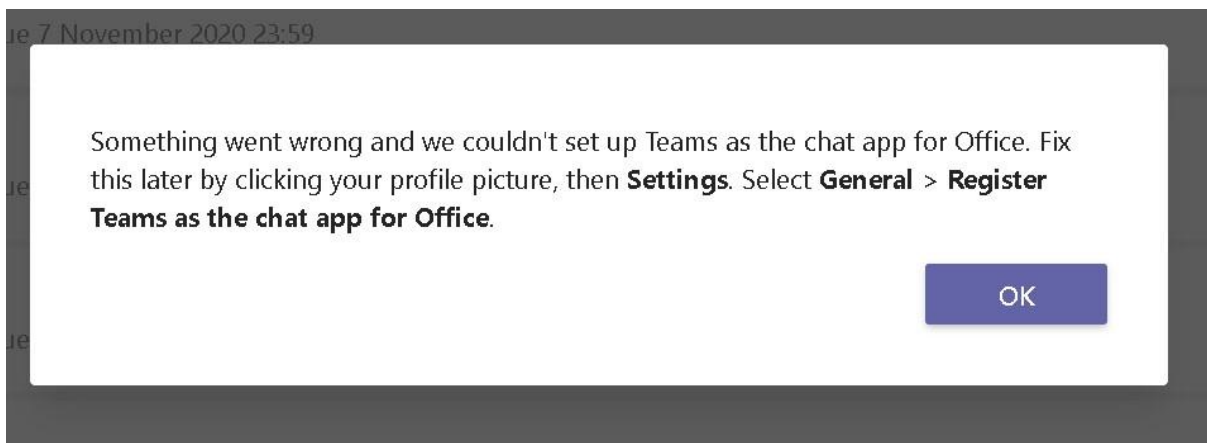
You may also see this. Click 'Let's do it'.



You may see this screen. Click 'No'.



This screen will then appear. This is correct. **Nothing is wrong.**



Teams will now be installed on your device. You can also download Teams on your phone too.

Go to the app store and search 'Microsoft Teams'.

You can also download Teams without logging in to Hwb. Please click the following link:

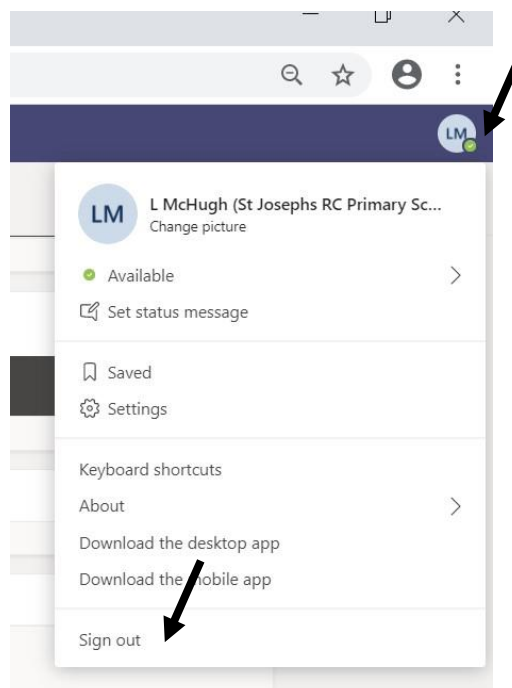
<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>

Click 'Download for desktop'.

Once downloaded, sign in using your Hwb email address and password. Complete the rest of the setup using the instructions provided.

### **Switching Accounts**

If you have more than one child and need to switch between accounts, this can be done by clicking on their initials in the top right-hand corner of the screen. Select the 'Sign out' option from the list.



You will then be taken back to the login screen and will be able to sign in with a different account.