

Installing Teams

If you have a managed University computer, Teams should already be installed for you and there should be a Teams icon on your desktop. If Teams isn't installed, and you have a managed University computer, you can download it from the [Software Center](#).

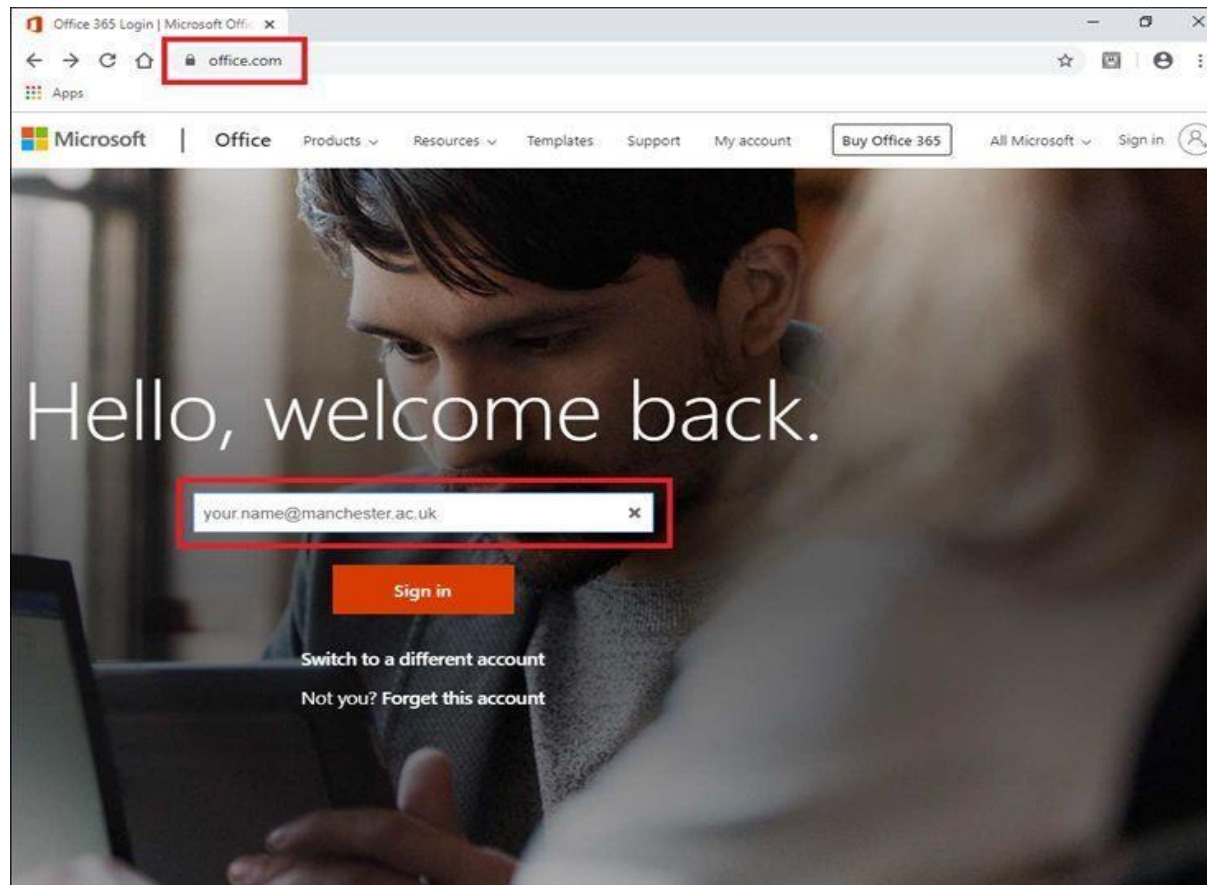
For unmanaged/personal devices Teams can be downloaded from the [Microsoft website](#). Step by step instructions are available below.

You can also login and use [Teams online](#) (in a web browser) if you don't want to download it.


Note: You will need to have been assigned an Office 365 licence by IT Services before you can install Teams. Most staff and PGRs were assigned a licence on or before Monday 17 August 2020. Most undergraduate and PGT students were assigned licences on 10 September 2020.

To install on an unmanaged or personal computer

1. Open a web browser and visit <https://office.com> before signing in with your University email address.



2. You will then be directed to our organisational sign in page. Enter your University password when prompted before pressing **Sign in**.



your.name@manchester.ac.uk

Sign in with your University account

.....

☐ Keep me signed in

Sign in

Back

* For Office 365, enter your email address, e.g.:

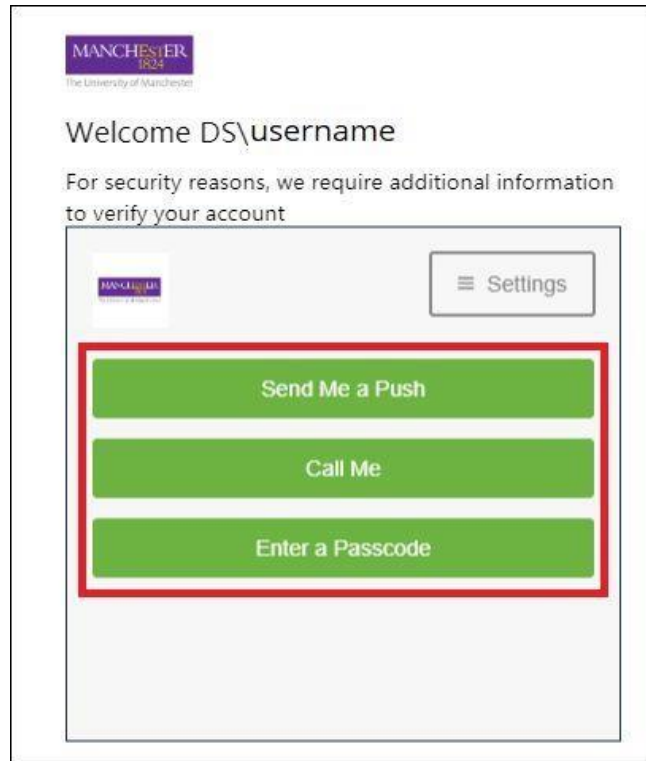
Undergraduate students:
firstname.lastname@student.manchester.ac.uk

Postgraduate students:
firstname.lastname@postgrad.manchester.ac.uk

Staff:
firstname.lastname@manchester.ac.uk

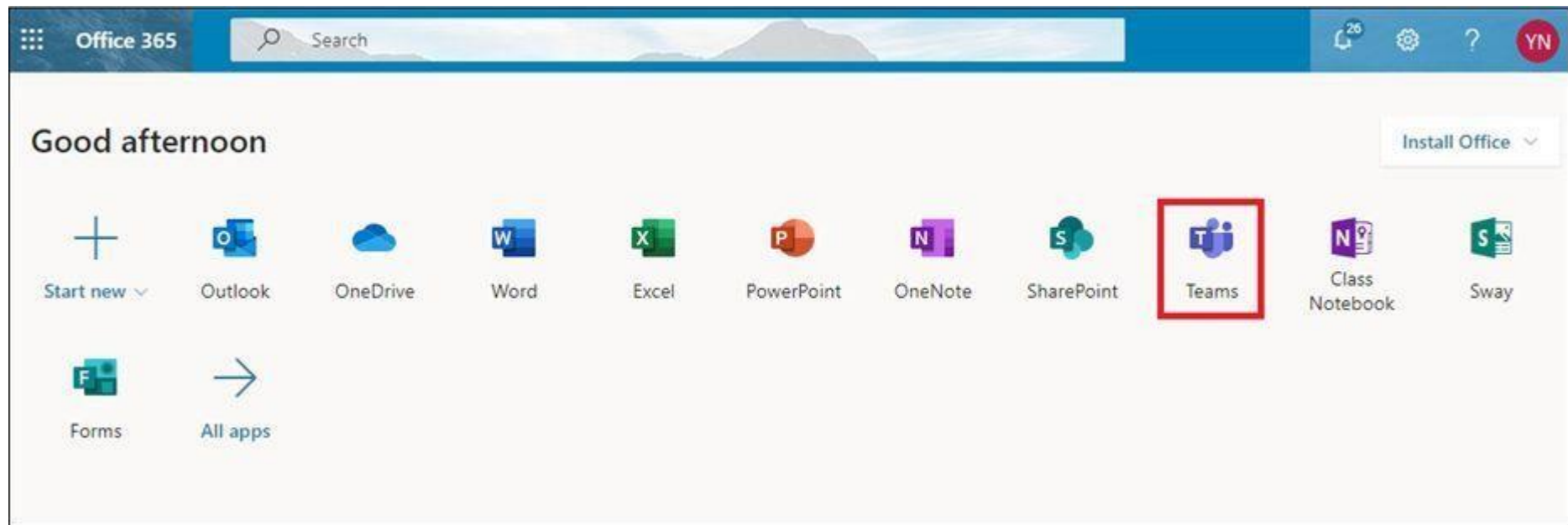
This is the University of Manchester's sign in page for Office 365. By using this service you agree to abide by The University of Manchester's [IT policies and guidelines](#).

3. On the next screen, you should authenticate using one of the Duo 2-factor authentication methods.

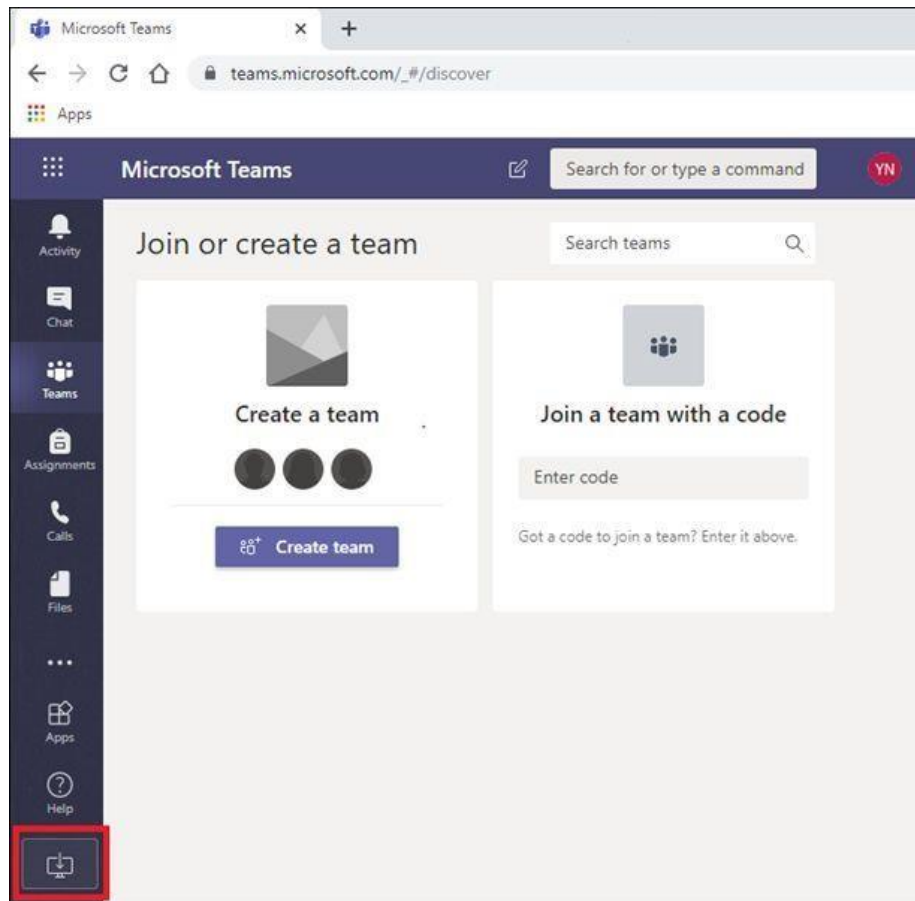


Once you have successfully authenticated, you will see your Office 365 account page with all of the included applications visible.

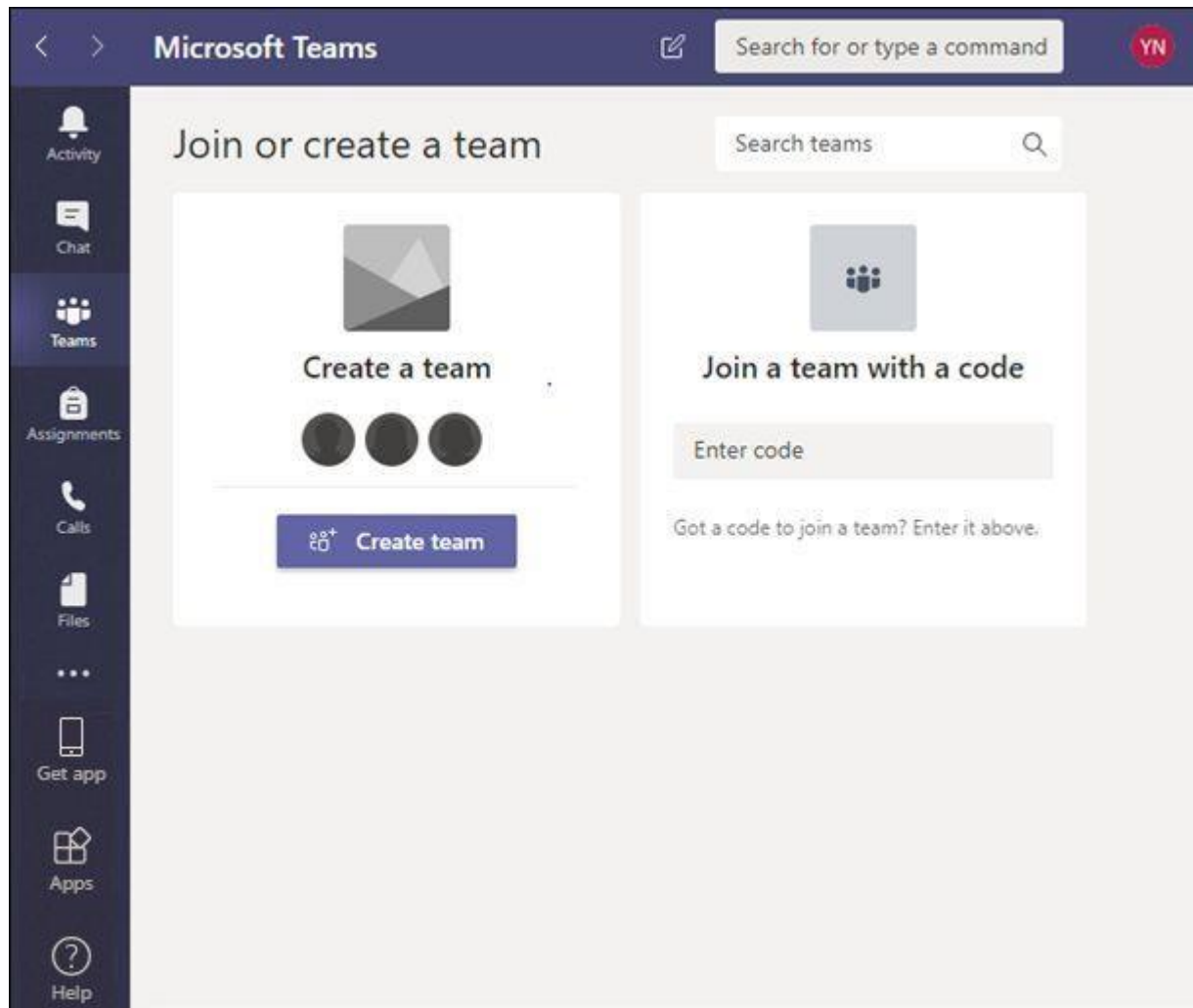
4. Select **Teams** to open the web-based version of Microsoft Teams.



5. To install the Microsoft Teams application, select the **download icon**  highlighted in the image below.



6. Double-click the installer file once it has downloaded to install Microsoft Teams.



For more information including guides and resources please visit StaffNet:

- [Microsoft Teams](#)