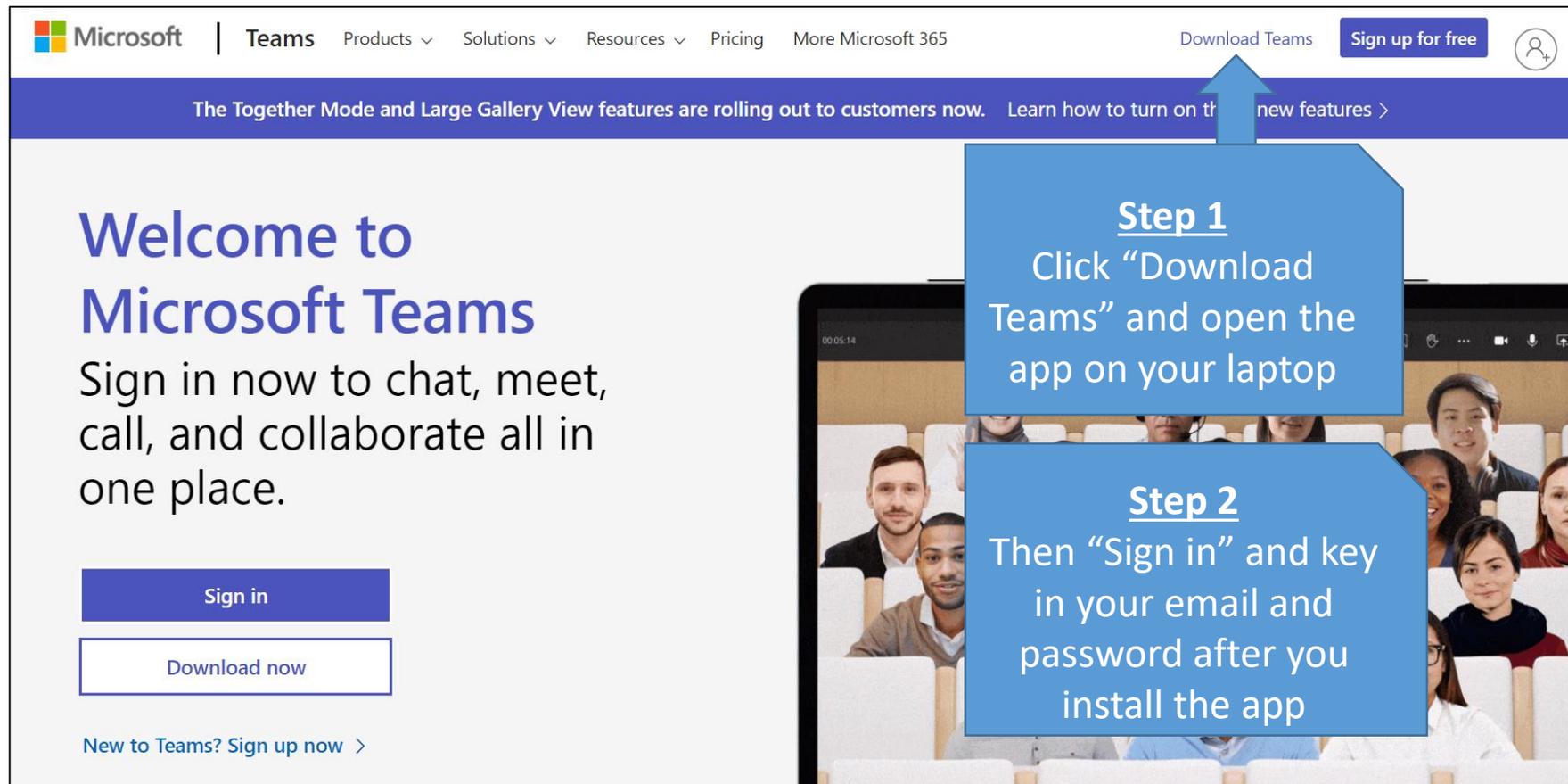


The slide features a white background with several realistic, 3D-rendered water droplets of various sizes scattered in the corners. The droplets have highlights and shadows, giving them a sense of depth and volume. The main title is centered in a large, bold, black sans-serif font.

Installing MS Teams on your Laptop

Downloading Microsoft Teams on your laptop

Go to <https://www.microsoft.com/en-sg/microsoft-teams/log-in>



The screenshot shows the Microsoft Teams website. At the top, there is a navigation bar with the Microsoft logo, 'Teams', and links for 'Products', 'Solutions', 'Resources', 'Pricing', and 'More Microsoft 365'. On the right side of the navigation bar, there are links for 'Download Teams' and 'Sign up for free', along with a user profile icon. Below the navigation bar, a blue banner contains the text: 'The Together Mode and Large Gallery View features are rolling out to customers now. Learn how to turn on the new features >'. The main content area features a large heading 'Welcome to Microsoft Teams' and a sub-heading 'Sign in now to chat, meet, call, and collaborate all in one place.' Below this, there are two buttons: 'Sign in' and 'Download now'. At the bottom left, there is a link 'New to Teams? Sign up now >'. On the right side of the page, there is a large image of a video conference. Two blue callout boxes are overlaid on the page. The first callout box, labeled 'Step 1', points to the 'Download Teams' link and contains the text: 'Click "Download Teams" and open the app on your laptop'. The second callout box, labeled 'Step 2', points to the 'Sign in' button and contains the text: 'Then "Sign in" and key in your email and password after you install the app'.

Step 1
Click "Download Teams" and open the app on your laptop

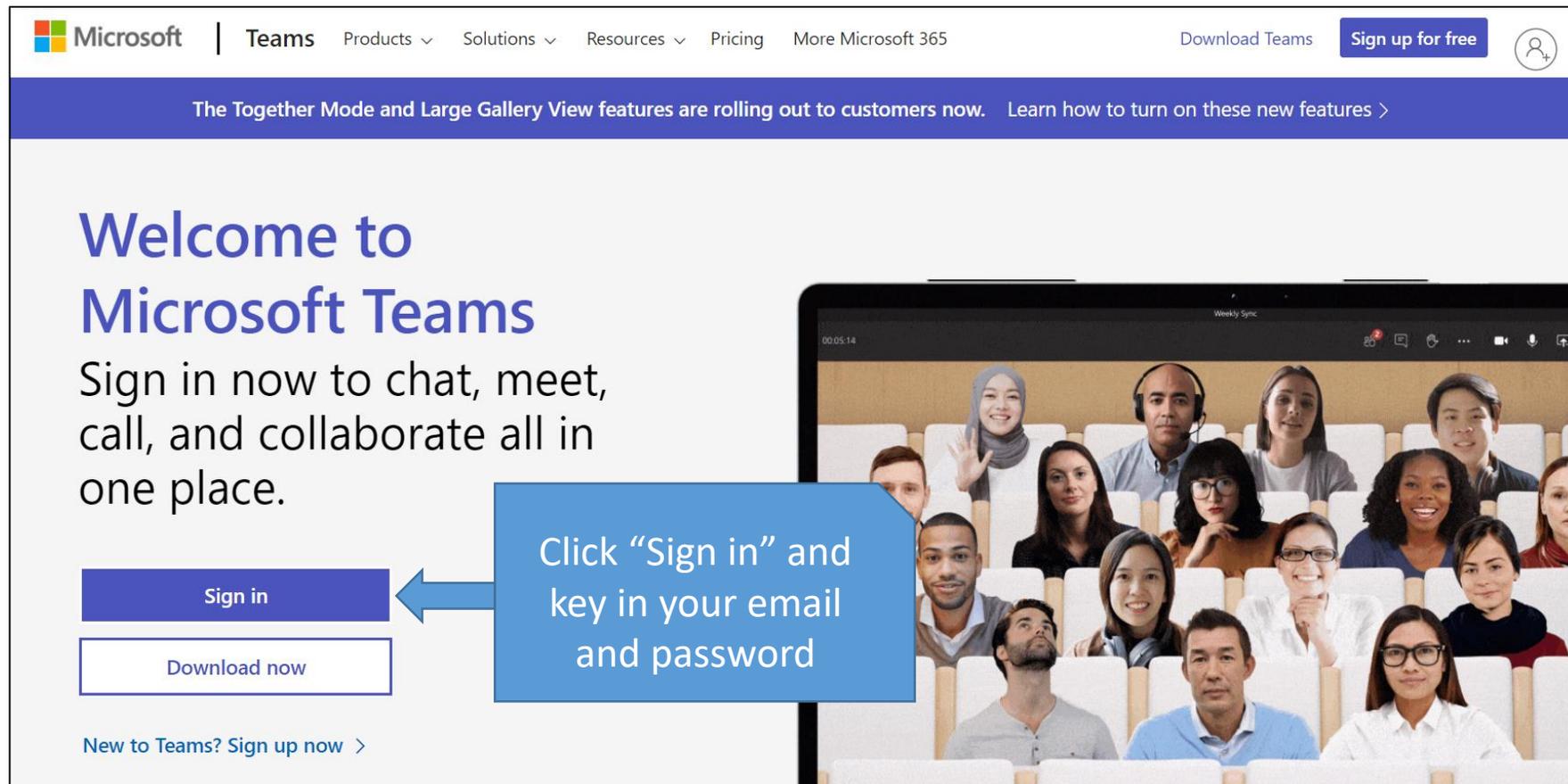
Step 2
Then "Sign in" and key in your email and password after you install the app



Using MS Teams Web Browser on your Laptop

Using Microsoft Teams on your web browser

Go to <https://www.microsoft.com/en-sg/microsoft-teams/log-in>



The screenshot shows the Microsoft Teams website. At the top, there is a navigation bar with the Microsoft logo, 'Teams', and links for 'Products', 'Solutions', 'Resources', 'Pricing', and 'More Microsoft 365'. On the right side of the navigation bar, there are links for 'Download Teams' and 'Sign up for free', along with a user profile icon. Below the navigation bar, a blue banner contains the text: 'The Together Mode and Large Gallery View features are rolling out to customers now. Learn how to turn on these new features >'. The main content area features the heading 'Welcome to Microsoft Teams' in blue, followed by the text 'Sign in now to chat, meet, call, and collaborate all in one place.' Below this text are two buttons: a blue 'Sign in' button and a white 'Download now' button. A blue callout box with a white arrow points to the 'Sign in' button, containing the text 'Click "Sign in" and key in your email and password'. At the bottom left, there is a link: 'New to Teams? Sign up now >'. On the right side of the main content area, there is a large image of a tablet displaying a Microsoft Teams meeting in gallery view with several participants.