

## Teams: Update

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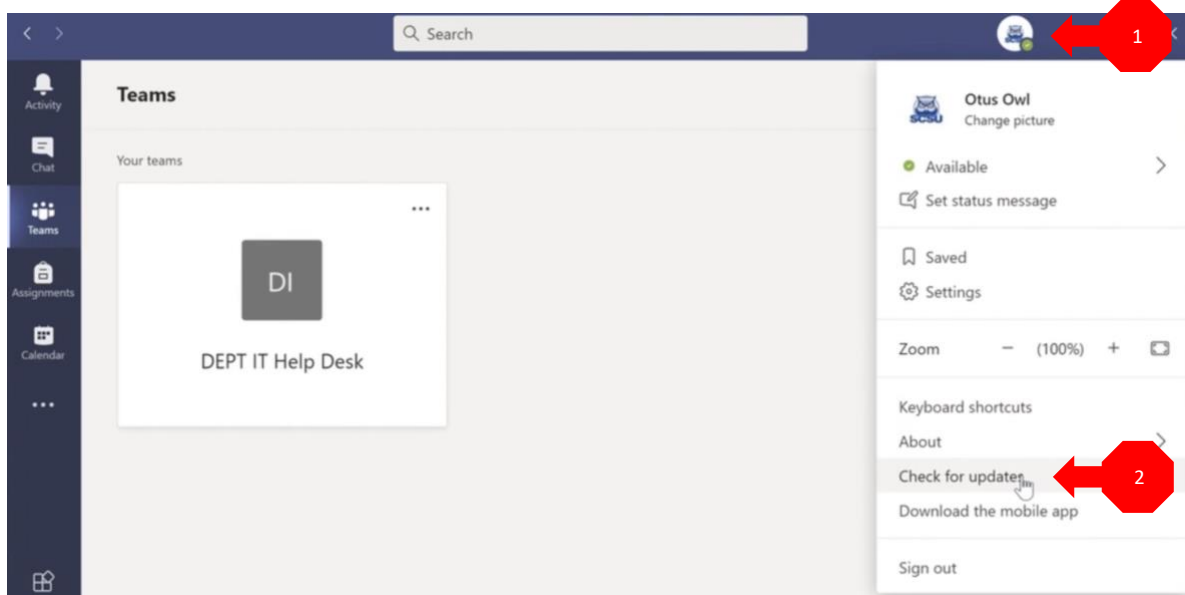
## Introduction

Microsoft Teams provides numerous tools for creating a collaborative workspace, while integrating your other Office 365 apps and services. Your customizable workspace includes features such as instant-messaging chats, video or audio calls, screen sharing, file sharing, the ability to schedule meetings, and more! Available as a desktop application, smartphone app, and website, Microsoft Teams allows users to access these tools from anywhere.

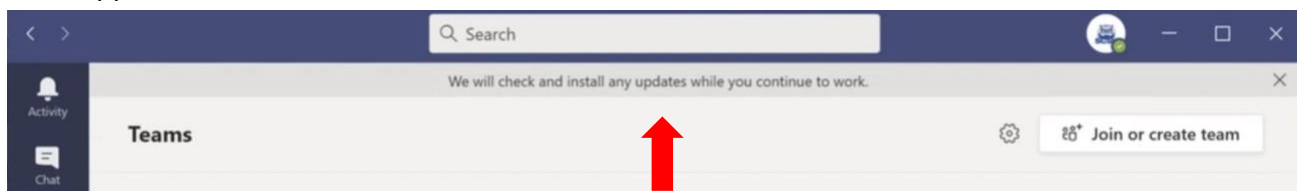
The following steps will walk you through how to update your Microsoft Teams application.

## Updating Teams

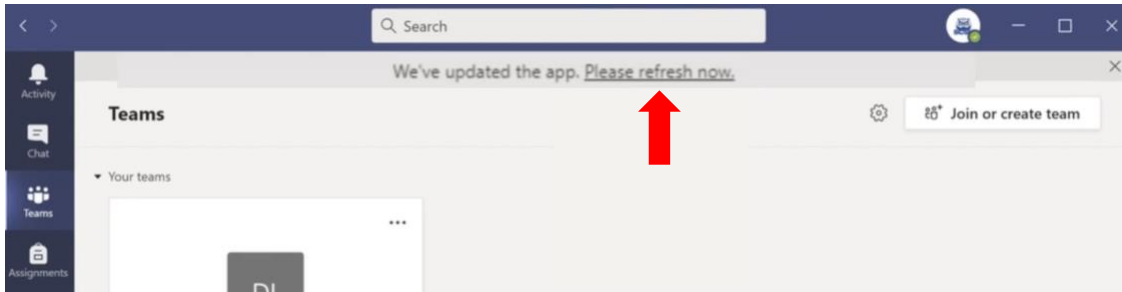
1. Open the Teams application.
2. Select your profile icon in the upper, right-hand corner of the window, then “Check for updates”.



3. Teams will display a dialogue box informing you it is checking for available updates in the background. If updates are available, Teams will also install them in the background without disturbing your use of the application.

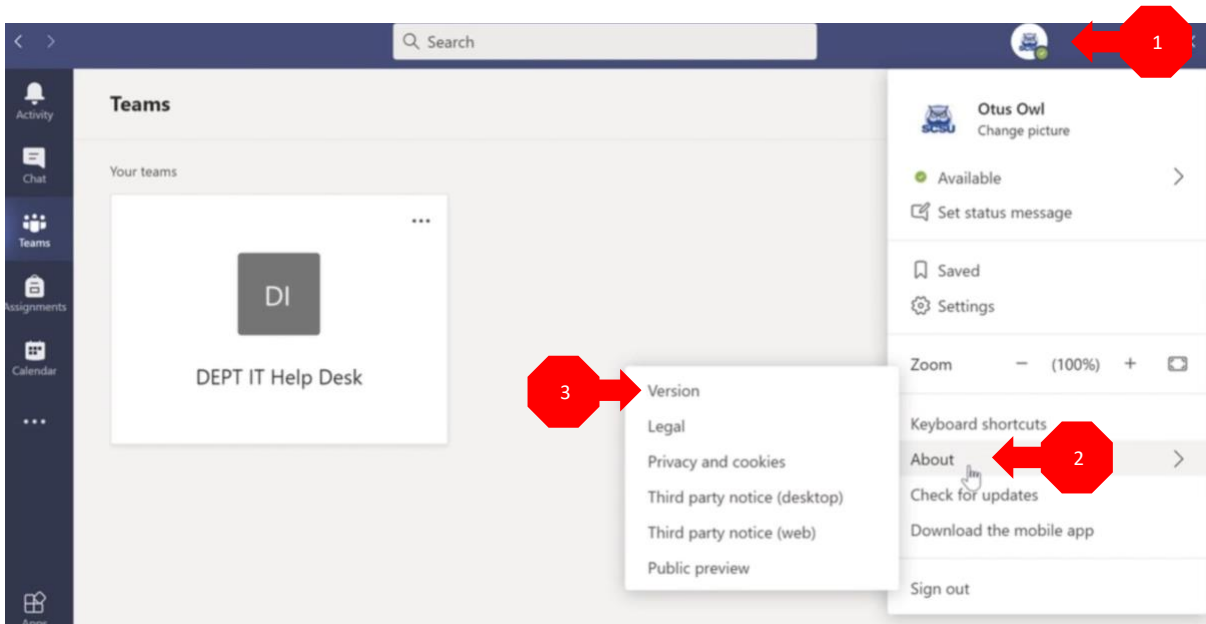


- Once updates are installed, another dialogue box will appear requesting that you refresh the app. Select “Please refresh now” to close and reopen the app in the updated version.



## Teams version and last update details

- Select your profile icon the upper, right-hand corner of the window, “About”, then “Version”.



- Refer to the dialogue box to view what version of Teams you are running and when it was last updated.

