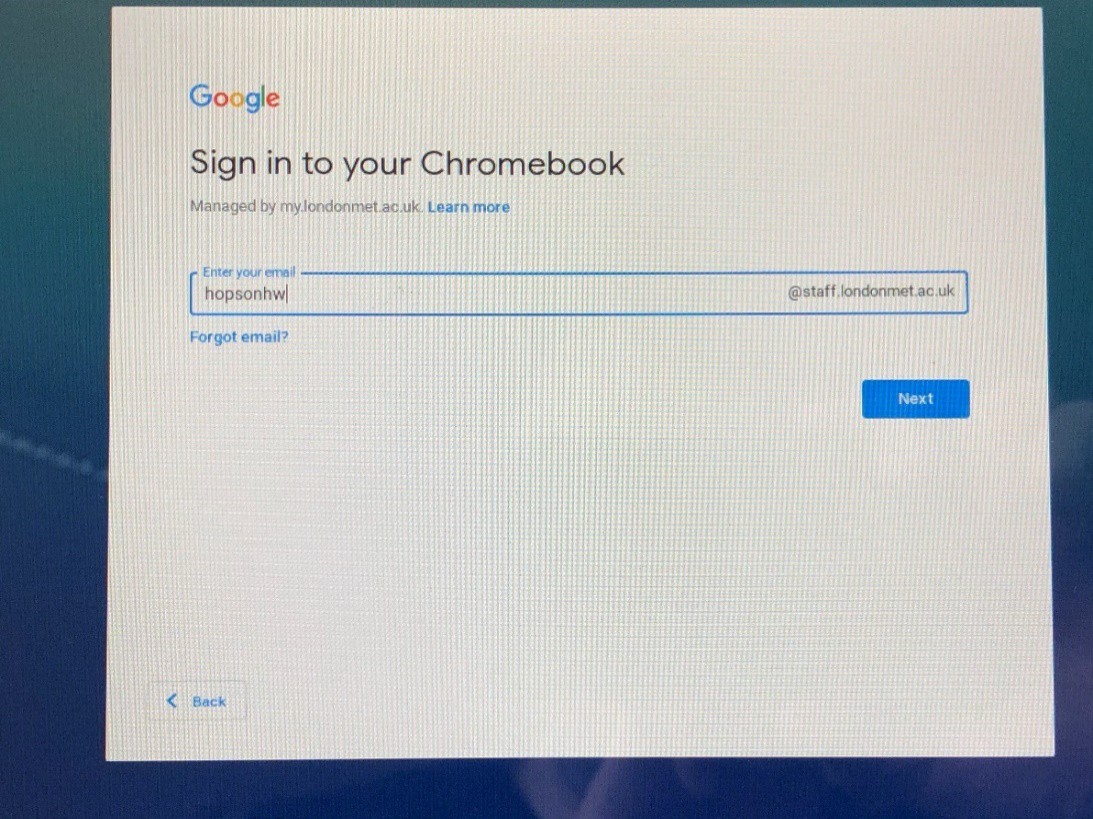


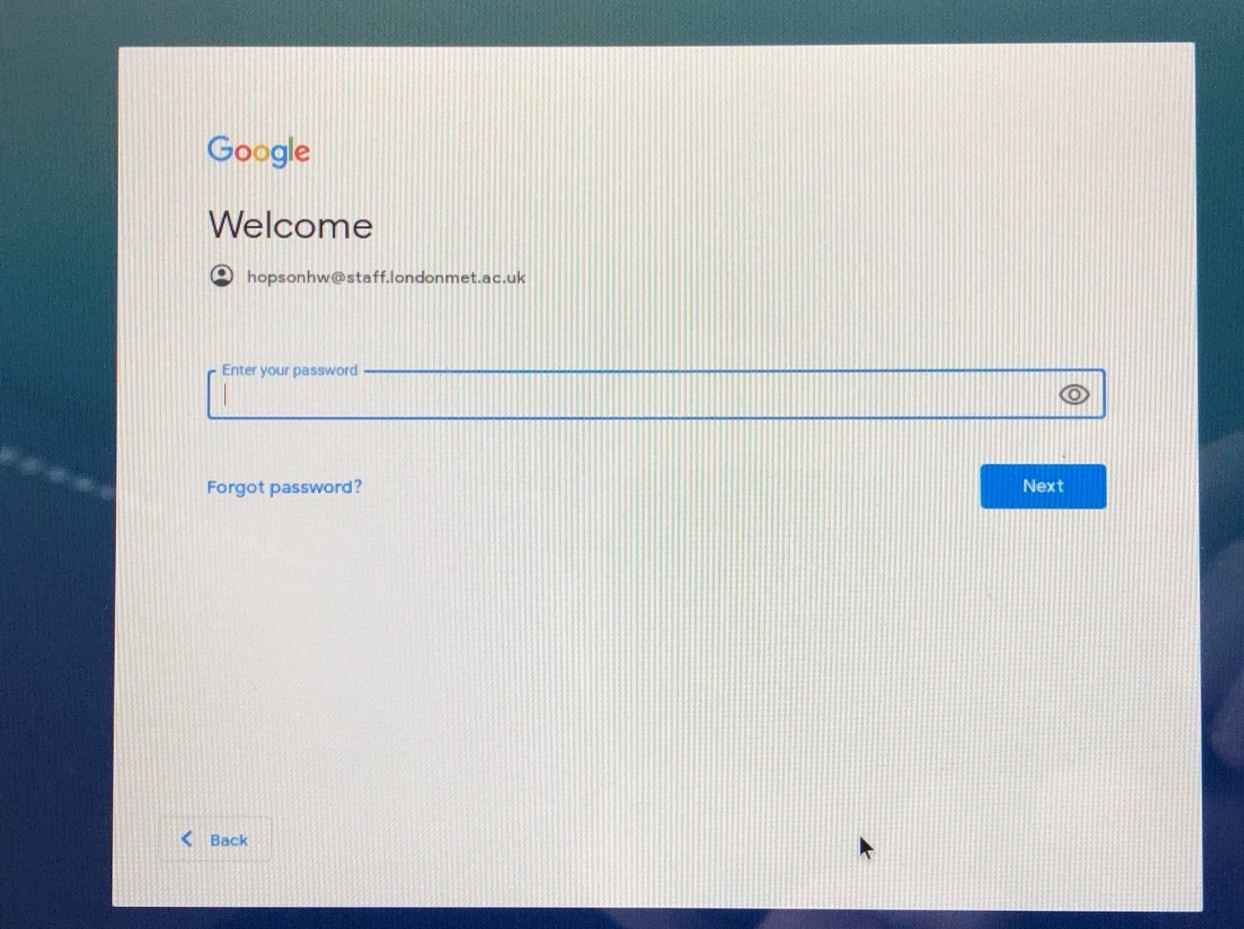
HOW TO INSTALL MICROSOFT TEAMS ON A CHROMEBOOK

This guide will walk you through how to install Microsoft teams your Chromebook.

1. To begin, open your Chromebook and power it on and sign into your Chromebook. You should be presented with a screen like this one:

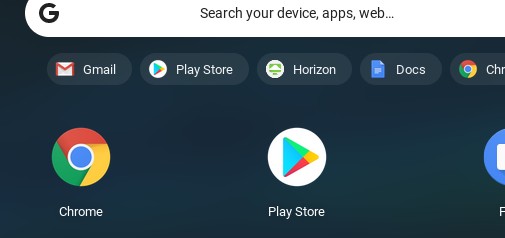


1. Now enter your password in the box on this screen and click Next:

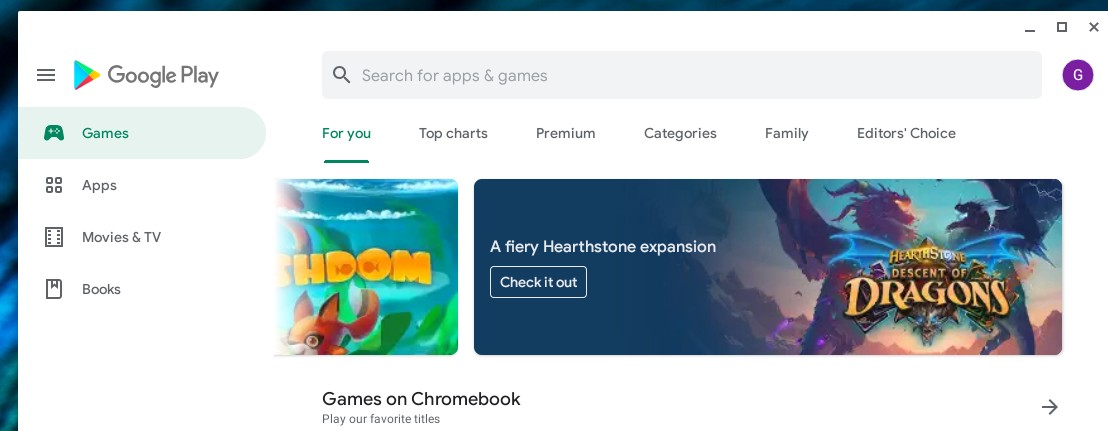


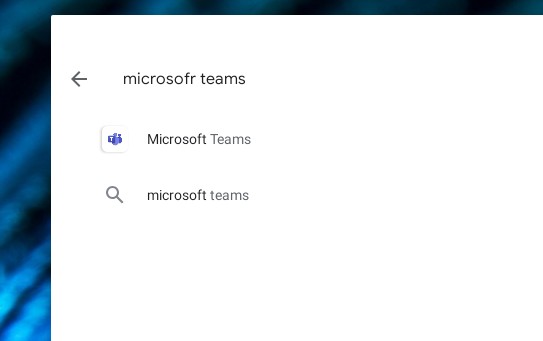
At this point you should now be signed into home network and into your Chromebook laptop.

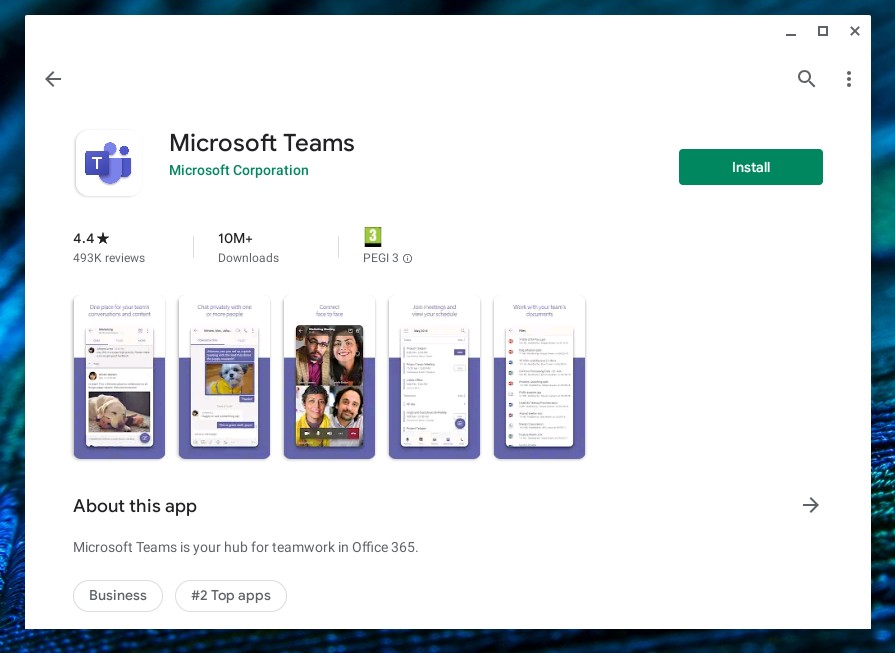
1. Click on Play Store on the Chromebook, see the image below.



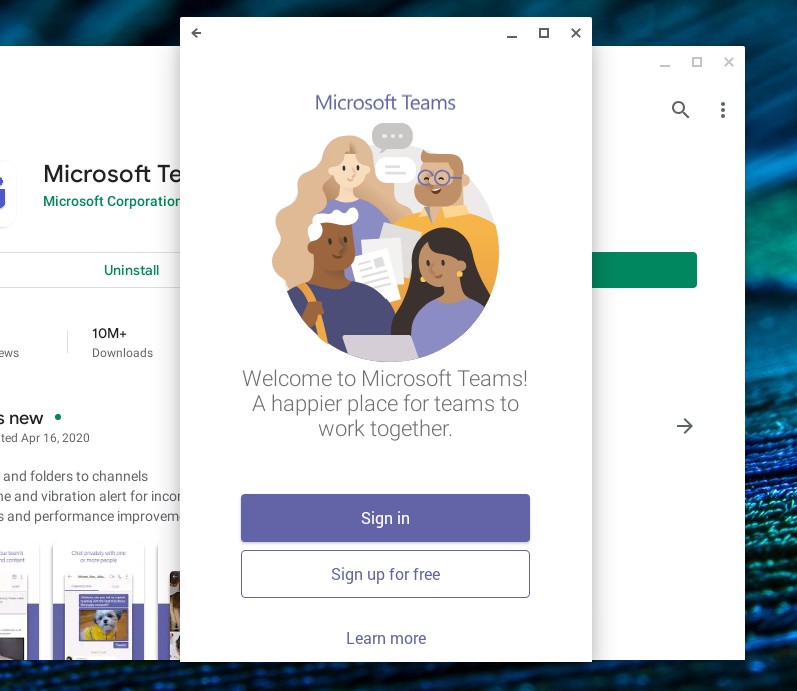
1. Type Microsoft Teams on the search box



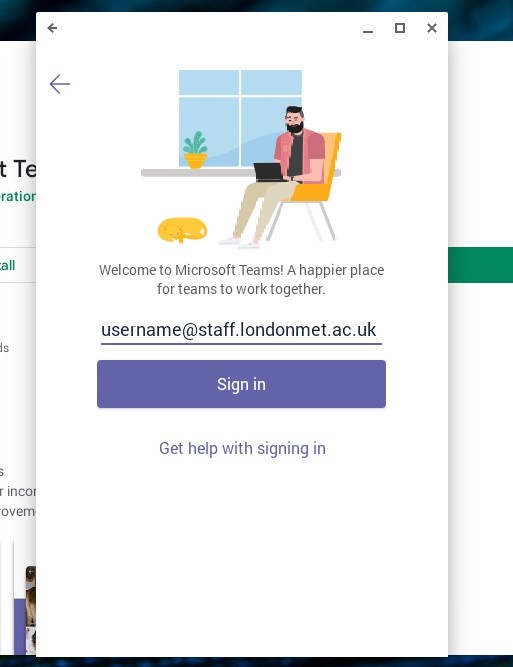
1. Click on the icon Microsoft Teams
2. Click Install for the application to be installed on the Chromebook



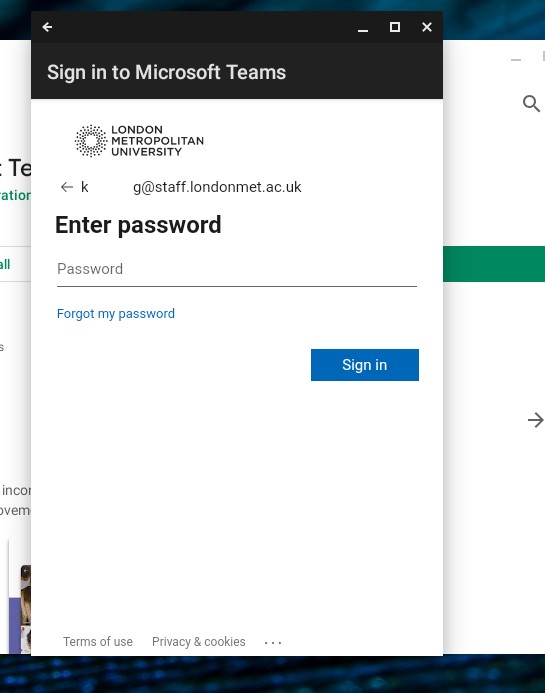
1. Once application installed click to open and sign in



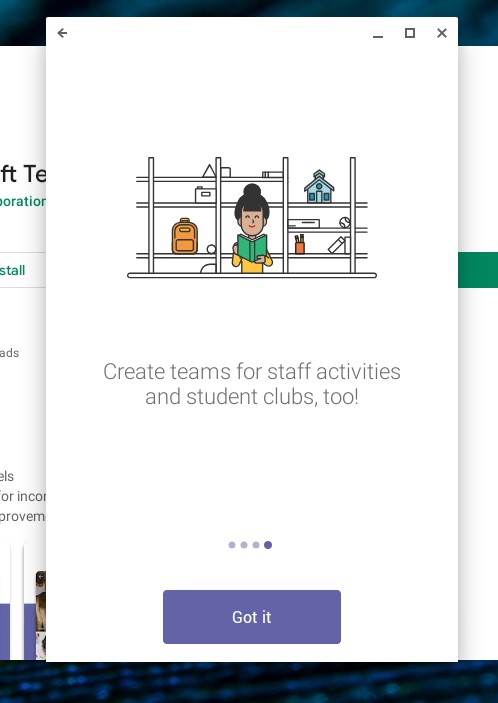
1. Sign in by using the format “[username@staff.londonmet.ac.uk](mailto:username@staff.londonmet.ac.uk)”



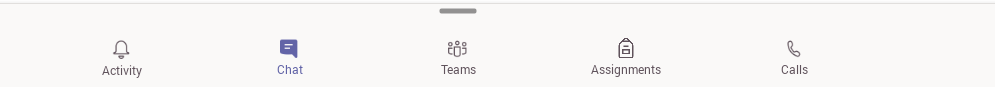
1. Enter your university password.



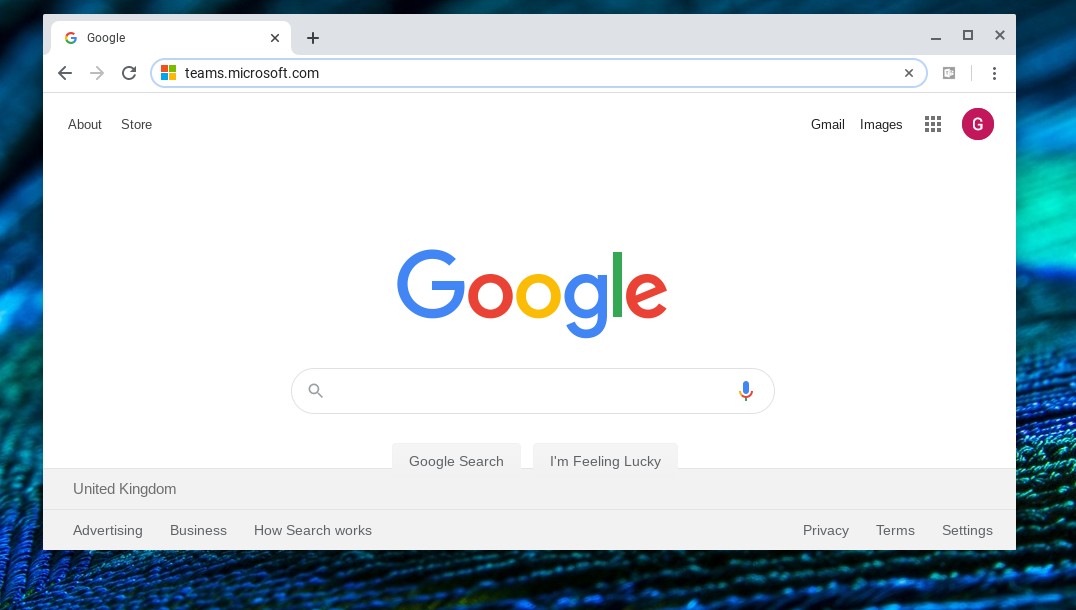
1. Click next and finally click Got it and you are ready to use the app.



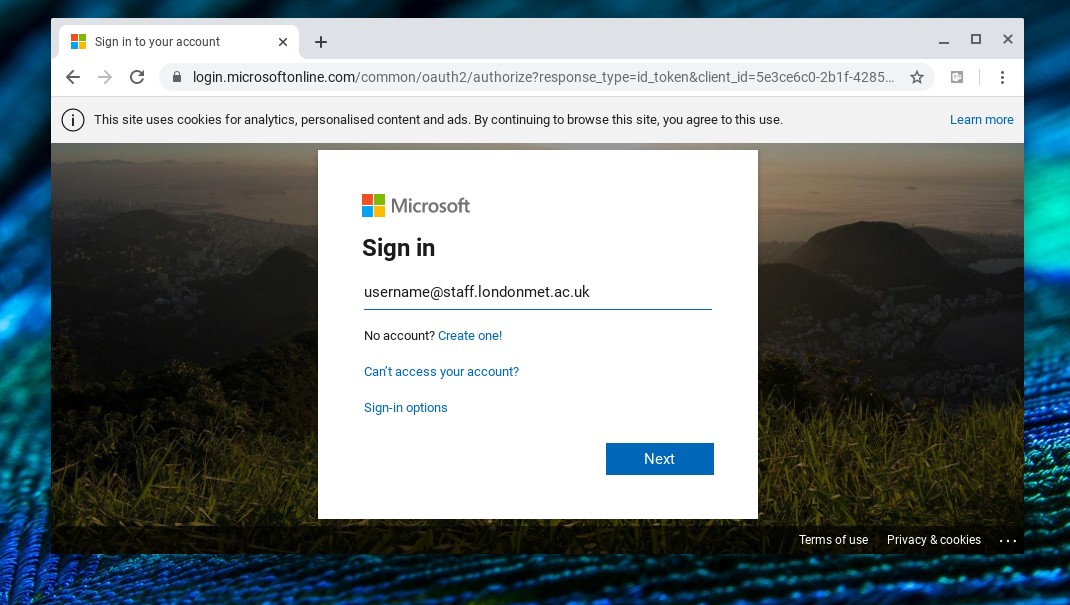
1. On the bottom of the screen you can change between Chat, Teams, Assignments and Calls.



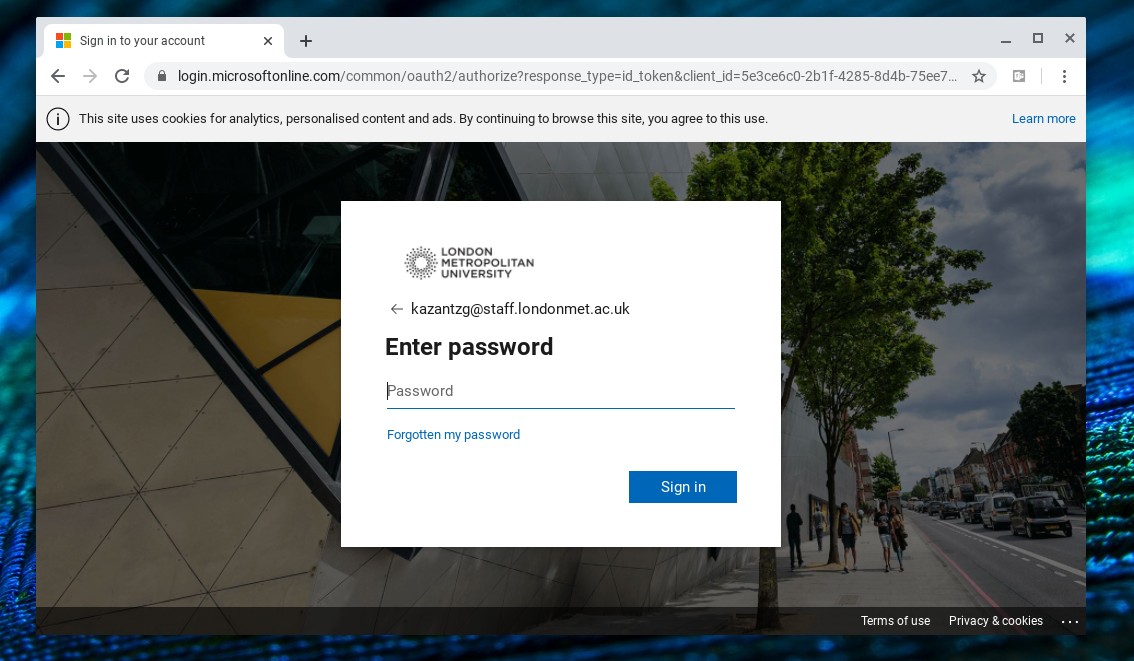
1. Alternatively, you can open a browser and type “teams.microsoft.com”



1. Sign in using your university credentials “[username@staff.londonmet.ac.uk](mailto:username@staff.londonmet.ac.uk)”



1. Enter your password



1. You are now logged in and are ready to use teams.

