

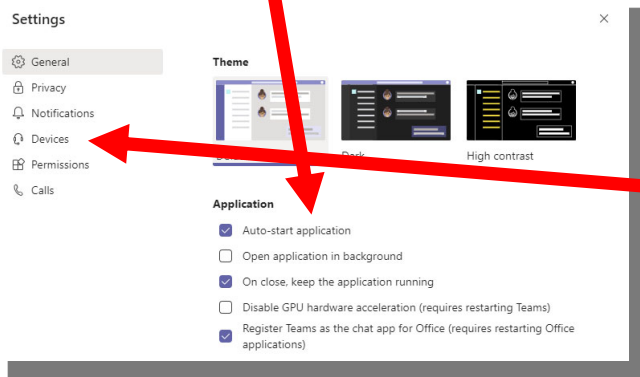
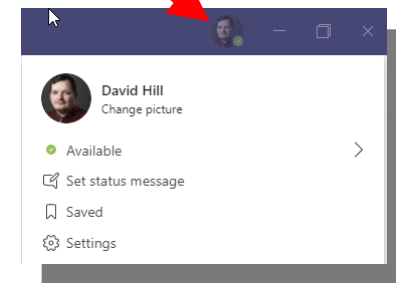
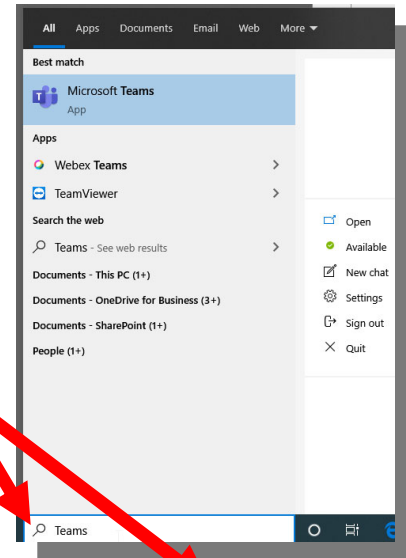
# Microsoft Teams Setup

## Basic Teams Setup and Settings

To Setup Teams  
Use the Search bar and type 'Teams'. Right click the icon and select 'Pin to Taskbar'.

Teams Settings Menu  
Click the Portrait in the upper righthand corner of the teams window->settings

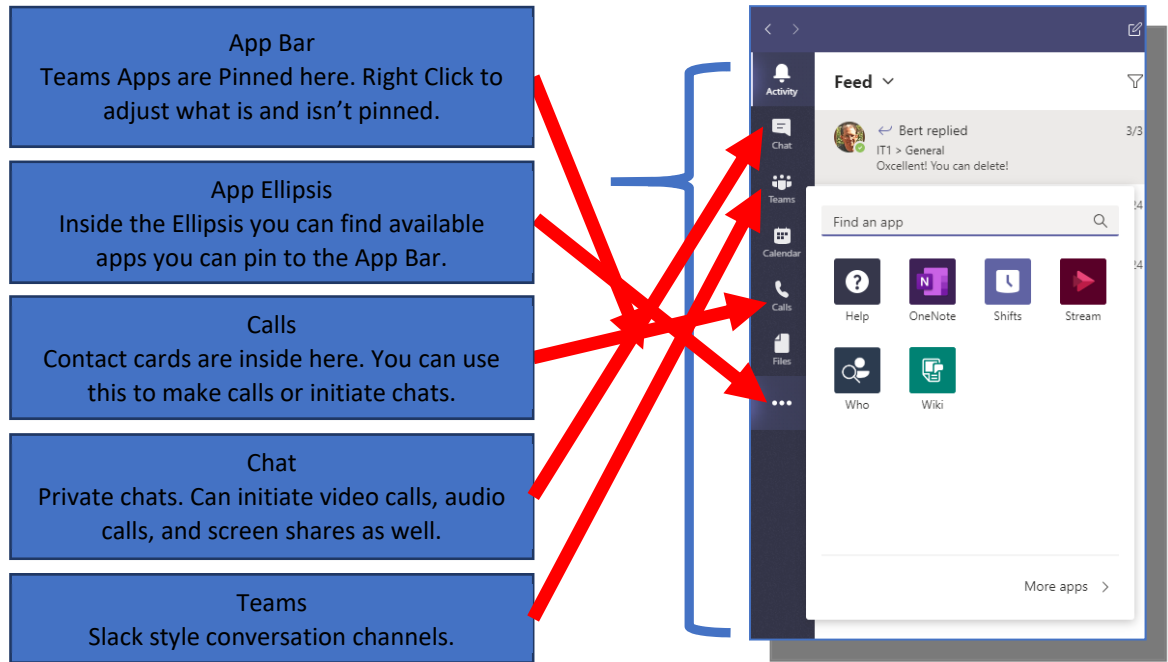
Check Application settings  
'Auto start application', 'On close, keep the application running' and 'Register Teams as the default chat app for Office' should all be checked.



Test and setup your devices for video and audio calls here.

# Microsoft Teams Basics

## Teams Navigation



## Teams Chat App

