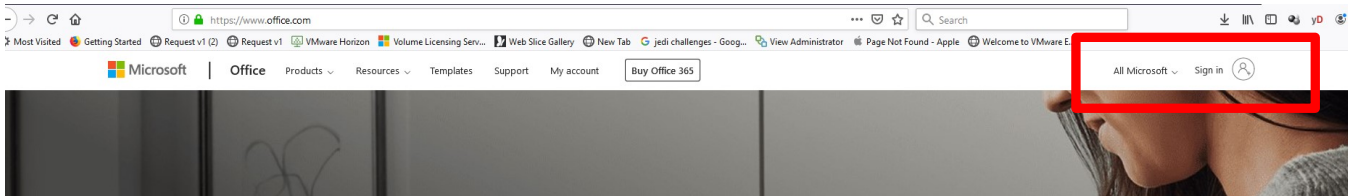
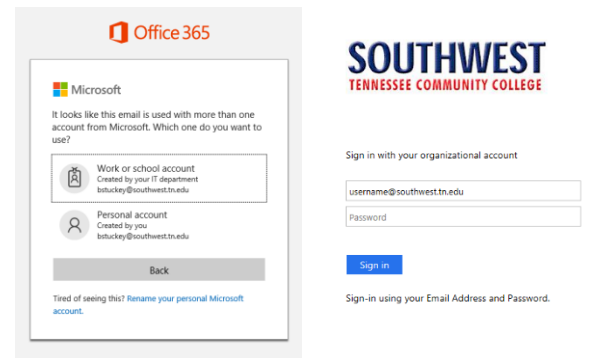


How To Setup Microsoft Teams

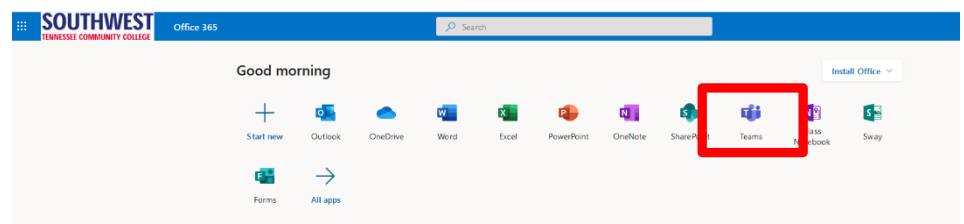
1. The quickest way to use Teams is to log into Office365. There you will see the Teams icon. Click on it to use Teams.
 - a. Go to www.office.com
 - b. Click Sign In



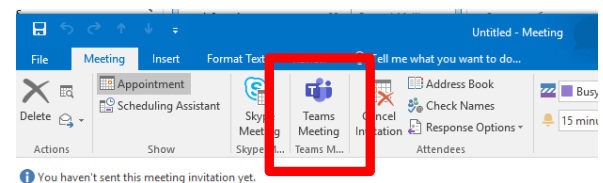
2. (Select work account if necessary)
 - a. Log into Office365.
3. Log in with your southwest username and password



4. Click on the Teams icon.



5. To download the desktop app on your computer, click here: [Teams Download](#)
6. To download the desktop app on your mobile device, go to your app store and search for **Teams** and download
7. Once you install the Teams desktop app, it also adds Teams to Outlook, which allows you to setup Teams meetings directly in Outlook. You may have to restart your computer to see the icon in Outlook.
 - a. Select new meeting or appointment
 - b. Click the Teams Meeting button



8. If you are having issues, please contact the helpdesk (4357).