

## Install and Setting up Microsoft Teams on Windows

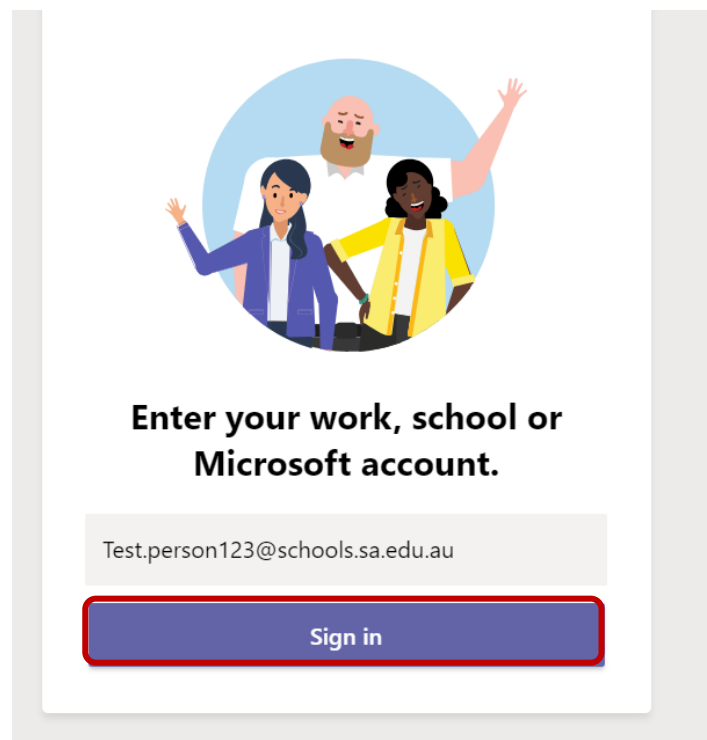
This document explains how to install and setup Microsoft Teams if you don't already have it set up. You can also access Microsoft Teams via a Web app at <https://products.office.com/en-au/microsoft-teams>.

### Install MS Teams

1. If you don't have Microsoft Teams installed go to <https://www.microsoft.com/en-au/microsoft-teams/download-app> and download the MS Teams App. Once downloaded, run the installer to install MS Teams.

### Open and Signing into Teams

1. If you have just installed MS Teams then it will already be open. If you have already installed MS Teams then **Open the MS Teams App**. You can do this by searching Teams in the start menu
2. When MS Teams starts for the first time, it will ask you to sign in. For this, you will need to **sign in with your Schools email address**. If you don't know your Schools email address, simply enter in your [FirstName.LastName@schools.sa.edu.au](mailto:FirstName.LastName@schools.sa.edu.au). It is **vital that you have entered the @schools.sa.edu.au part correctly**. Then **click Sign in**.



3. You will now be taken to the below EdPass school selection page. If you don't see this page, move on to the next step  
Search for **Blackwood High School**, click on it to select it and then click **Continue**

EdPass Portal

Please select your site below, you will be redirected to complete the login process.

Black

Black Forest Primary School

Blackwood High School

Blackwood Primary School

Continue

Remember my site

4. You will be taken to an EdPass login screen, enter your school Username and Password and click **Sign In**

Connecting to EdPass Portal

EdPass Blackwood HS

Sign in

Username  
22xxxxxx

Password  
.....

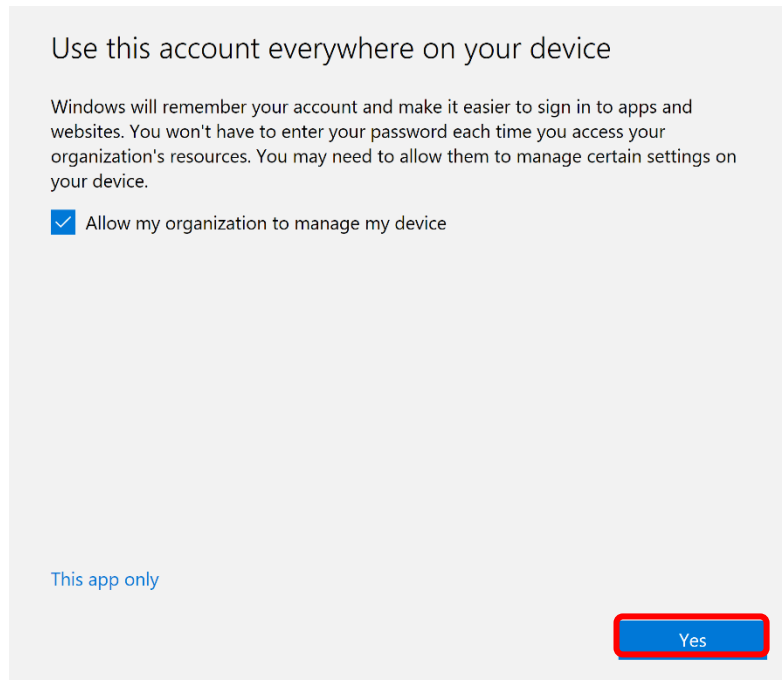
Remember me

Sign In

Trouble logging in?

Powered by Okta Privacy Policy

- You will now be presented with a message similar to the one below you will want leave the allow my organization to manage my device selected and then click **Yes**  
*NOTE: leaving the allow my organization to manage my device selected will ensure that other office 365 applications sign in automatically*



- Once you have successfully signed in you will be presented with your Teams. From this page you will be able to access Teams that you are already a member of or create new ones.

