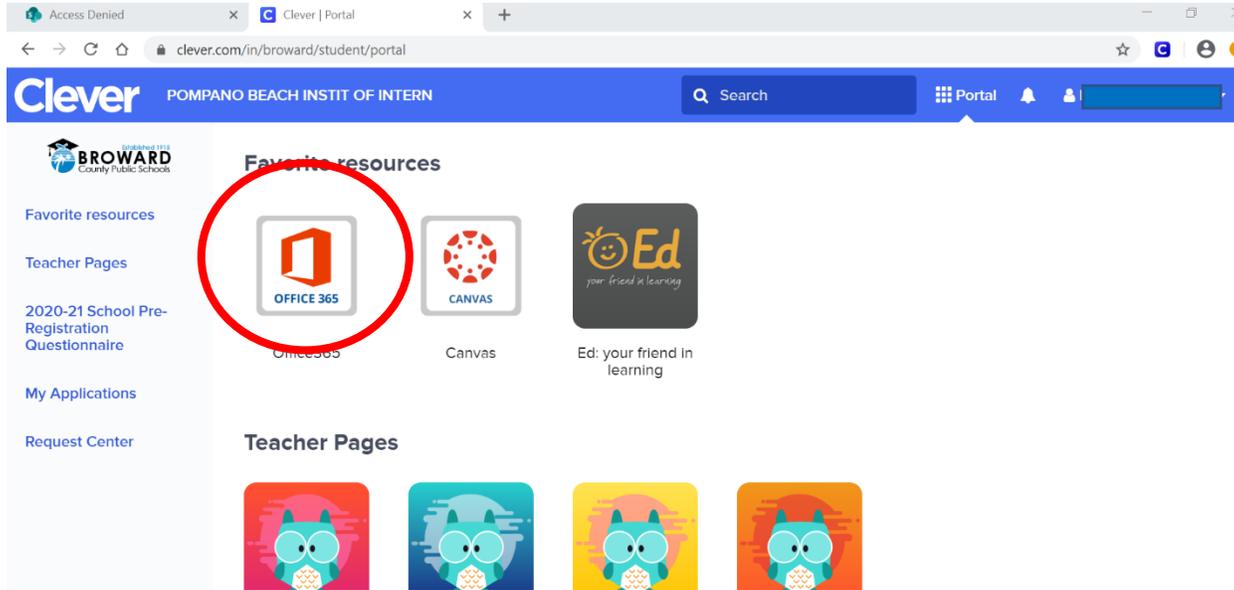
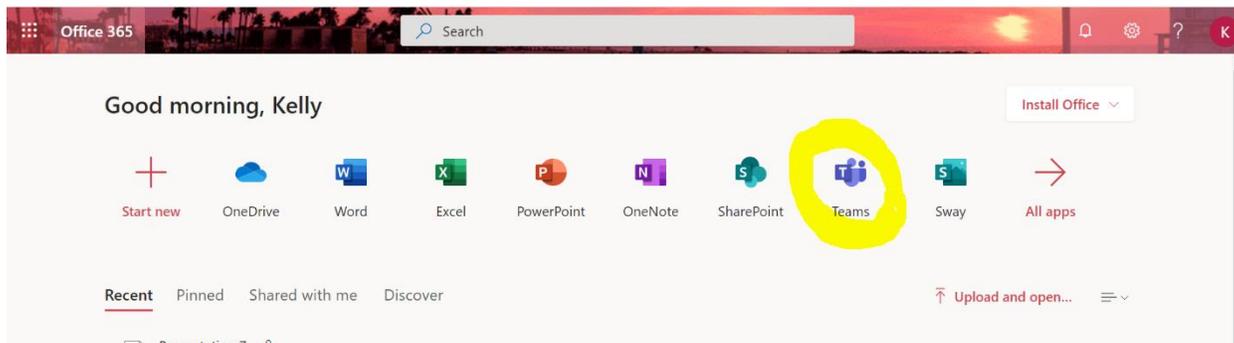


Once you log into SSO (CLEVER) you will need to select

## OFFICE 365

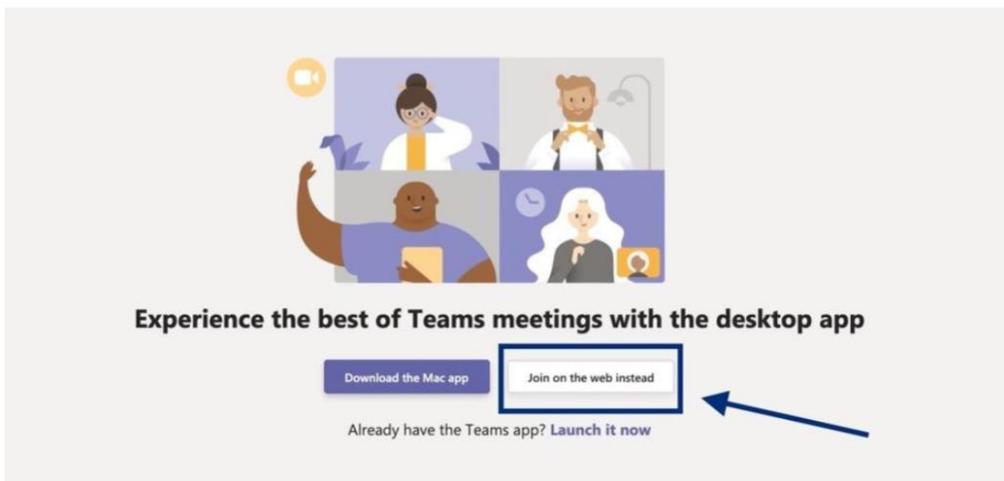


## Then select TEAMS

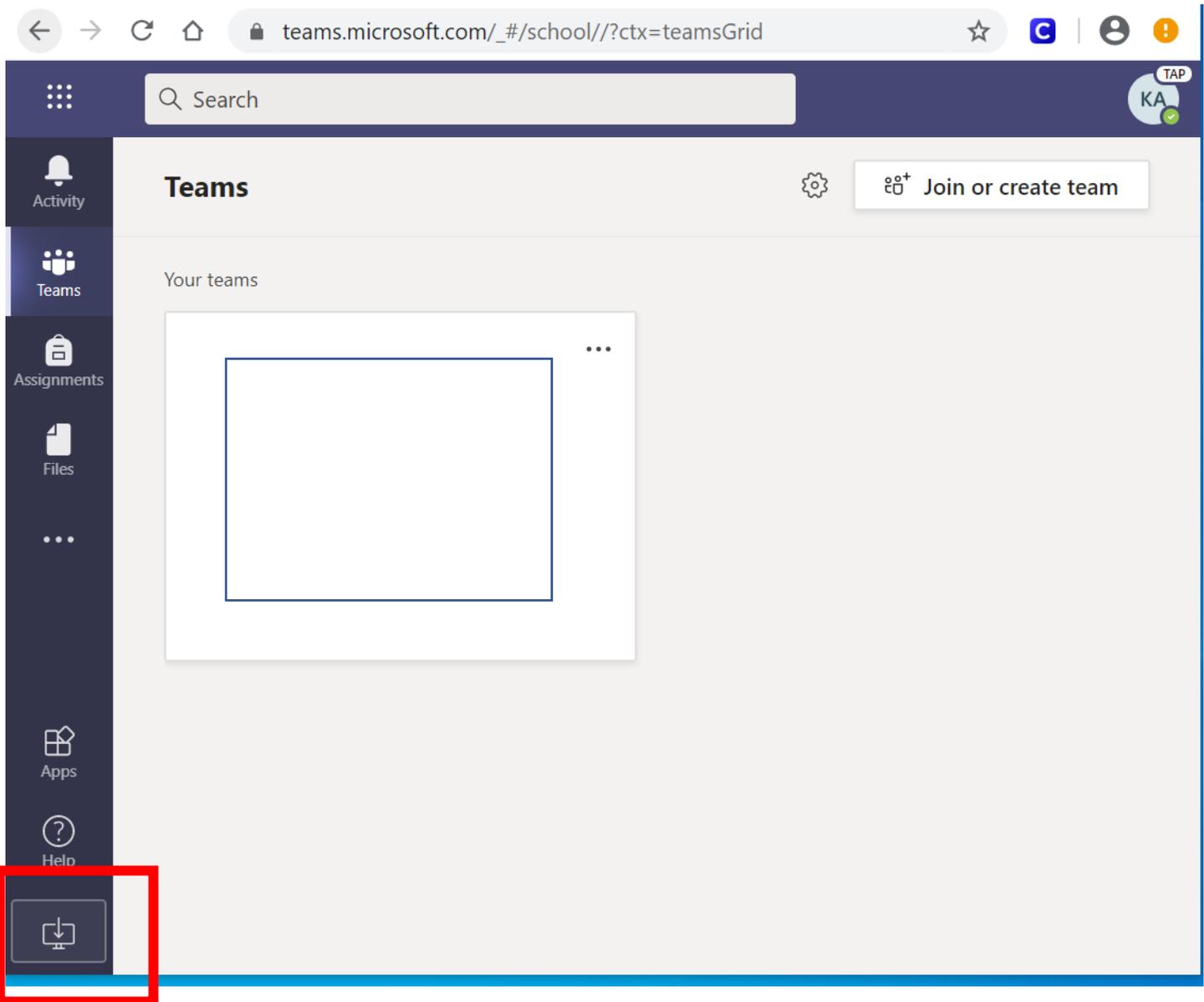


Teams will open

- Click JOIN ON THE WEB



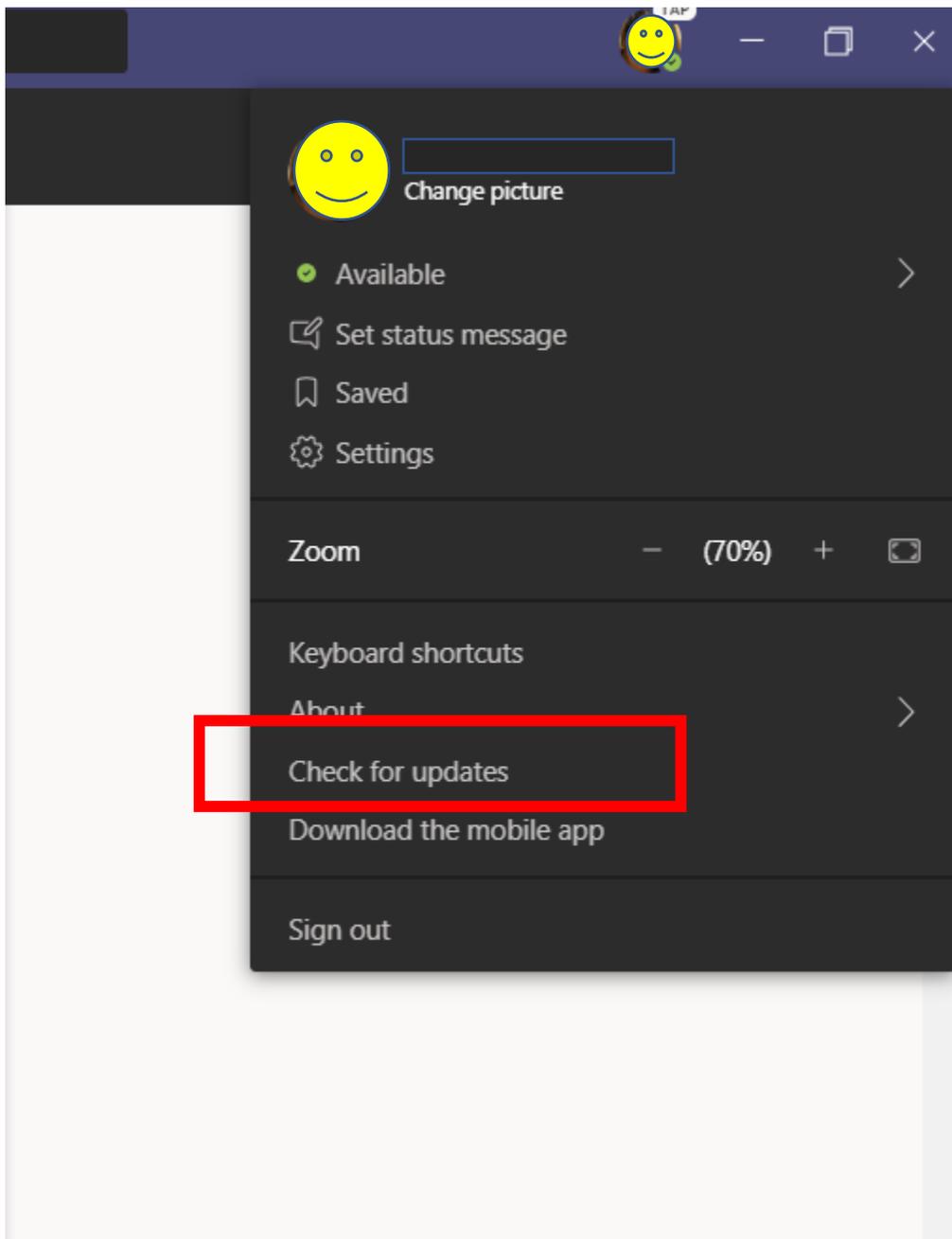
Once it opens on the bottom left side click on the icon to download



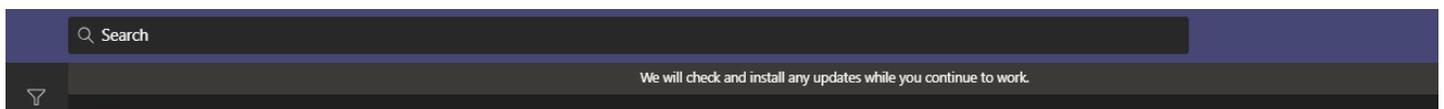
Open the file that downloaded to install TEAMS, it will do the installation and ***then open the TEAMS app on the desktop.***

## Now let's run the update from the desktop app.

Click On the upper right corner with your picture or initials and select "check for updates"



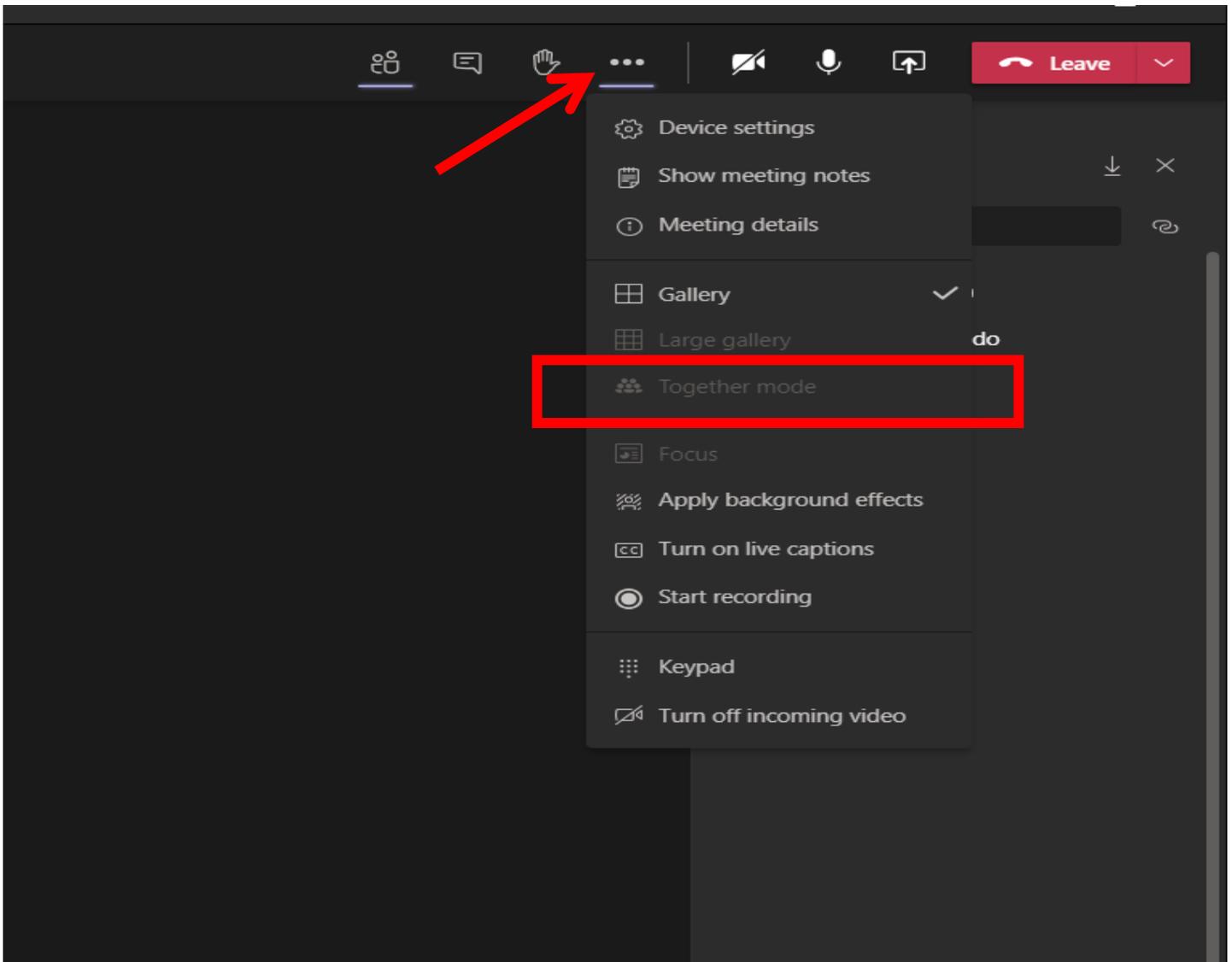
You will see this grey bar on the top saying "we will check and install updates while you continue to work"



When the updates are completed your picture/initials will have a little tag that says "TAB" you can restart



*Now to the fun part - During the meeting you can click on the (...) and get the menu to select "together mode"*



Enjoy! 