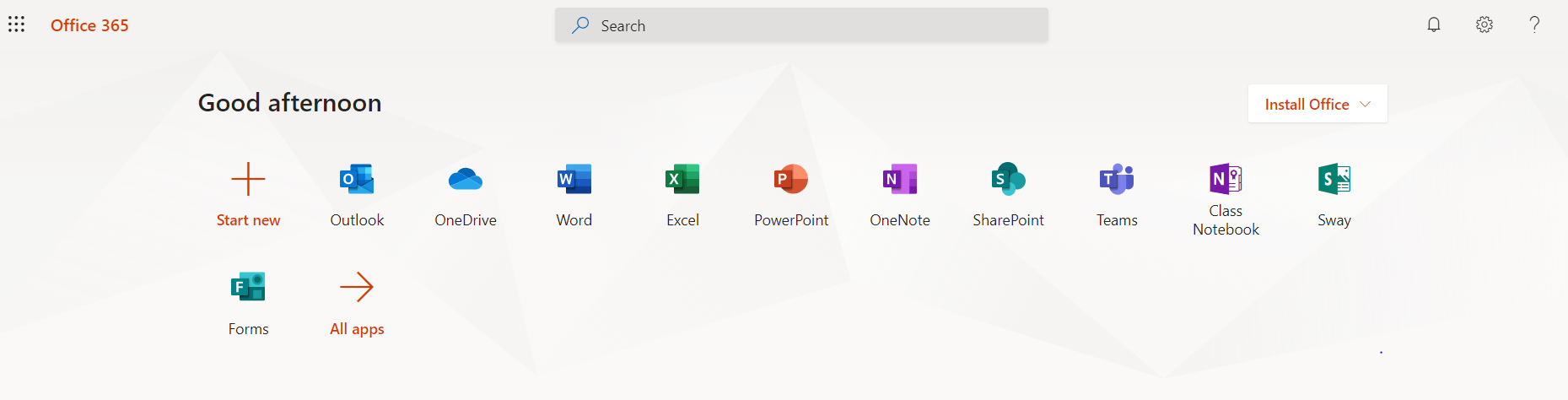
**How to Access Teams**

* 1. Using any web browser, log into your [Office 365](https://www.office.com/) account.



Optional: Use Edugoodies <http://www.edugoodies.com/scs/>

A screenshot of a computer

Description automatically generated

2. Click the grid in the upper-left hand corner of your email homepage to access all Office 365 apps.

A screenshot of a social media post

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3. Click the Teams app. If it does not appear, click All apps to locate it.

A screenshot of a cell phone

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**Download the Desktop App**

You can us Teams online or by downloading the desktop app.

1. Log into Teams through your Office 365 Email account.

2. Click the download icon on your Teams homepage. If you get an error call the SCS Help Desk (901-416-2700) and they can install it for you.

A screenshot of a cell phone

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3. Follow the steps in the installations process.

A screenshot of a social media post

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4. Begin using the Teams Desktop app.