How to Download Microsoft Teams on your Smart device, Laptop or Tablet

1. **Download Microsoft Teams from App store or Google Play – please note you MUST use the Google Chrome browser, this will not work on other browsers**
2. **Enter in your William Paterson University username and password**
3. **Once you have the application open it**
4. **Log into the application and you are set to go**
5. **An ARC staff member will either send you a message or a calendar invite or call you**