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

OFFICE 365



Then select TEAMS

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Good morning, Kelly				Install Office	e ×
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Start new OneDrive Word	Excel PowerPoint	OneNote SharePoint	Teams Sway	All apps	
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Teams will open

o Click JOIN ON THE WEB



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

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Teams	Your teams	
assignments		
Files		
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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.

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

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Change picture				
Available				>
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Check for updates				
Download the mobile app				
Sign out				

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

	Q Search	
	We will check and install any updates while you continue to work.	
Y		

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"

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