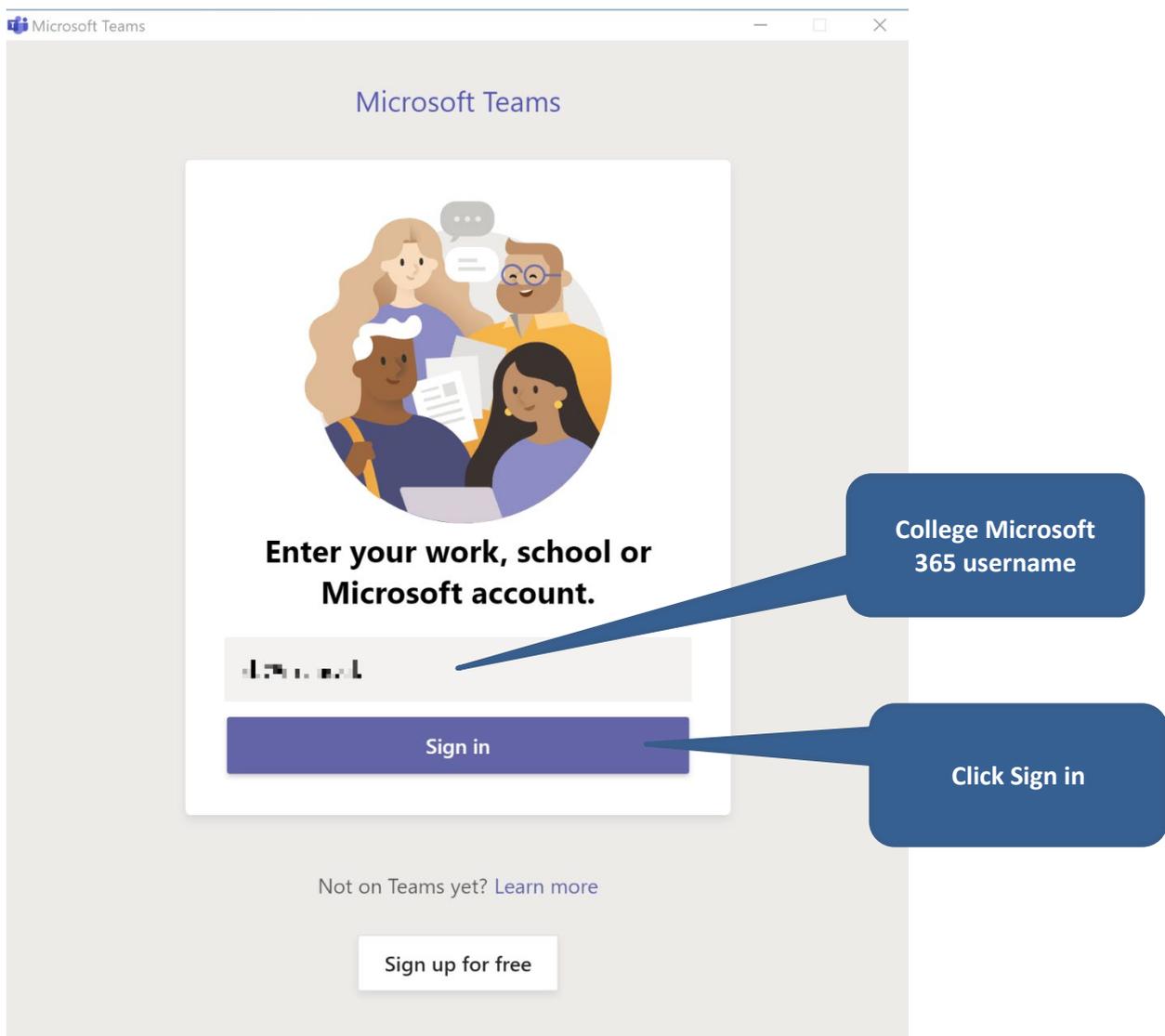


If the MS Teams App is not already installed on your PC or Laptop, then follow the steps below to install it.

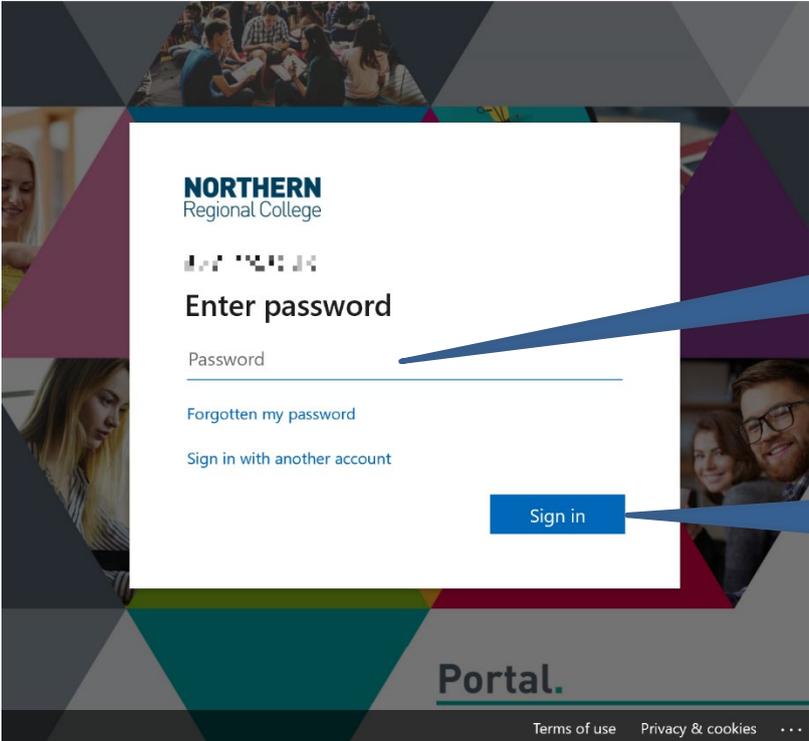
1. Download Teams for Desktop [here](#).
2. The download will appear on the browser taskbar. When it is finished downloading click on "Open file"



3. On the Teams login screen check the username is your College email address or enter it and click "Sign in".



4. Enter your College login password and click “Sign in”

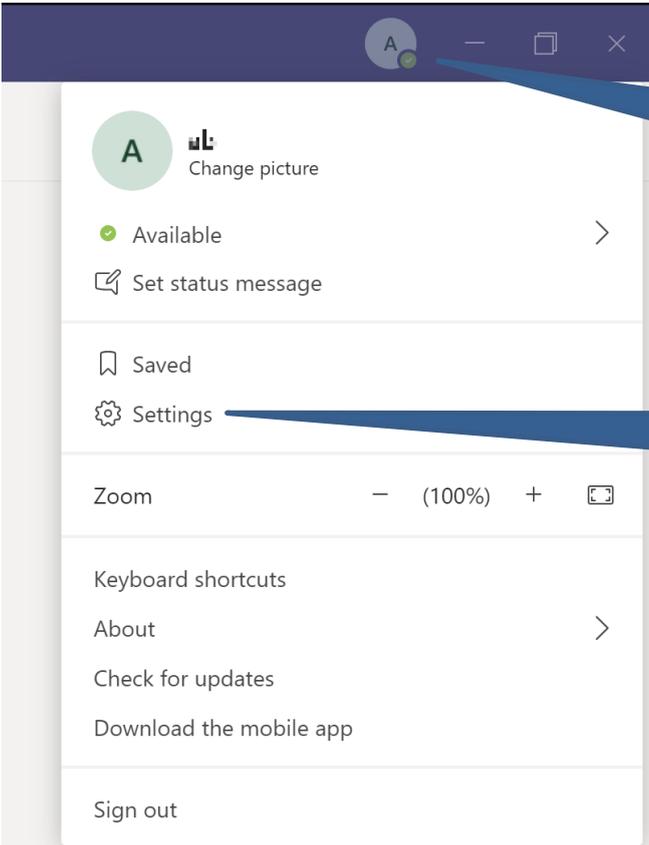


The screenshot shows the Northern Regional College login portal. A white login box is centered on a background of student photos. The box contains the college name, a QR code, a password input field, a 'Sign in' button, and links for 'Forgotten my password' and 'Sign in with another account'. Two blue callout boxes point to the password field and the 'Sign in' button.

**1. Enter your College login password**

**2. Click Sign in**

5. When logged into the MS Teams client click on your profile picture and select “Settings”

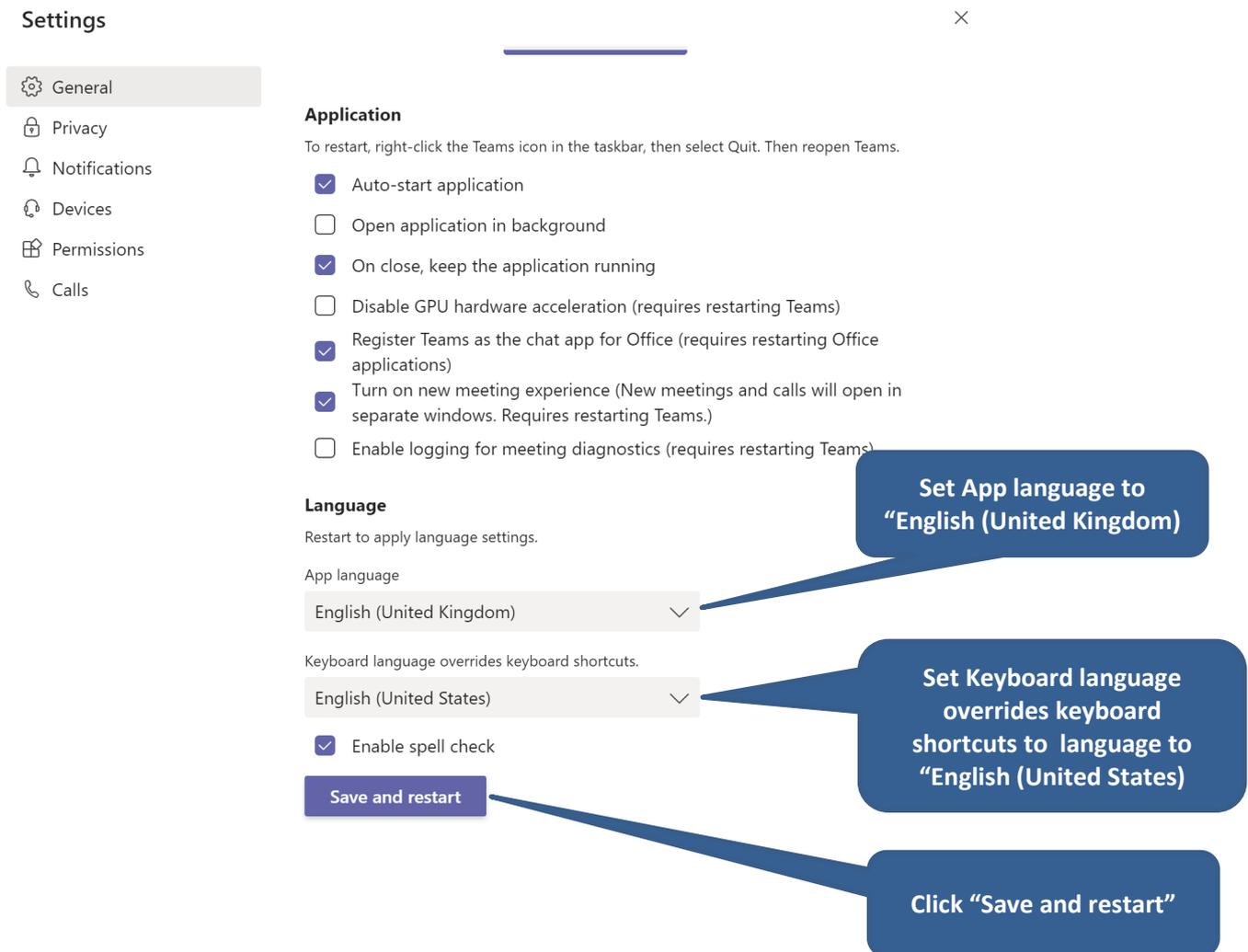


The screenshot shows the MS Teams profile menu. A profile picture with the letter 'A' is at the top left. Below it are options: 'Change picture', 'Available', 'Set status message', 'Saved', 'Settings', 'Zoom', 'Keyboard shortcuts', 'About', 'Check for updates', 'Download the mobile app', and 'Sign out'. Two blue callout boxes point to the profile picture and the 'Settings' option.

**1. Click on your Profile picture**

**2. Click on Settings**

6. Select “General”, scroll down and change the “Language” settings to those below from the dropdown selections. Then click on the “Save and restart” to save the settings and restart the Teams client.



The screenshot shows the MS Teams Settings window with the 'General' tab selected. The 'Application' section includes options for auto-start, background operation, and GPU acceleration. The 'Language' section shows 'App language' set to 'English (United Kingdom)' and 'Keyboard language overrides keyboard shortcuts' set to 'English (United States)'. A 'Save and restart' button is visible at the bottom. Three callout boxes provide instructions: 'Set App language to “English (United Kingdom)”', 'Set Keyboard language overrides keyboard shortcuts to language to “English (United States)”', and 'Click “Save and restart”'.

**Settings** [Close]

- General
- Privacy
- Notifications
- Devices
- Permissions
- Calls

**Application**  
To restart, right-click the Teams icon in the taskbar, then select Quit. Then reopen Teams.

- Auto-start application
- Open application in background
- On close, keep the application running
- Disable GPU hardware acceleration (requires restarting Teams)
- Register Teams as the chat app for Office (requires restarting Office applications)
- Turn on new meeting experience (New meetings and calls will open in separate windows. Requires restarting Teams.)
- Enable logging for meeting diagnostics (requires restarting Teams)

**Language**  
Restart to apply language settings.

App language  
English (United Kingdom) [Dropdown]

Keyboard language overrides keyboard shortcuts.  
English (United States) [Dropdown]

- Enable spell check

**Save and restart**

**Set App language to “English (United Kingdom)”**

**Set Keyboard language overrides keyboard shortcuts to language to “English (United States)”**

**Click “Save and restart”**