



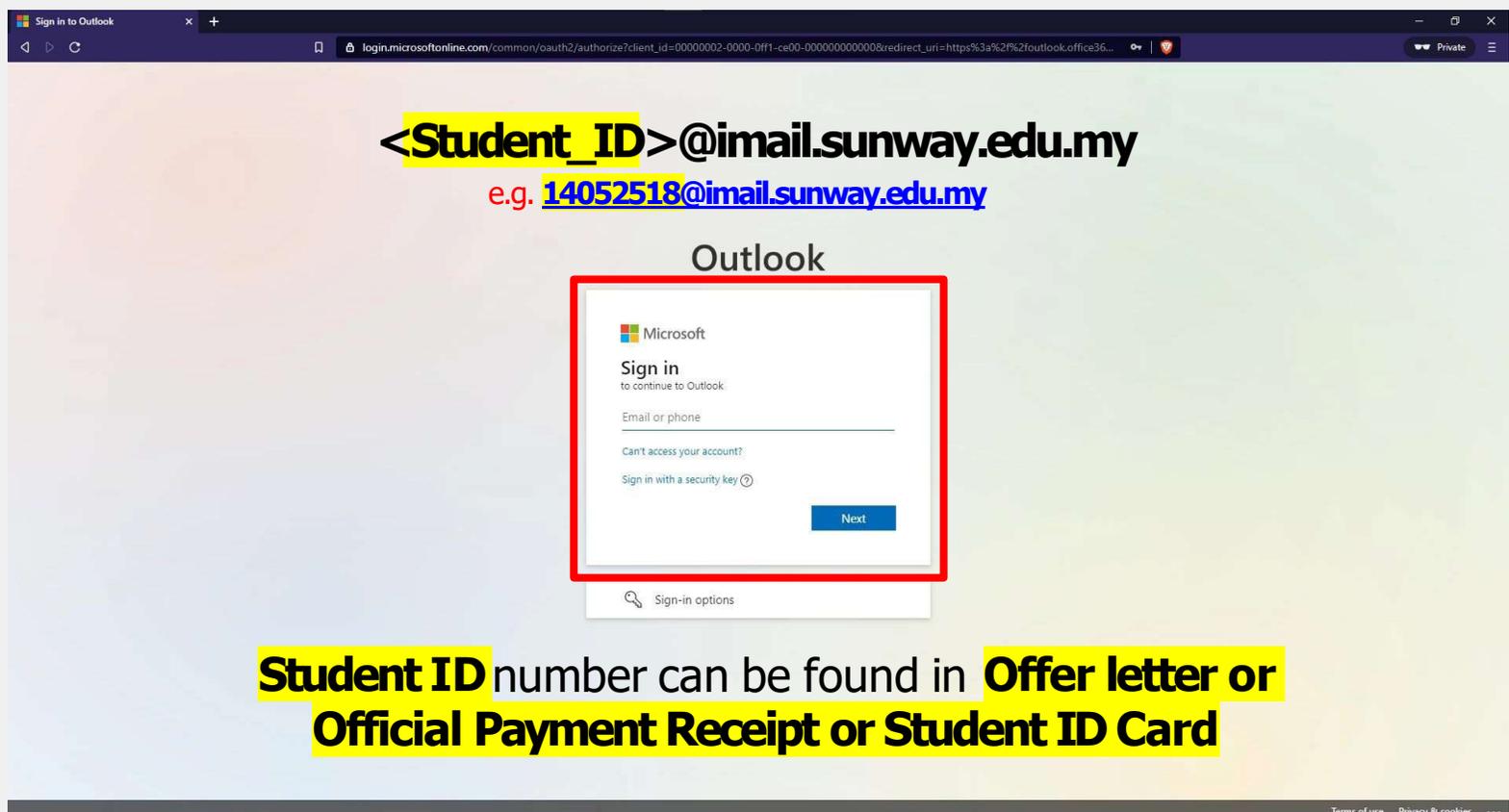
# Microsoft Teams Installation Guide

## Quick start guide for students

**Pre-requisite** → Please activate your student account first before proceeding.

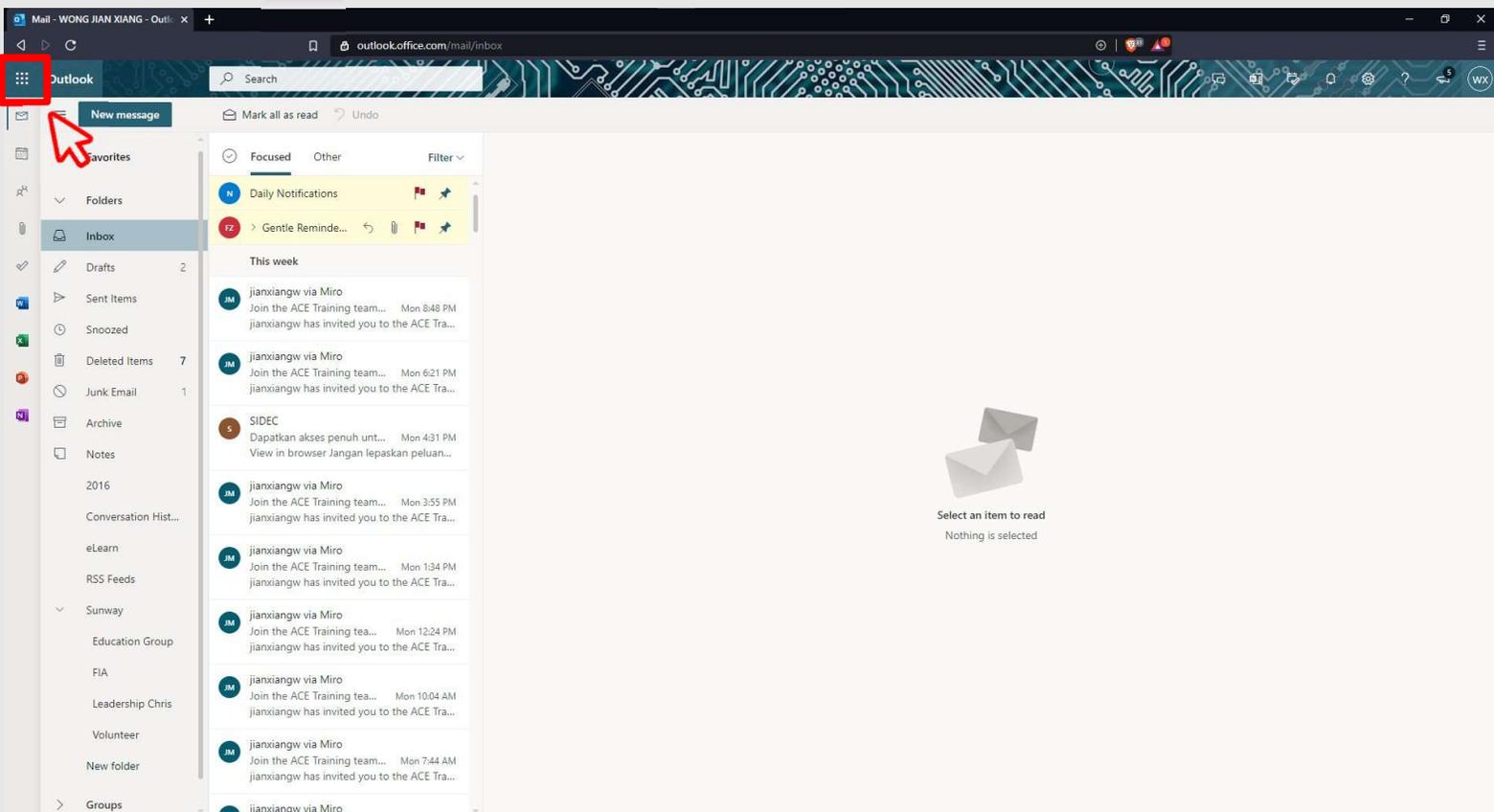
Please refer [Student Account Activation Guide](#)

1 Go to [www.imal.sunway.edu.my](http://www.imal.sunway.edu.my) & log in using your Sunway Credential

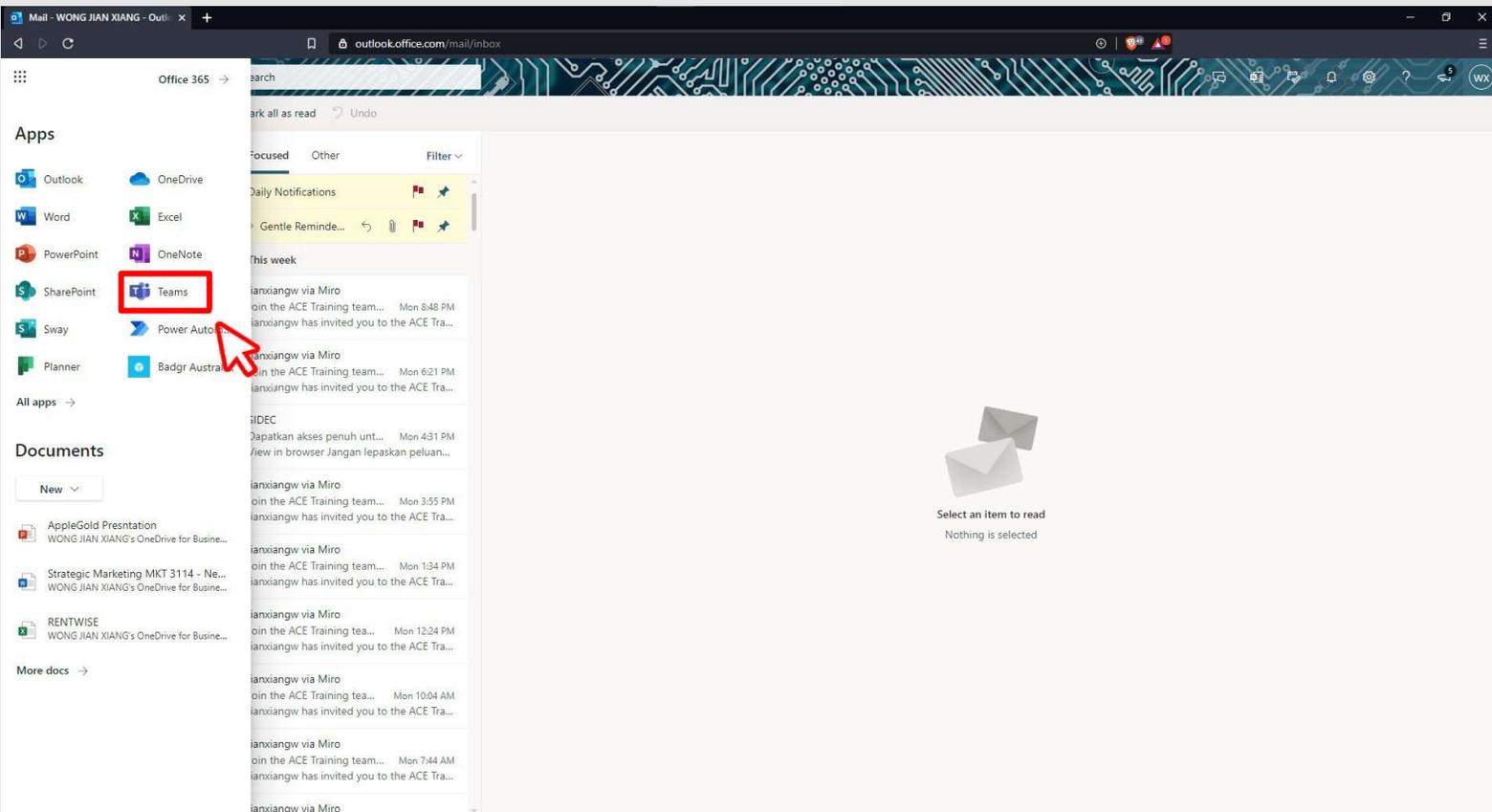


**Student ID** number can be found in **Offer letter or Official Payment Receipt or Student ID Card**

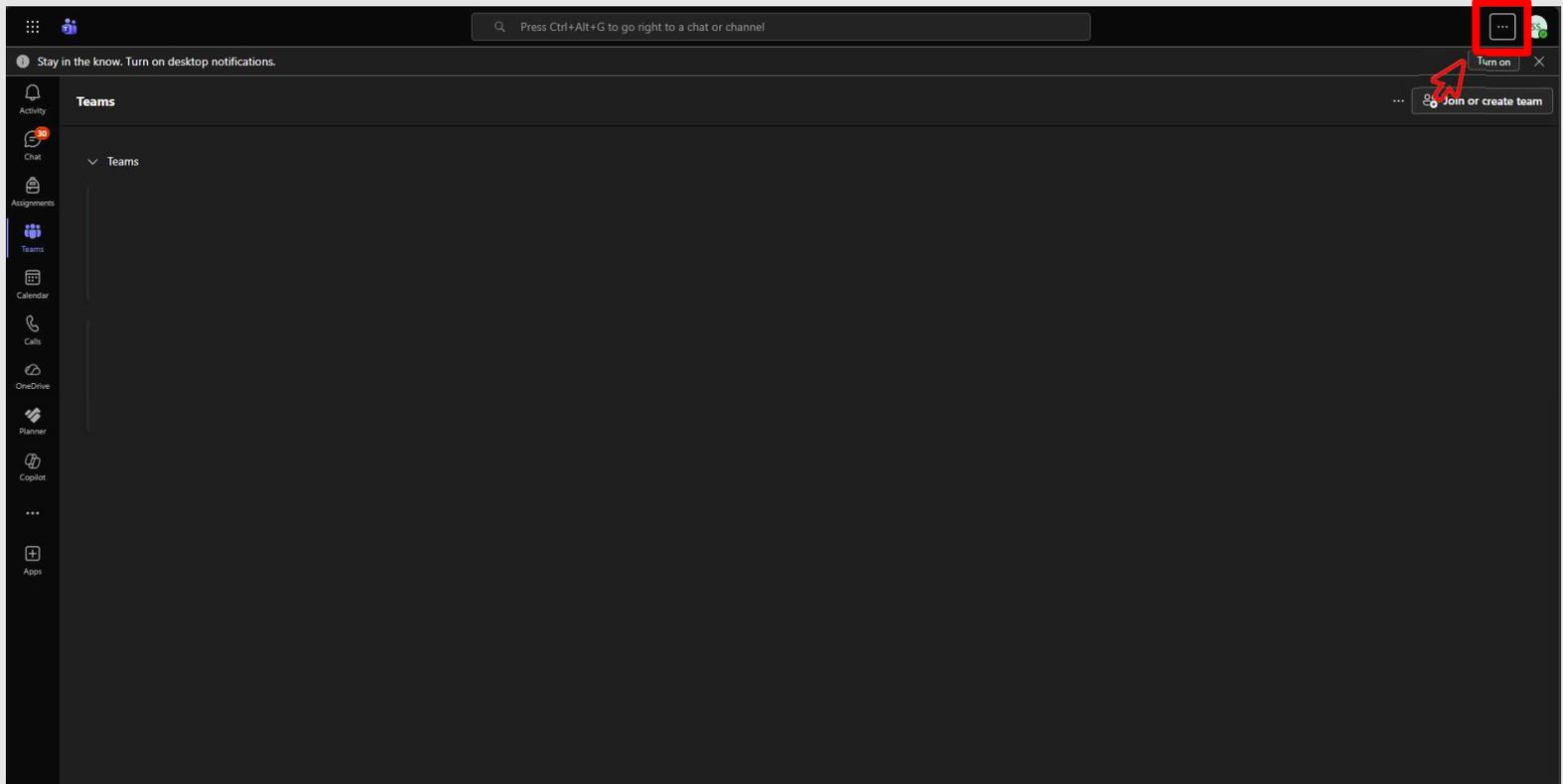
## 2 Select the "more menu" button



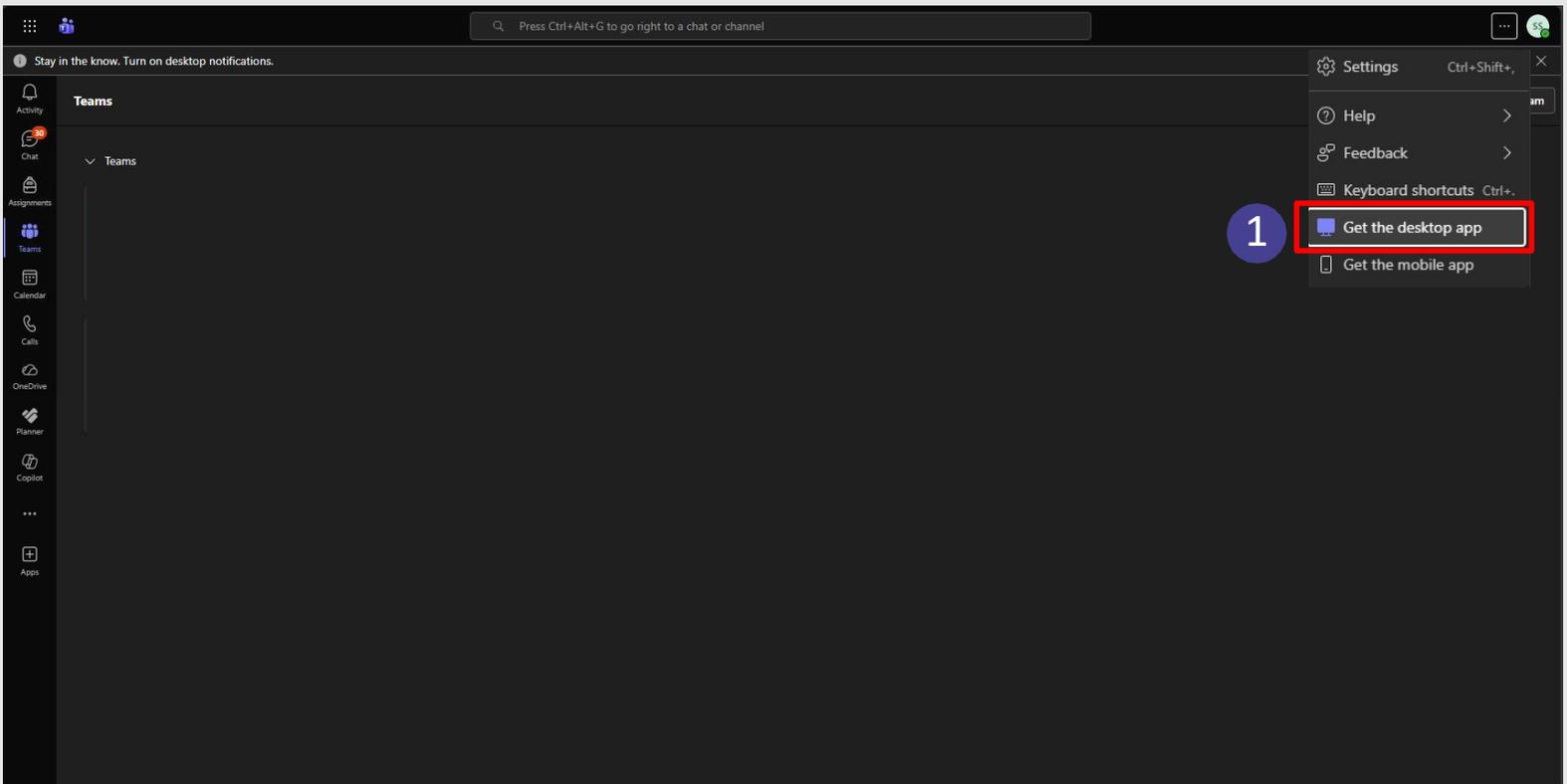
## 3 Click on "Teams" T



## 4 This is Microsoft Teams landing page and click on the “three dot” icon



## 5 Click on “Get the desktop app”



## 6 Click on the “Download Microsoft Teams for Window” and save the MsTeamsSetup.exe.

The screenshot shows the Microsoft Teams website on the left and a Windows Downloads dialog box on the right. On the website, the navigation bar includes 'Microsoft | Teams', 'Products', 'Plans and pricing', 'Features', 'Solutions', 'Resources', and 'Support'. There are 'Try for Free' and 'Sign in' buttons. The main heading is 'Download Microsoft Teams for Windows', followed by the subtext 'Communicate and collaborate with anyone, anytime, with Teams.' A red box highlights the 'Download Microsoft Teams for Windows' button, with a circled '1' next to it. Below it is a 'Compare plans and pricing' link. The background features a 3D rendering of blue and purple communication icons. At the bottom, it says 'Streamline communications in one place' and 'Stay focused, work together, and achieve more with one platform for all your communication needs.' There is an 'Ask Microsoft' button. On the right, the Downloads dialog box is open, showing the file 'MsTeamsSetup.exe'. A red box highlights the 'Save' button, with a circled '2' next to it.

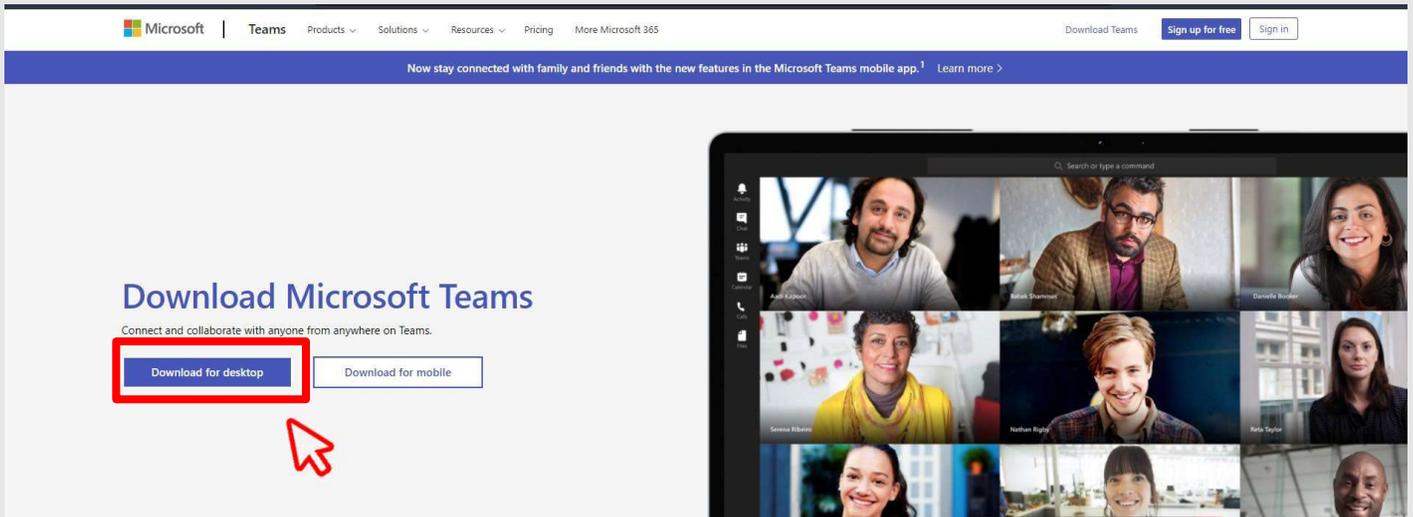
## 7 Launch the MSTeamsSetup to install

The screenshot shows a Windows File Explorer window titled 'Downloads'. The address bar shows 'Downloads' and a search bar. The left sidebar shows the 'Downloads' folder selected. The main area displays a list of files, with 'MSTeamsSetup' highlighted by a red box. The file icon is a blue square with a white 'T' and two stylized figures. The file is located under the 'Today' group. Below it are other time-based groups: 'Yesterday', 'Last week', 'Last month', 'Earlier this year', and 'A long time ago'. The bottom of the window shows '2,235 Items' and a 'Preview' button.



# Frequently Asked Question (FAQ)

- **Can I download Microsoft Teams without login into iMail?**  
Yes, browse this link <https://www.microsoft.com/en-my/microsoft-teams/download-app> & click on the "Download for Desktop" button.



- **Is there any system requirement?**  
Yes, there is the system requirement for the client application (Minimum 1.6 GHz (or higher), 2 core etc.) Please refer to this link for Full info on hardware requirement for MS Teams <https://docs.microsoft.com/en-us/microsoftteams/hardware-requirements-for-the-teams-app>
- **Can I use Microsoft Teams without activating my student account/credential?**  
No, you can't. Logging in or using any of the software or website provided by the school, student must activate the account first (via SSPR). If you not yet activate your account, please refer & click on the Student Account Activation guide (link): <https://bit.ly/2OHmCZx>
- **Can I use Microsoft Teams externally via my home (or café) Wi-Fi or own mobile data?**  
Yes, you can. There is no restriction on the network.