Download and Install MS Teams (Desktop)
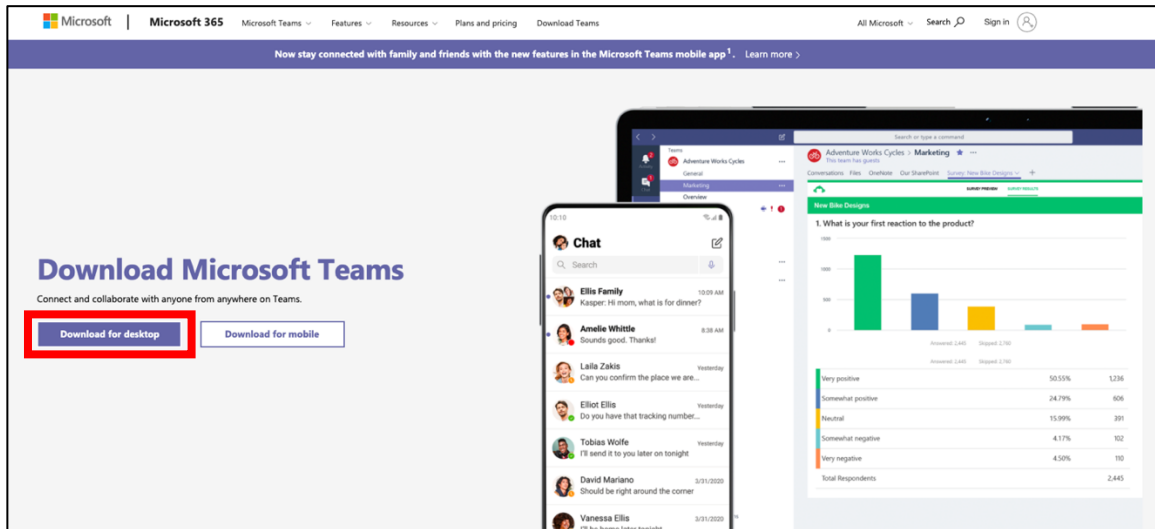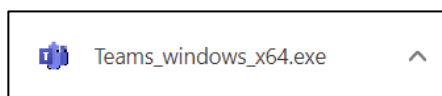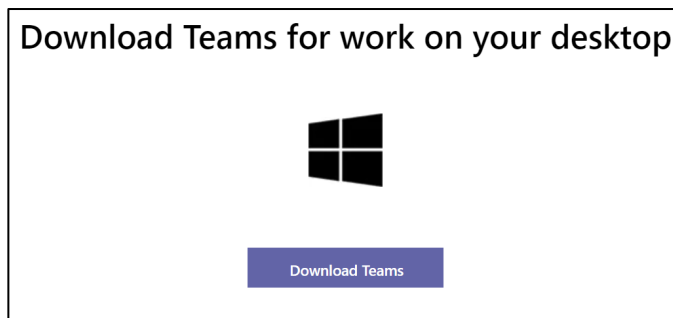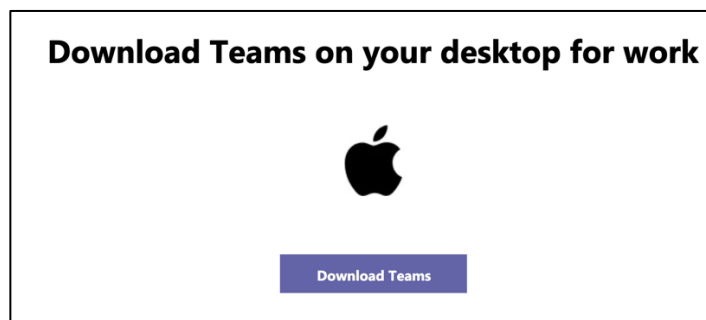
1. On the Microsoft website, click on **Download Teams** for desktop.
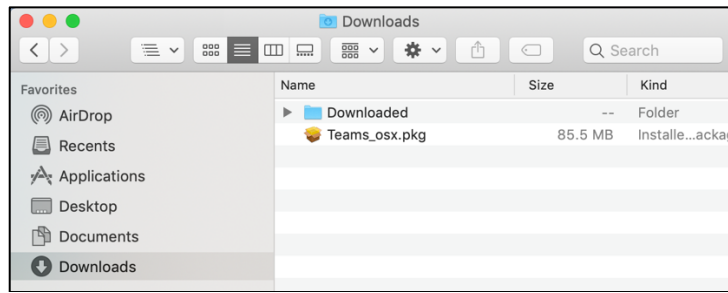

If you have a Windows computer, it will download a Windows installer.
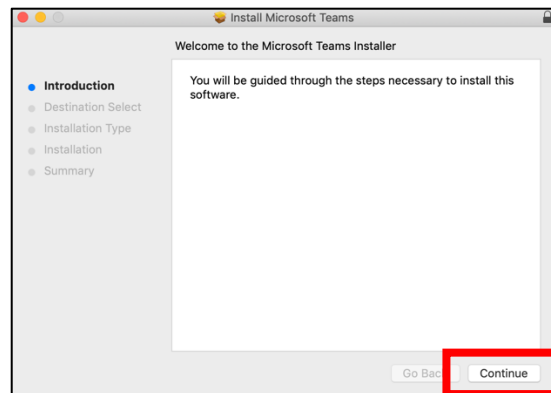

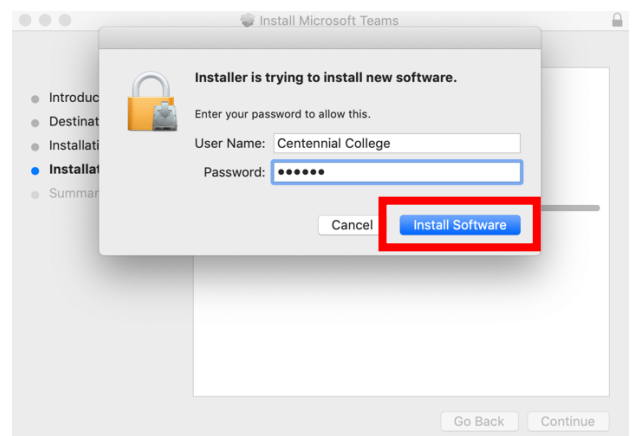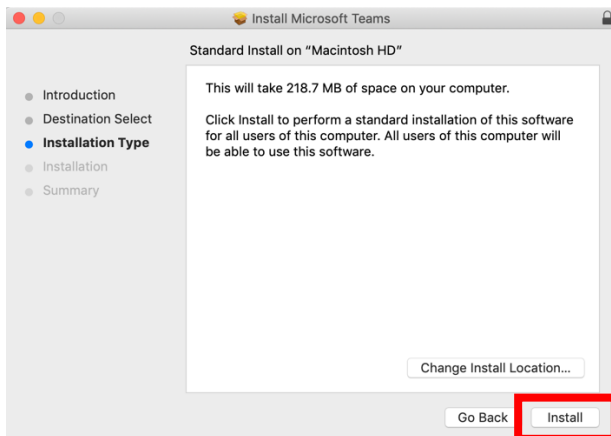If you have an Apple computer, it will download a Mac package.

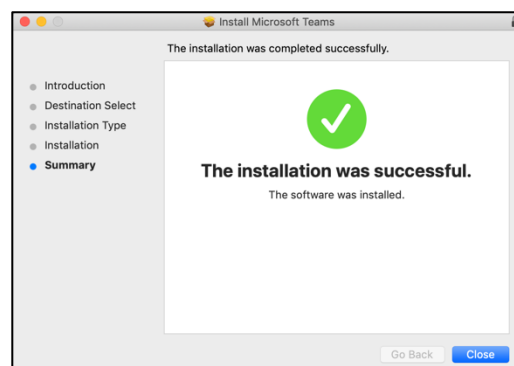2. Click on the downloaded file to start installing MS Teams.

   For macOS, double-click the downloaded package and click **Continue** to go through the prompts.
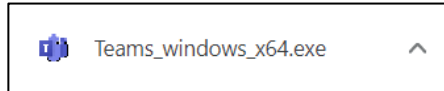

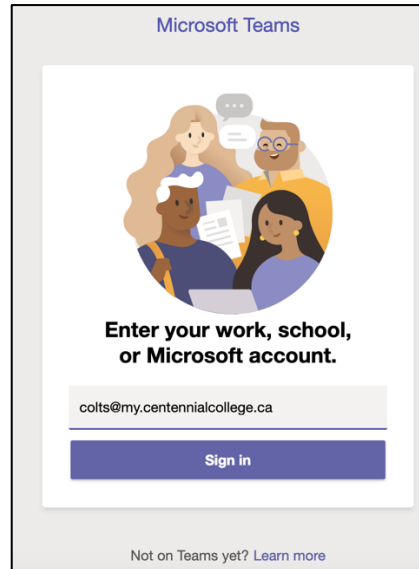Click on **Install** and enter your password if it is asked.

You will be notified when the installation has completed.

For Windows, you simply need to double-click the installer and it will start MS Teams once installation is finished.

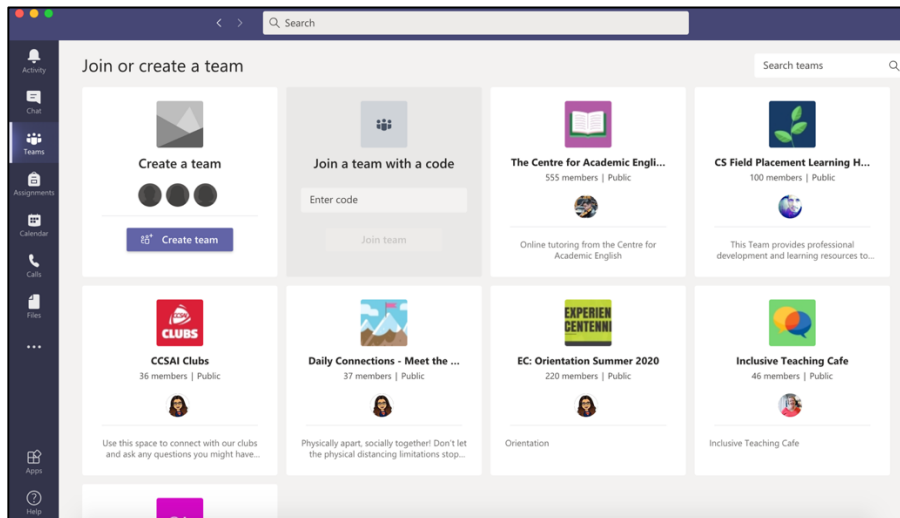3. Start MS Teams and enter your myCentennial email.

4. You will be redirected to the Centennial College log-in page. Enter your student number and password.

5. When you have successfully logged in, you will be able to see this screen on your MS Teams application.

Starting a Chat on MS Teams
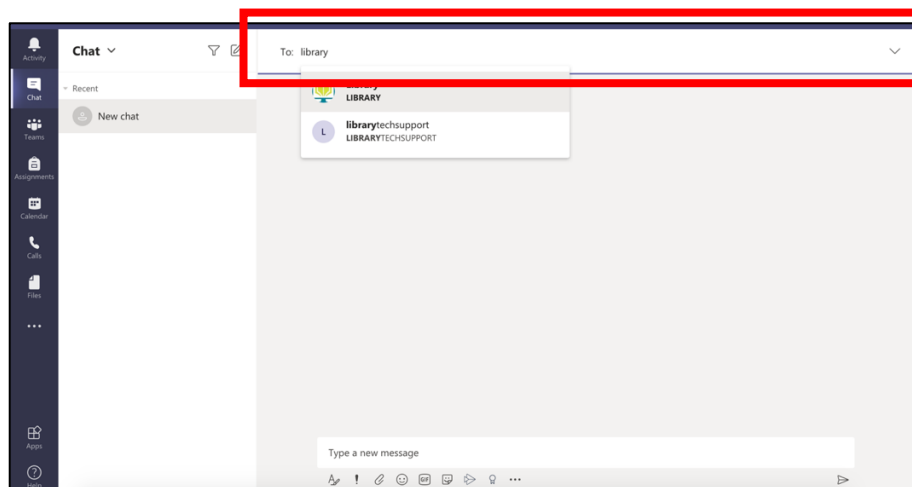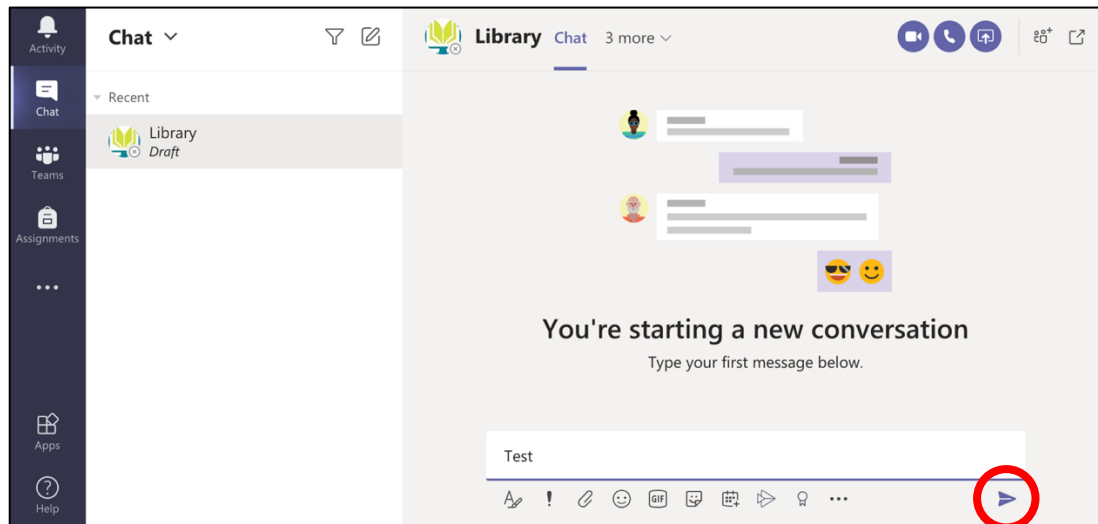
1. On the side menu, click on **Chat**.
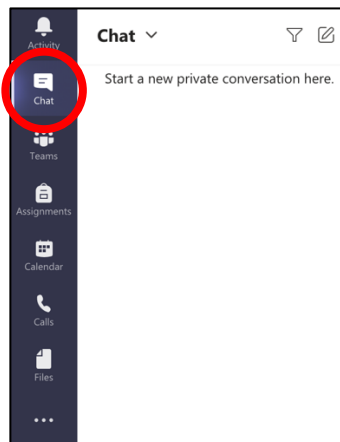
2. In the search bar, type in the name of the person you want to chat with.
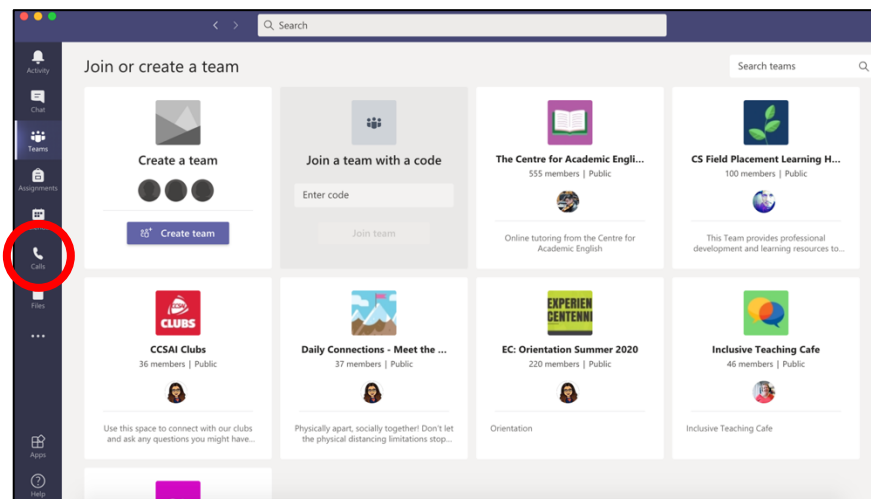
3. Type your message in the message box below and click on the send button to start your chat.
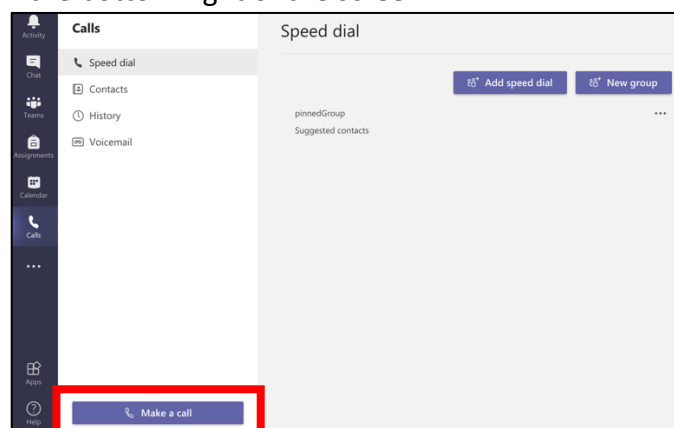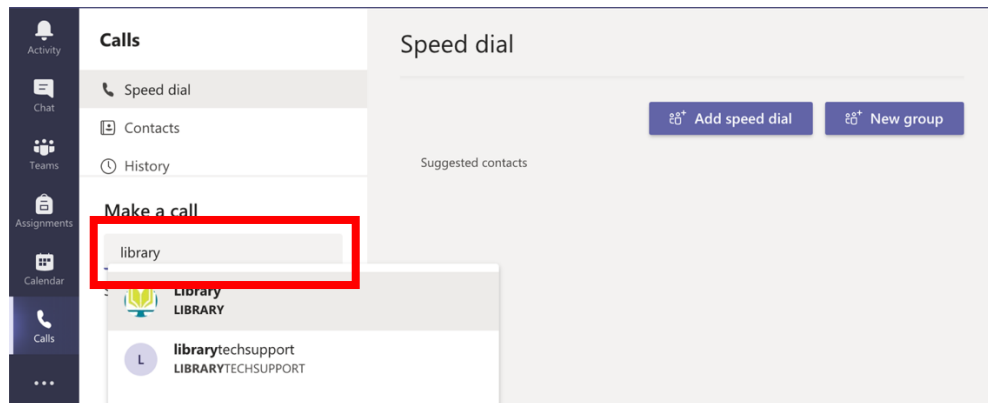

Starting a call on MS teams

1. On the side menu, click on **Calls**.

2. Click on **Make a call** on the bottom right of the screen.

3. In the search bar, type in the name or email address of the person you want to call.

4. Click on the voice call button to begin your call.