Updating the desktop TEAMS app

Teams will update automatically every 2 weeks as long as meetings are not in use. Since meetings is what we use most in Teams, **it is important to manually update the desktop Teams app at least once a month**. It can take a few minutes for Teams to apply any updates. It does it in the background and only shows a small message at the top of the screen at the start and the finish.

Updating Teams

Open Teams

Click the student name circle/avatar in top right corner

Click Check for updates

A very small bar will appear at the top of the screen saying it is checking while you work (but please don't work and join no meetings, just watch and wait)

The message in the bar may disappear

Still wait, use nothing.

A few minutes later you should get another message at the top that says, "You've got the latest updates, enjoy" <u>or</u> "please refresh."

Click refresh if asked to.

Repeat, to confirm you get the message ""You've got the latest updates, enjoy."

Check Teams Version

Click the student name circle/avatar in top right corner

Click About, Version.

>   As of 3/15/21:
>
>   v1.4.00.4167 on Windows
>
>   v1.300.3671 on Mac