

## How to Download Teams (Instructions)

### Download via Desktop/Tablet

- 1) Log into your MySCSU portal
- 2) Click on the Teams app
- 3) Click on the photo on the top right corner of the Teams screen
- 4) Download the app to your desktop
- 5) **Please be advised to log into your Teams a couple of minutes before your appointment**

### Download via Mobile

- 1) To download Teams access your designated app store and search for "Microsoft Teams"
- 2) Once you download Teams, you will be instructed to sign in to your MySCSU portal
- 3) From there, you will have access to chats, files, and calls from your advisor
- 4) **Please be advised to log into your Teams a couple of minutes before your appointment**