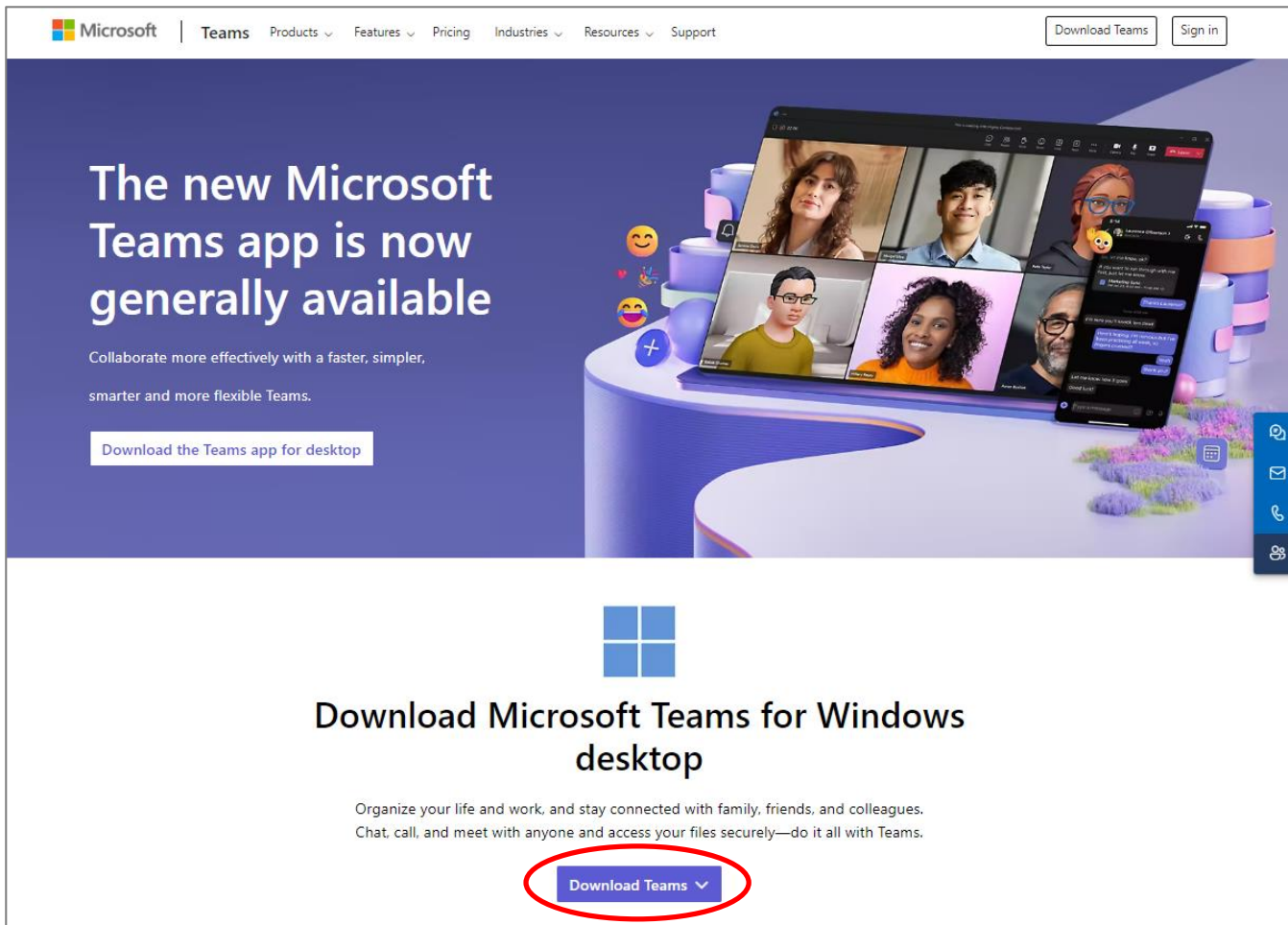


Guide to download and install **Microsoft Teams**



1. Go to www.microsoft.com/en-us/Microsoft-teams/download-app and click “Download Teams”.



The screenshot shows the Microsoft Teams website. At the top, there is a navigation bar with the Microsoft logo, 'Teams', and links for 'Products', 'Features', 'Pricing', 'Industries', 'Resources', and 'Support'. On the right side of the navigation bar, there are buttons for 'Download Teams' and 'Sign in'. The main content area has a dark blue background with the text 'The new Microsoft Teams app is now generally available'. Below this, it says 'Collaborate more effectively with a faster, simpler, smarter and more flexible Teams.' and a button that says 'Download the Teams app for desktop'. To the right, there is a large image of a laptop displaying a Teams meeting with several participants, and a smartphone displaying a chat conversation. Below the main content area, there is a white section with the Microsoft logo, the text 'Download Microsoft Teams for Windows desktop', and a paragraph: 'Organize your life and work, and stay connected with family, friends, and colleagues. Chat, call, and meet with anyone and access your files securely—do it all with Teams.' At the bottom of this section, there is a blue button with the text 'Download Teams' and a dropdown arrow, which is circled in red.


Microsoft | Teams Products Features Pricing Industries Resources Support

Download Teams Sign in

The new Microsoft Teams app is now generally available

Collaborate more effectively with a faster, simpler, smarter and more flexible Teams.

Download the Teams app for desktop




Download Microsoft Teams for Windows desktop

Organize your life and work, and stay connected with family, friends, and colleagues. Chat, call, and meet with anyone and access your files securely—do it all with Teams.

Download Teams

2. When the dropdown appears, select **“Download for Windows (64-bit)”**.





Download Microsoft Teams for Windows desktop


Organize your life and work, and stay connected with family, friends, and colleagues. Chat, call, and meet with anyone and access your files securely—do it all with Teams.

Download Teams ▾

- Download for Windows (64-bit)
- Download for Windows (32-bit)
- Download for ARM64

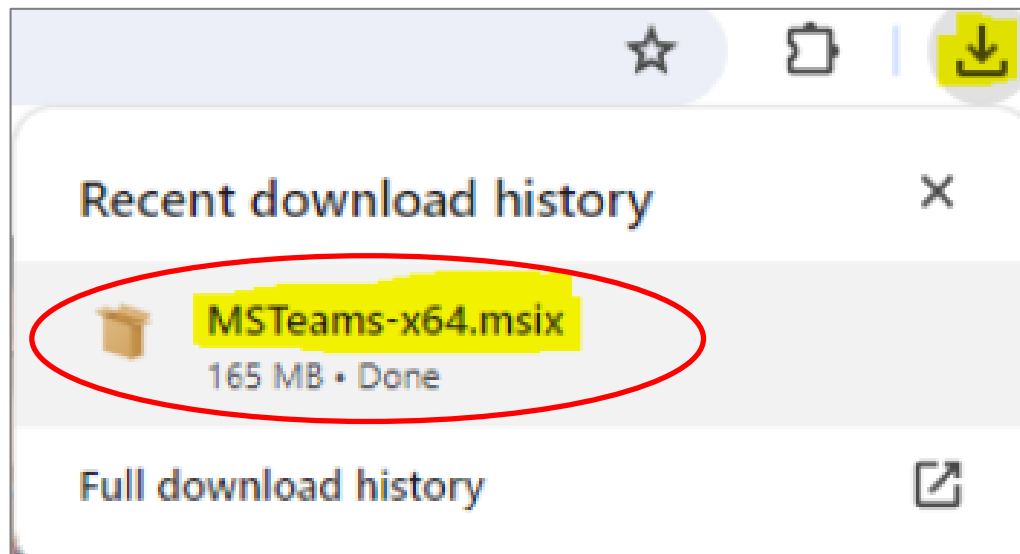
 

Get the Teams mobile app

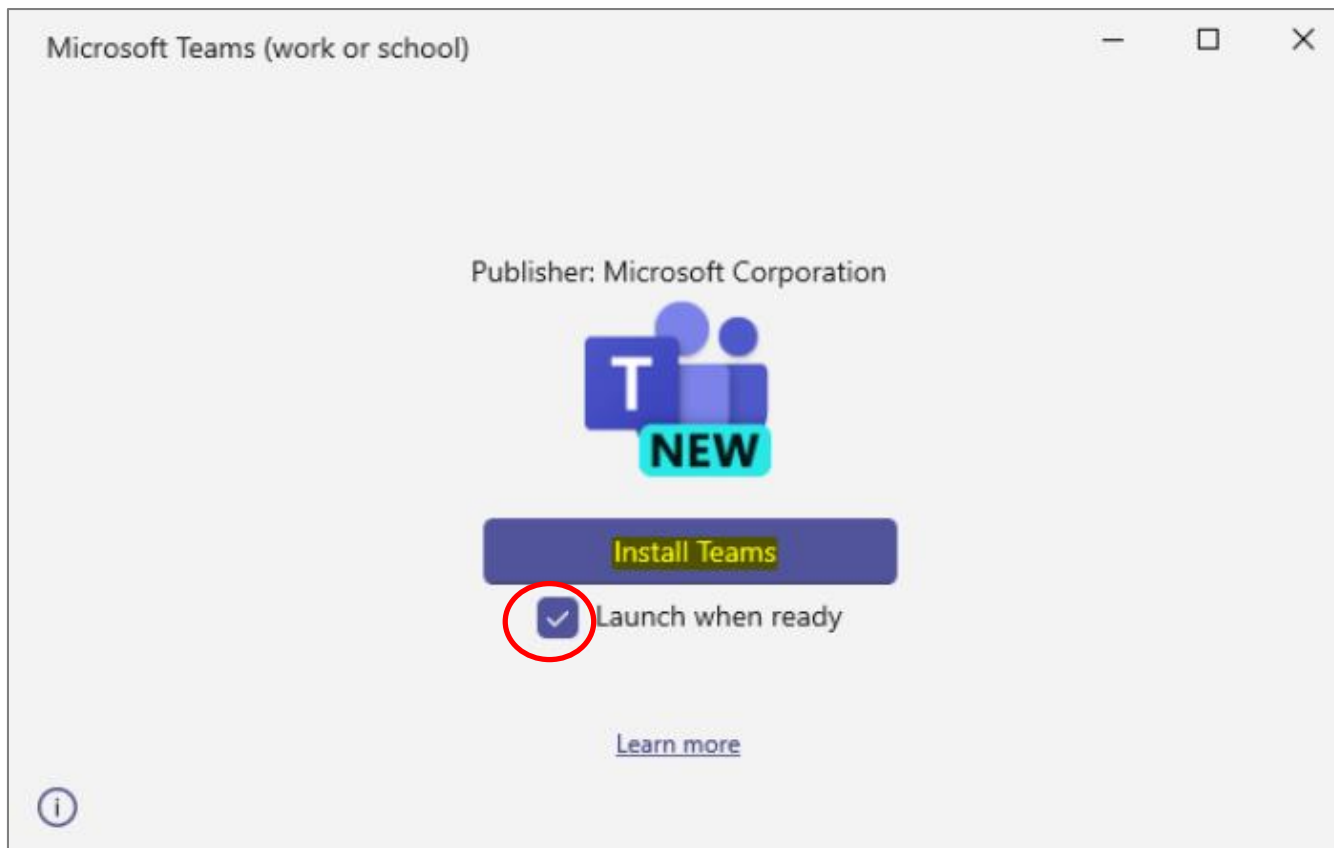


[Go to the download page](#) if you're having trouble with the QR code.

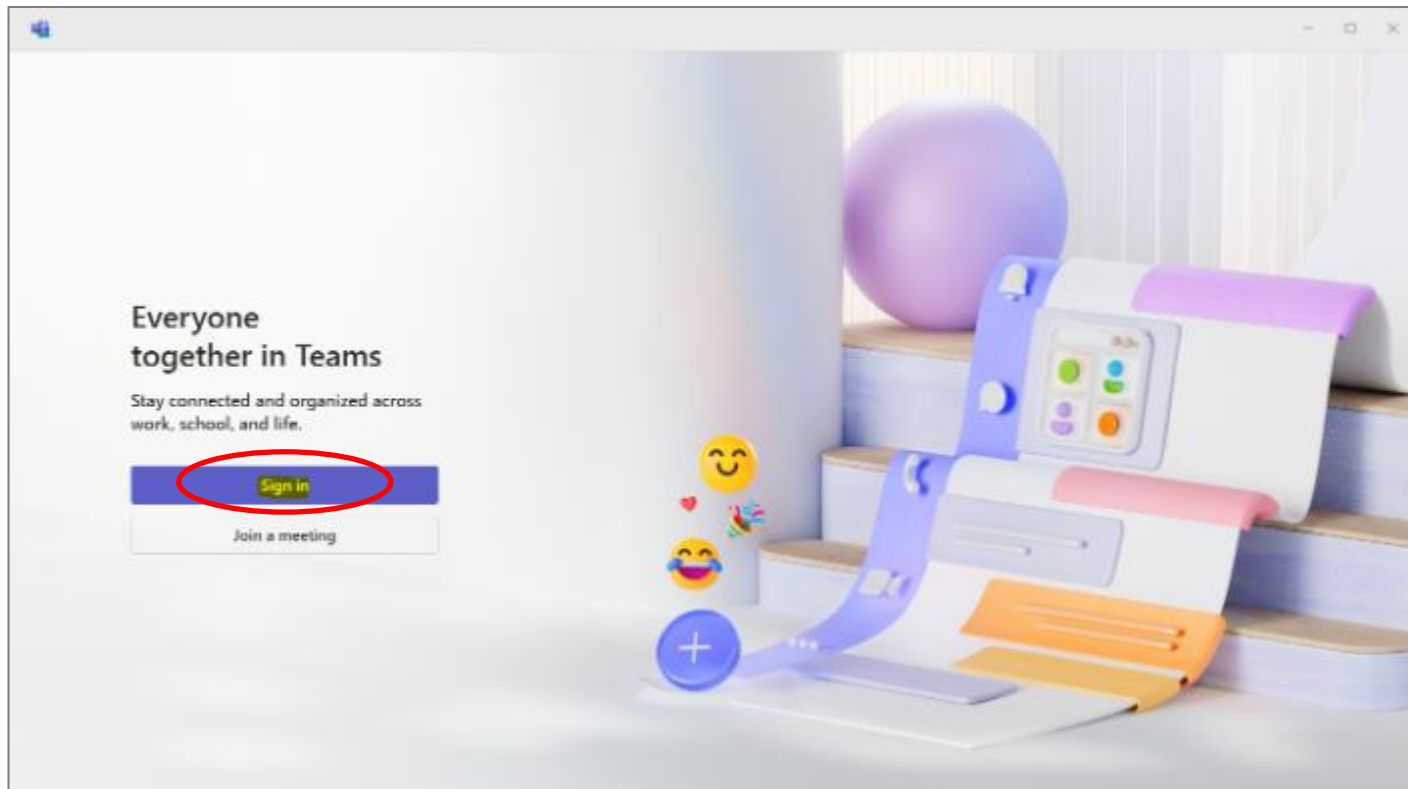
3. Click the downloaded file “**MSTeam-x64.misx**”.



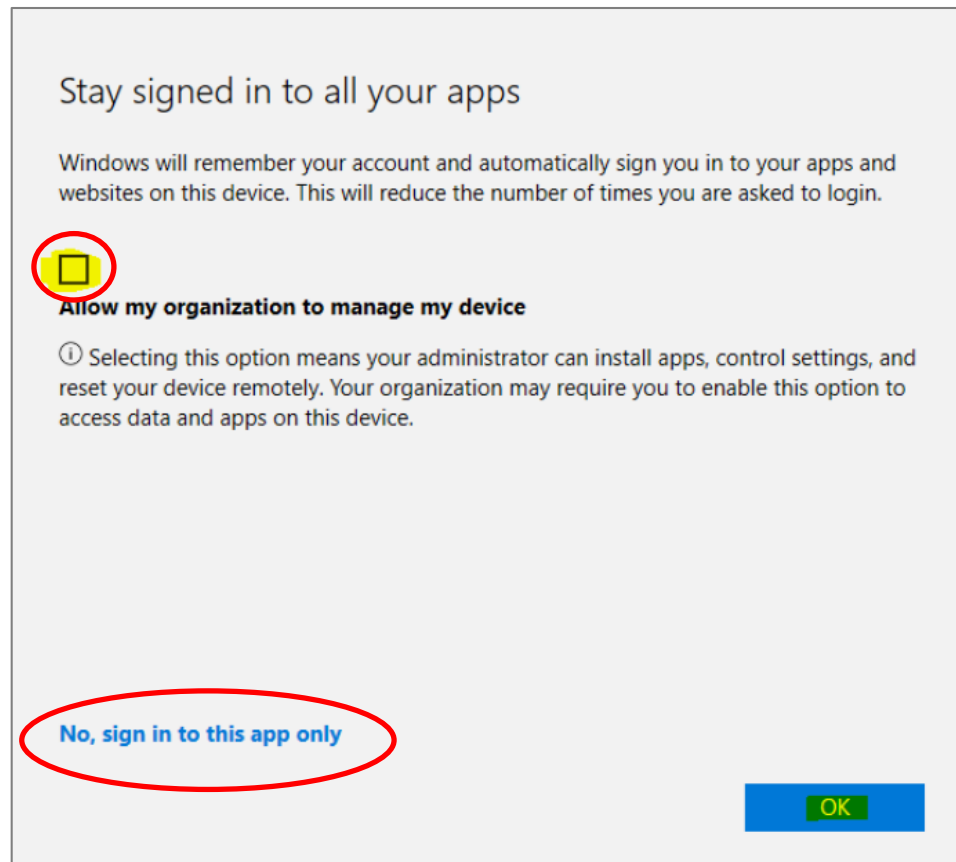
4. This prompt will then appear. Click **“Install Teams”**. Make sure **“Launch when ready”** is **checked**. Microsoft Teams will then be installed on your computer.



5. Select “**Sign in**”, then sign in with your **CPCE student email account** (“*[Your Student ID]@common.cpce-polyu.edu.hk*”).



6. Make sure to **uncheck** the box above **“Allow my organization to manage my device”**. Then select **“No, sign in to this app only”**. You will be logged into the Microsoft Teams application.



7. For more details, please refer to the **FAQs for online teaching (Students)** at the website of **CPCE Information Technology Unit**: itu.cpce-polyu.edu.hk.

THE HONG KONG POLYTECHNIC UNIVERSITY
香港理工大學


COLLEGE OF PROFESSIONAL AND CONTINUING EDUCATION
專業及持續教育學院

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Welcome to CPCE ITU



The CPCE Information Technology Unit (ITU) is responsible for formulating IT strategies, policies, standards, procedures and implementation plans for the College and units with over 10,000 students and 500 staff; designing and implementing the IT infrastructure and e-learning platform for supporting activities in teaching, learning and administrative services; and providing computer facilities and comprehensive IT services in PolyU's Hung Hom Bay and West Kowloon campuses. The services of ITU are provided by 5 teams, namely Network, Server Administration, User Support, System Development and E-learning with about 40 team members.

Online Teaching for Staff
FAQs for online teaching (staff)
FAQs for online teaching (Students)

FACILITIES AND SERVICES

- Account Management
- E-making Studio
- E-learning
- Email System
- Express Printing Areas
- IP Telephony
- IT and Language Labs
- IT Training