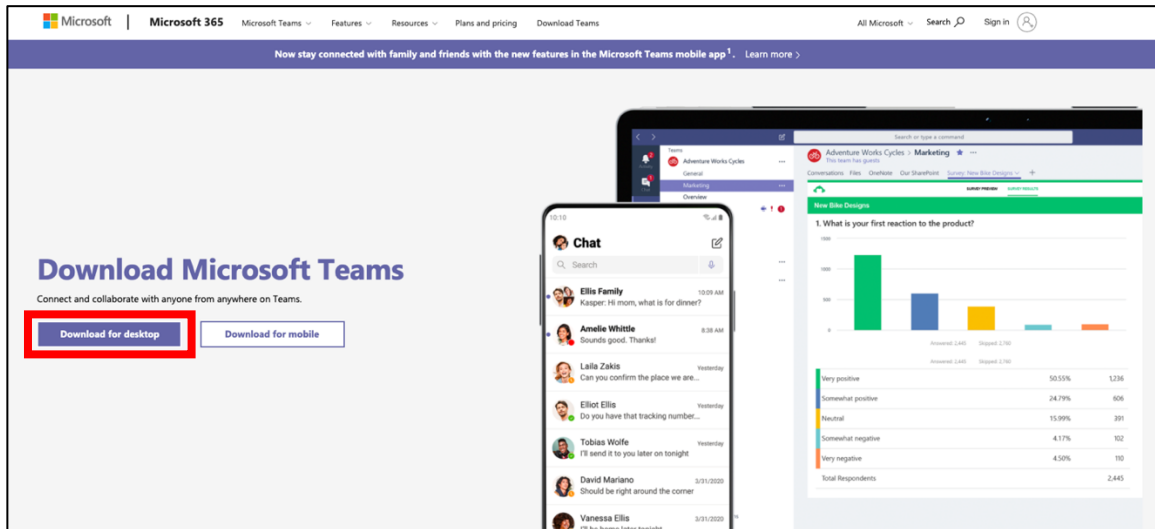
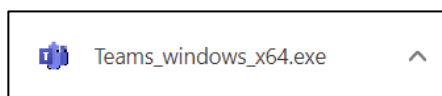
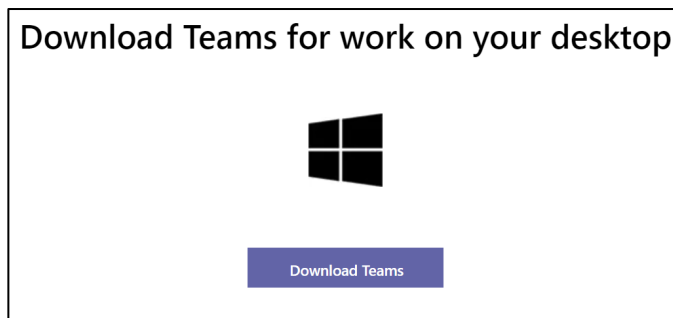


Download and Install MS Teams (Desktop)

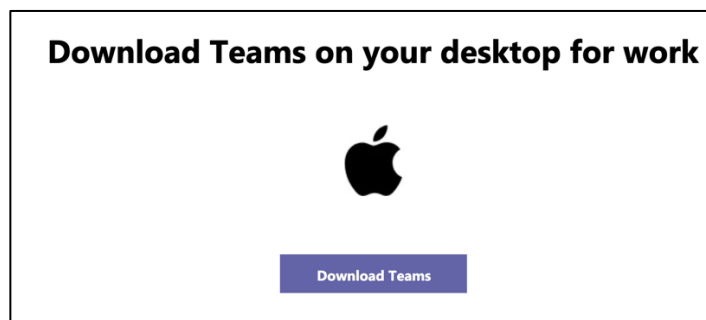
1. On the Microsoft website, click on [Download Teams](#) for desktop.

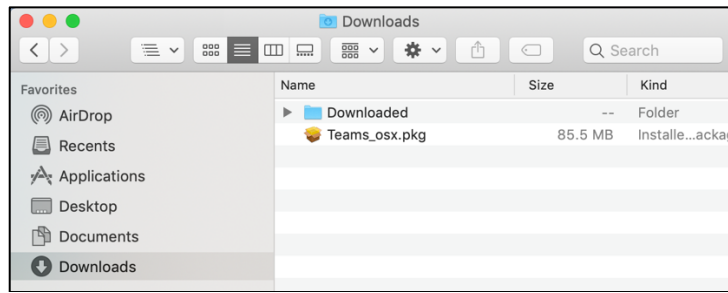


If you have a Windows computer, it will download a Windows installer.



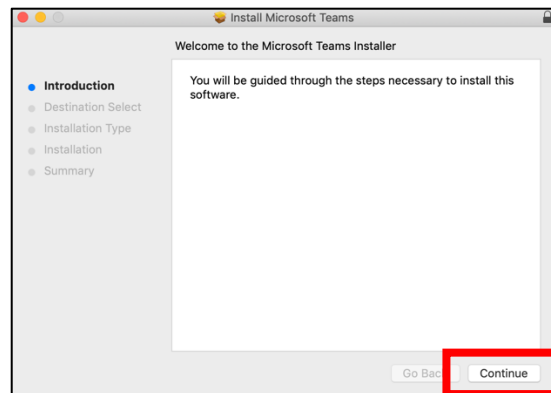
If you have an Apple computer, it will download a Mac package.



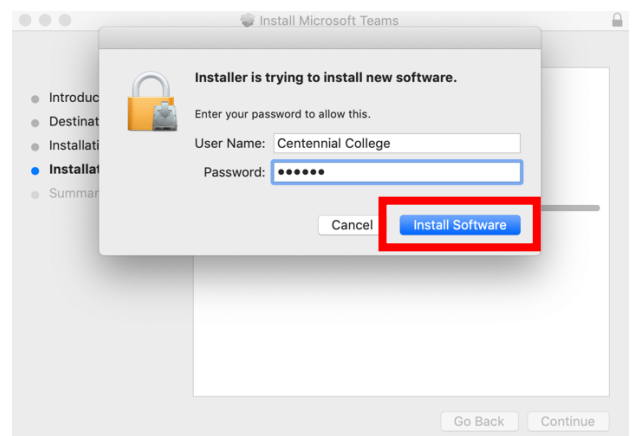
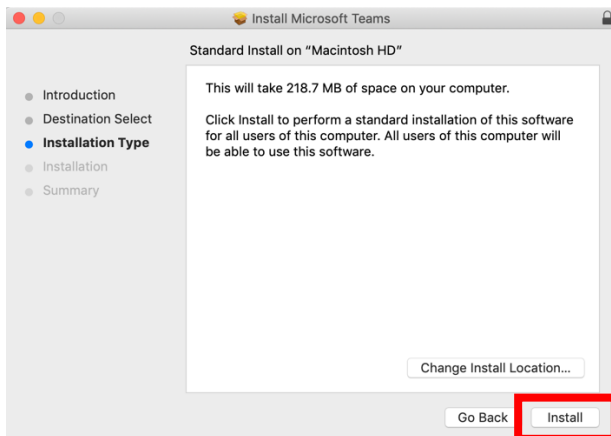


2. Click on the downloaded file to start installing MS Teams.

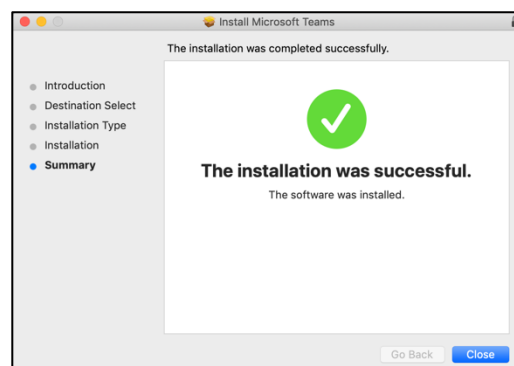
For macOS, double-click the downloaded package and click **Continue** to go through the prompts.



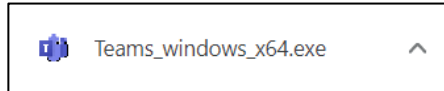
Click on **Install** and enter your password if it is asked.



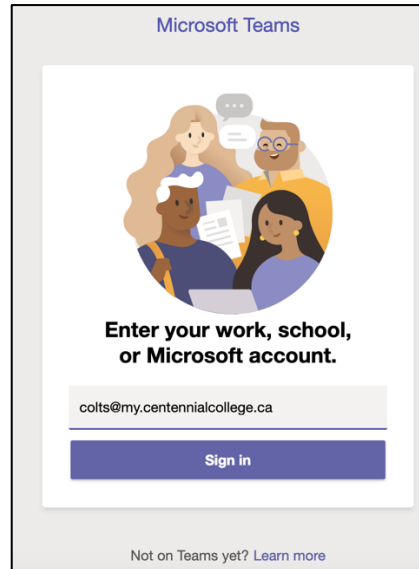
You will be notified when the installation has completed.



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.

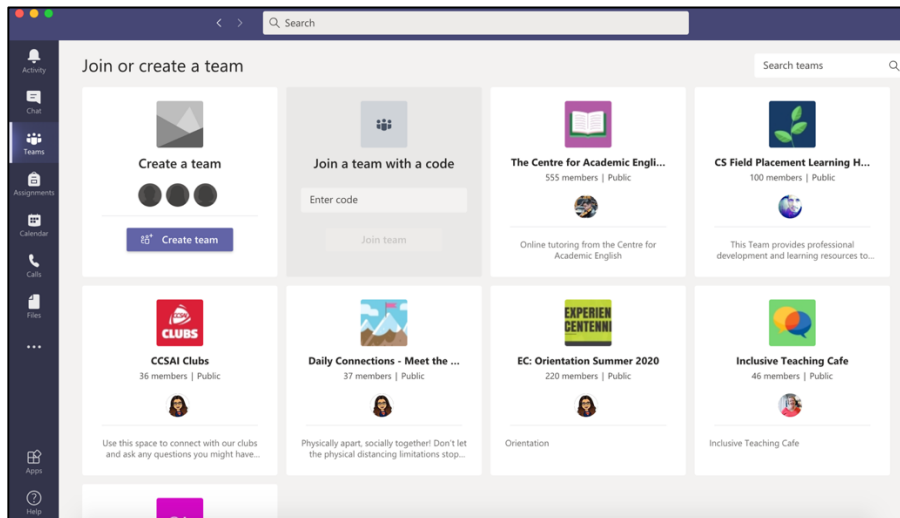


4. You will be redirected to the Centennial College log-in page. Enter your student number and password.

A screenshot of the Centennial College 'myLogin' page. The header features the 'CENTENNIAL COLLEGE' logo and the 'myLogin' text. A large blue button says 'Sign in to your account'. Below it are two input fields: the first contains the student number '300123456' and the second contains masked characters '.....'. A blue 'Sign In' button is located below the password field. Further down, text instructs the user to 'Login using your existing myCentennial ID (your 9 digit ID) and password.' Below this, a section titled 'Is this your first time logging in?' provides instructions for new users:

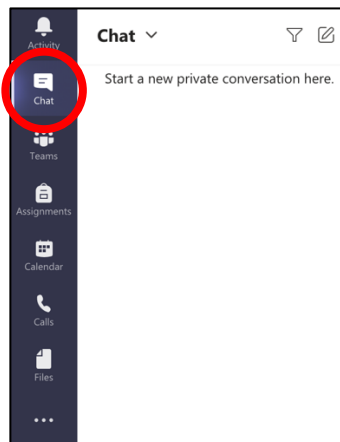
- **User Name:** You can find your 9-digit Centennial College ID on your offer letter
- **Password:** Your initial password will be your date of birth (MMDDYY format)

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

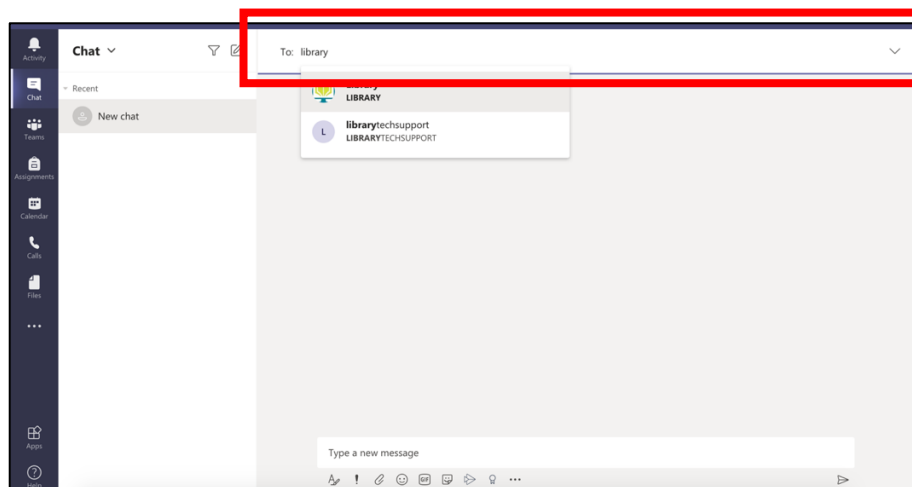


Starting a Chat on MS Teams

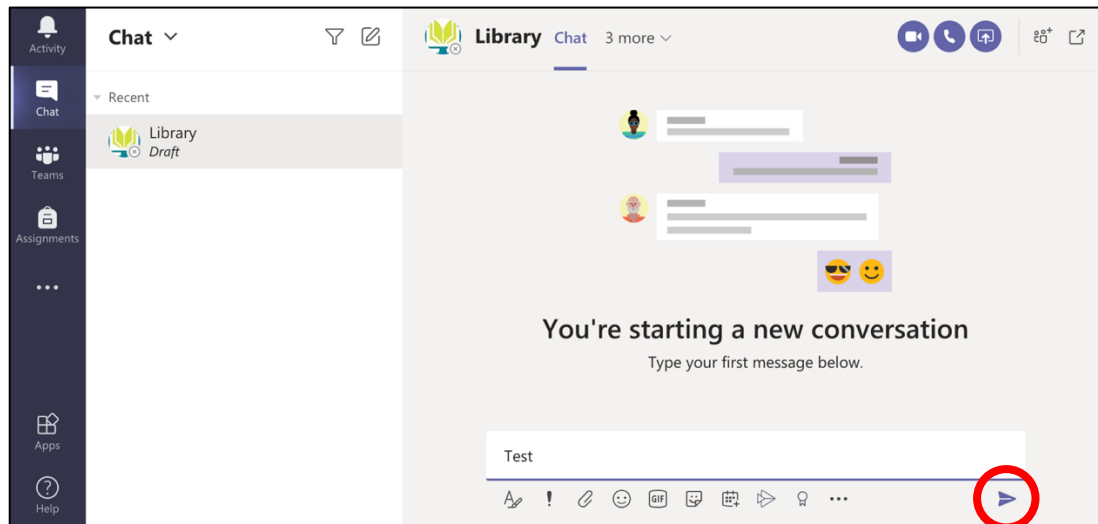
- On the side menu, click on **Chat**.



- In the search bar, type in the name of the person you want to chat with.

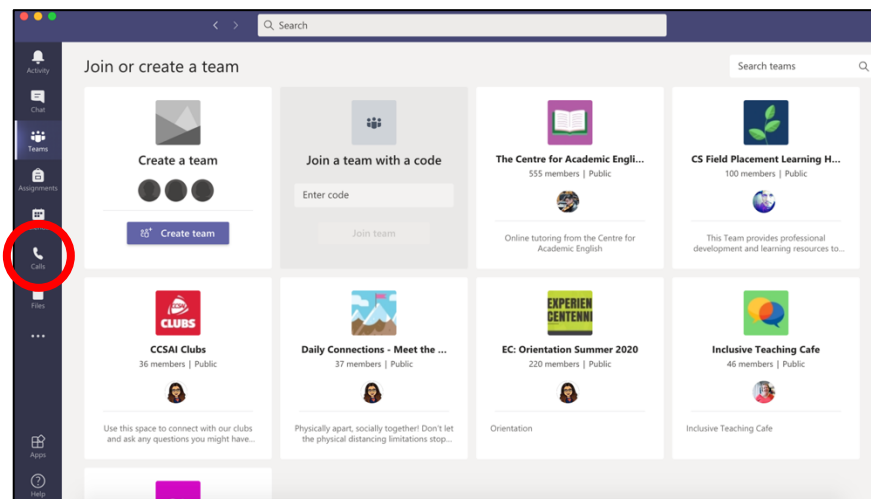


3. Type your message in the message box below and click on the send button to start your chat.

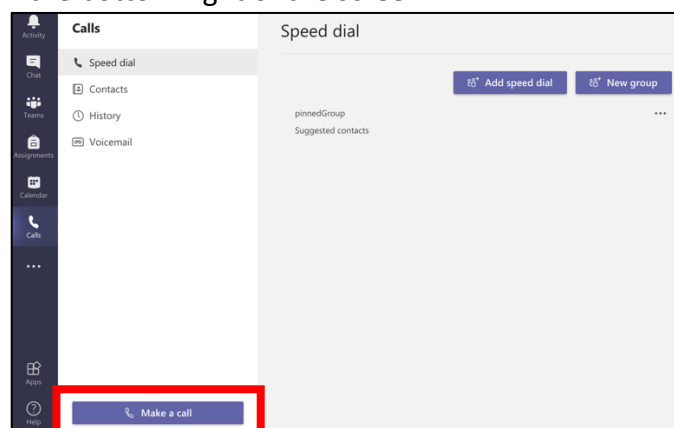


Starting a call on MS teams

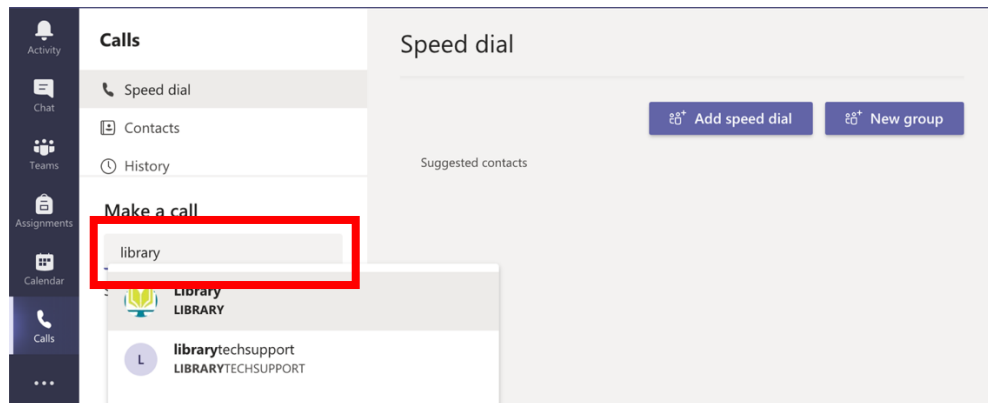
1. On the side menu, click on **Calls**.



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.

