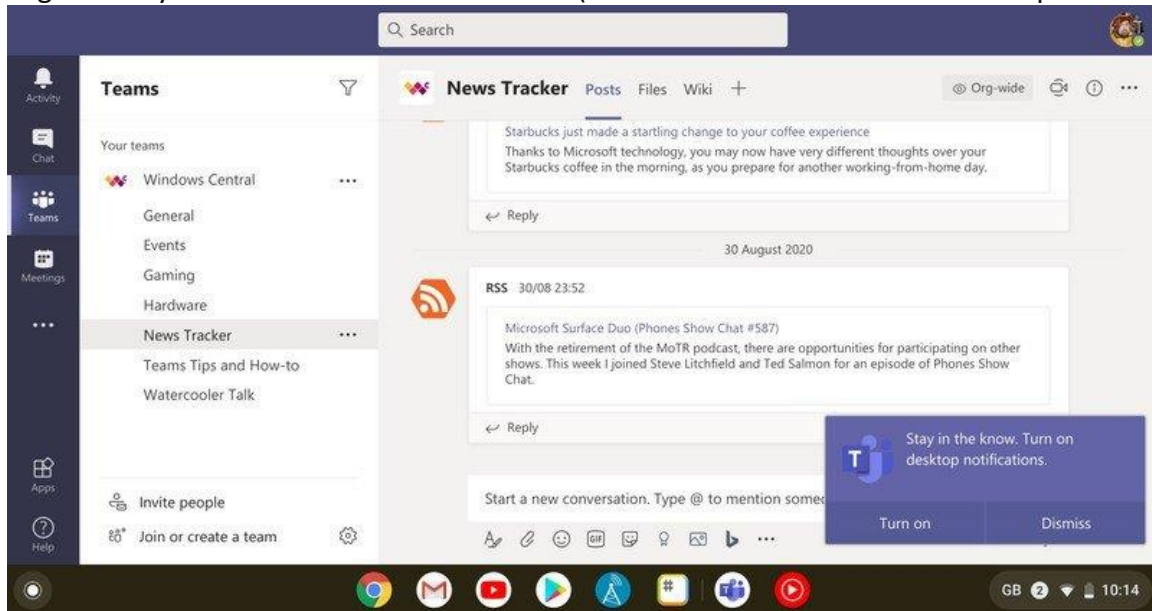


Installing Microsoft Teams on a Chromebook

It is recommended you setup the web app as per the below instructions (instead of installing the Teams app in the Google Play Store which is optimised for phones/tablets instead of Chromebooks)

1. Open the Google Chrome browser on your Chromebook.
2. Navigate to **teams.microsoft.com**
3. Log in with your Yavneh Office 365 account (school email address and network password)

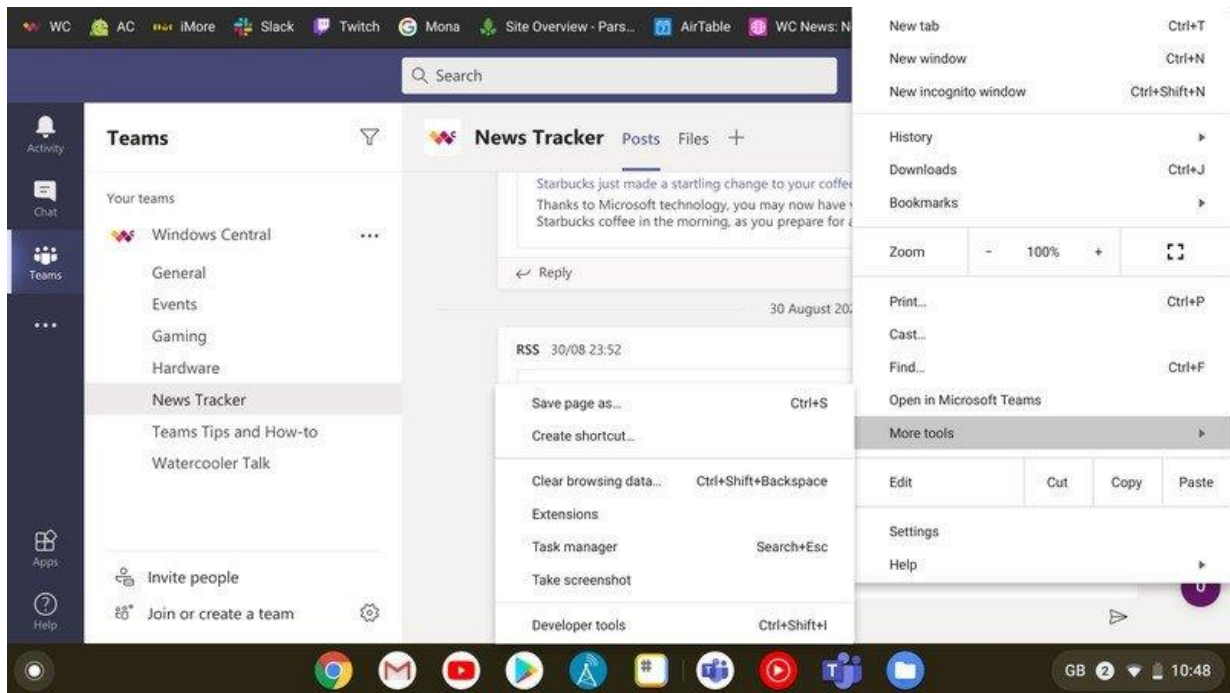


When you first log in, you'll see a box in the bottom corner pop up asking if you want Teams to deliver notifications – we recommend you turn these on so you are notified of Assignments etc.

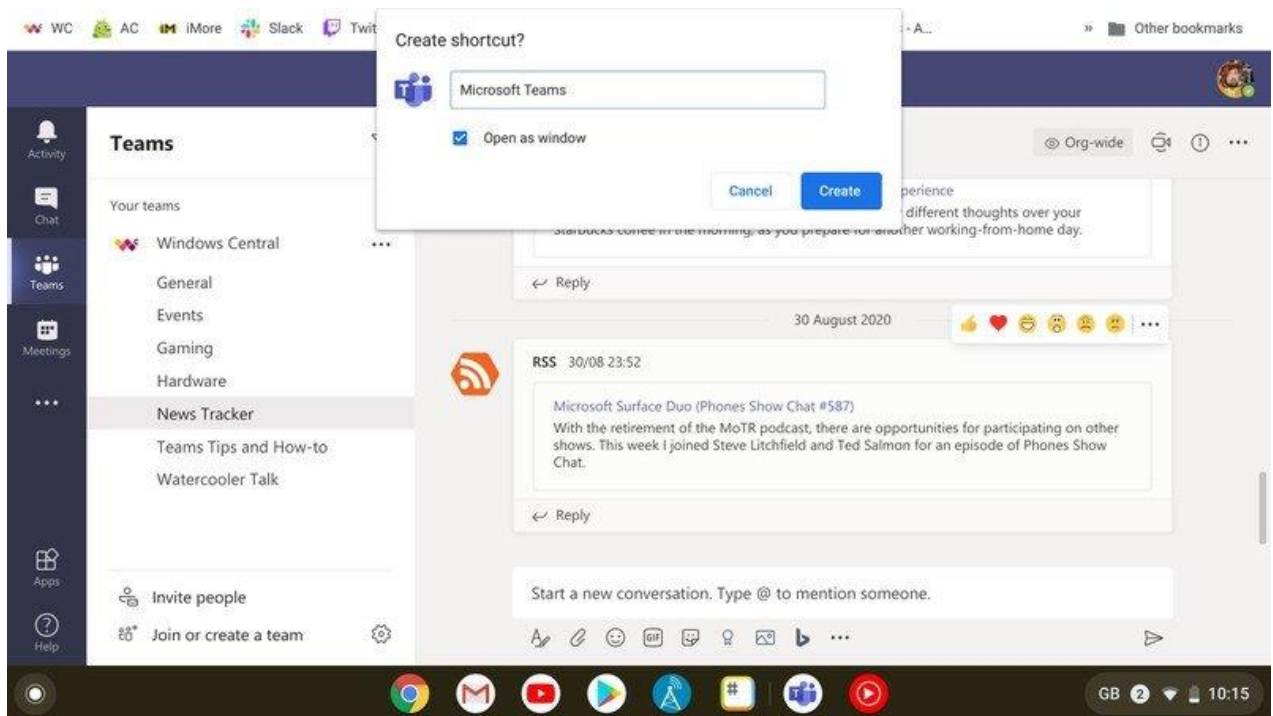
To use Teams in its own app window and add a shortcut to it into your Chrome OS app drawer, follow these steps:

1. Click on the **three dots** settings menu in the top right-hand corner of Google Chrome.
2. Scroll down to **more tools**.

Installing Microsoft Teams on a Chromebook



3. Select **create shortcut**.

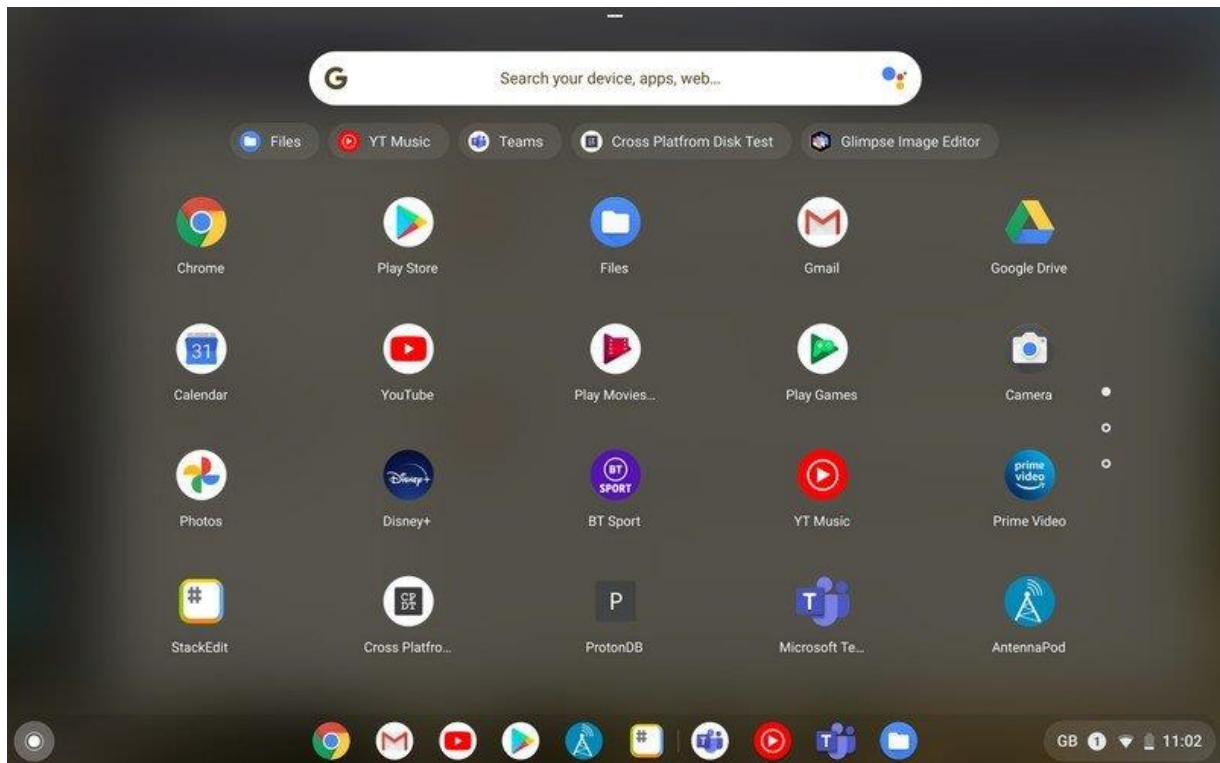


4. Name the shortcut **Microsoft Teams**.

5. To open in its own window ensure the **open as window** box is checked.

6. Click **create**.

Installing Microsoft Teams on a Chromebook



From now on, when you want to launch Microsoft Teams, you'll just need to go to the newly created shortcut in your app tray, and it will open up in its own window completely separate to Google Chrome. We recommend you pin this icon to your shelf for even quicker access (click on the shortcut with two fingers and choose Pin to Shelf) so it is pinned to the bottom of your screen to launch quickly.