

Note: You will need to have been assigned an Office 365 licence before you attempt this installation.

1. Visit <https://office.com> and sign in with your university email address.

You will be asked to authenticate using 2FA.

2. Enter your University password and **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

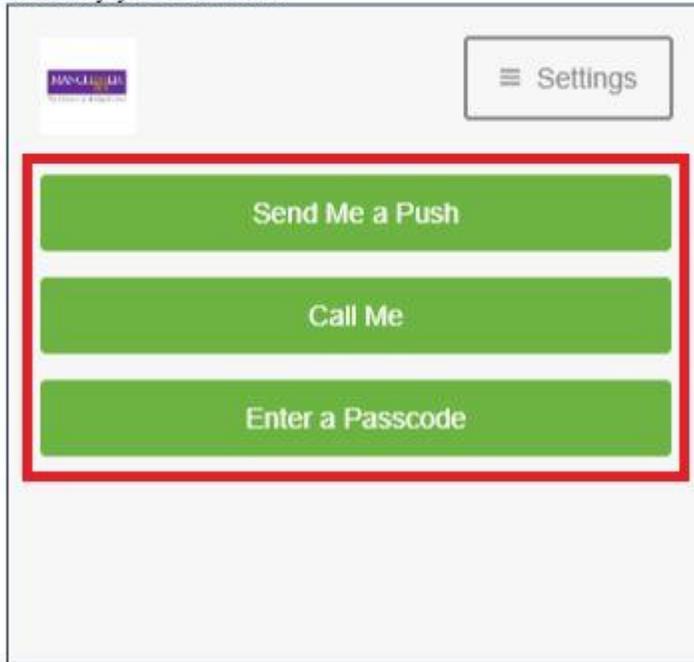
This is the University of Manchester's sign in page for Office 365. By using this service you agree to abide by The University of Manchester's [IT policies and guidelines](#).

3. Choose a Duo 2-factor authentication option.



Welcome DS\username

For security reasons, we require additional information to verify your account

A rectangular menu box with a light gray background. In the top left corner is a small version of the Manchester logo. In the top right corner is a button with a hamburger menu icon and the text "Settings". The main area of the menu contains three green buttons stacked vertically, each with white text: "Send Me a Push", "Call Me", and "Enter a Passcode". A red rectangular border highlights these three buttons.

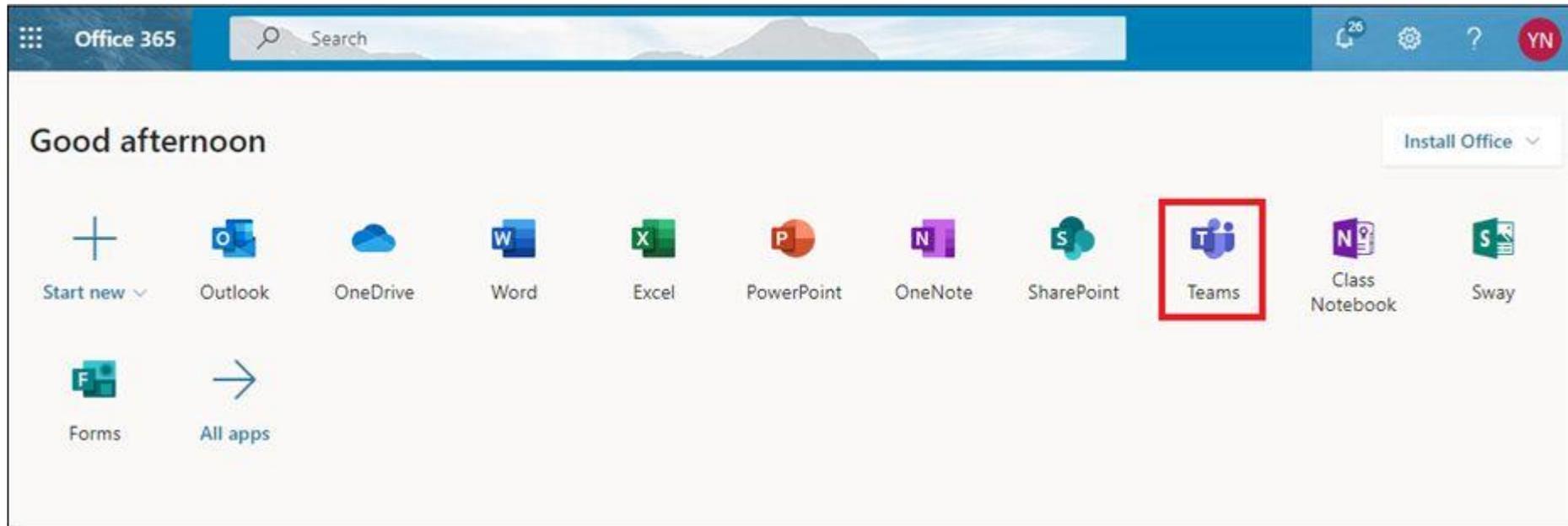
Send Me a Push

Call Me

Enter a Passcode

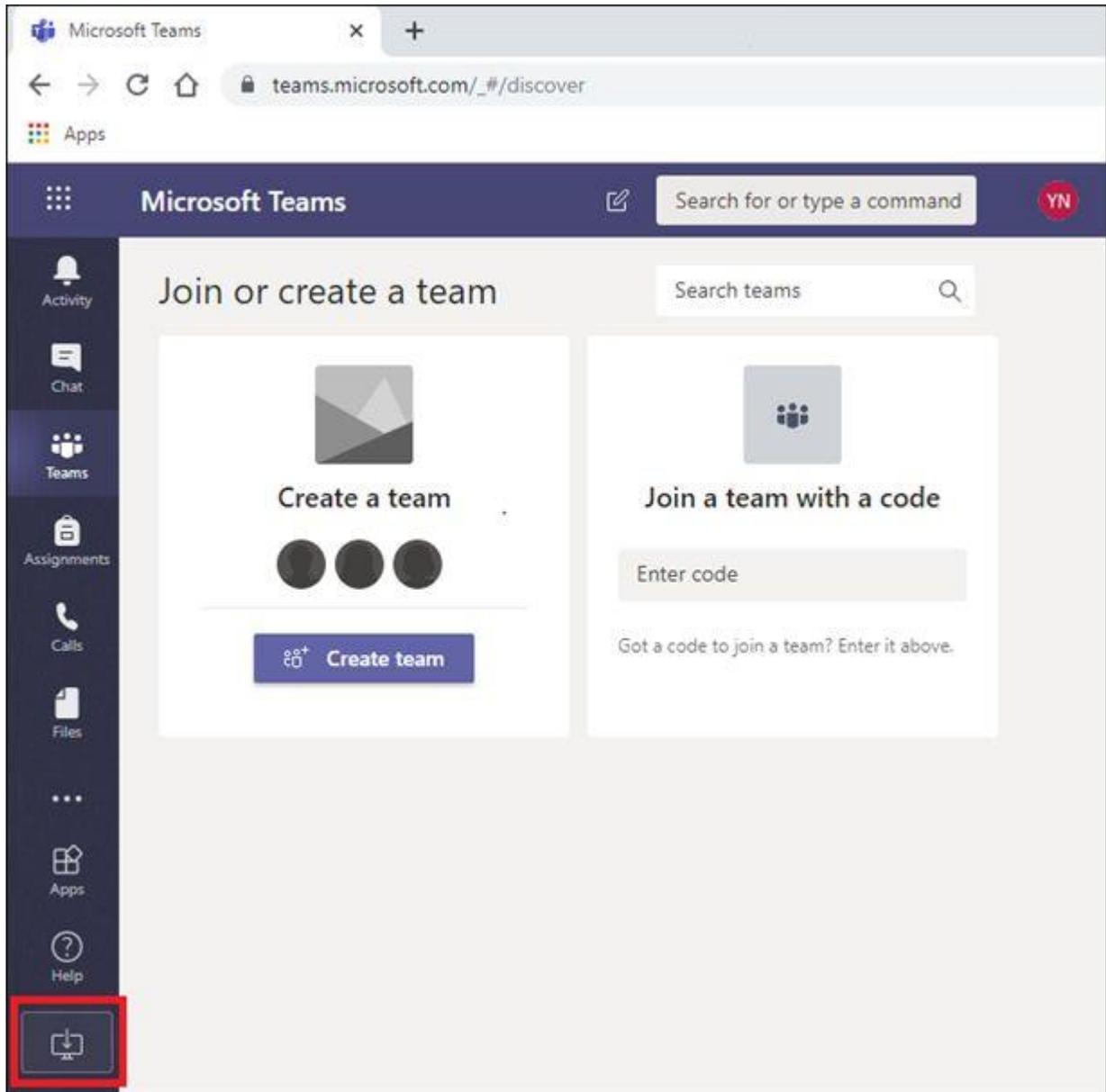
Once you have successfully authenticated, you will see your Office 365 applications visible.

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

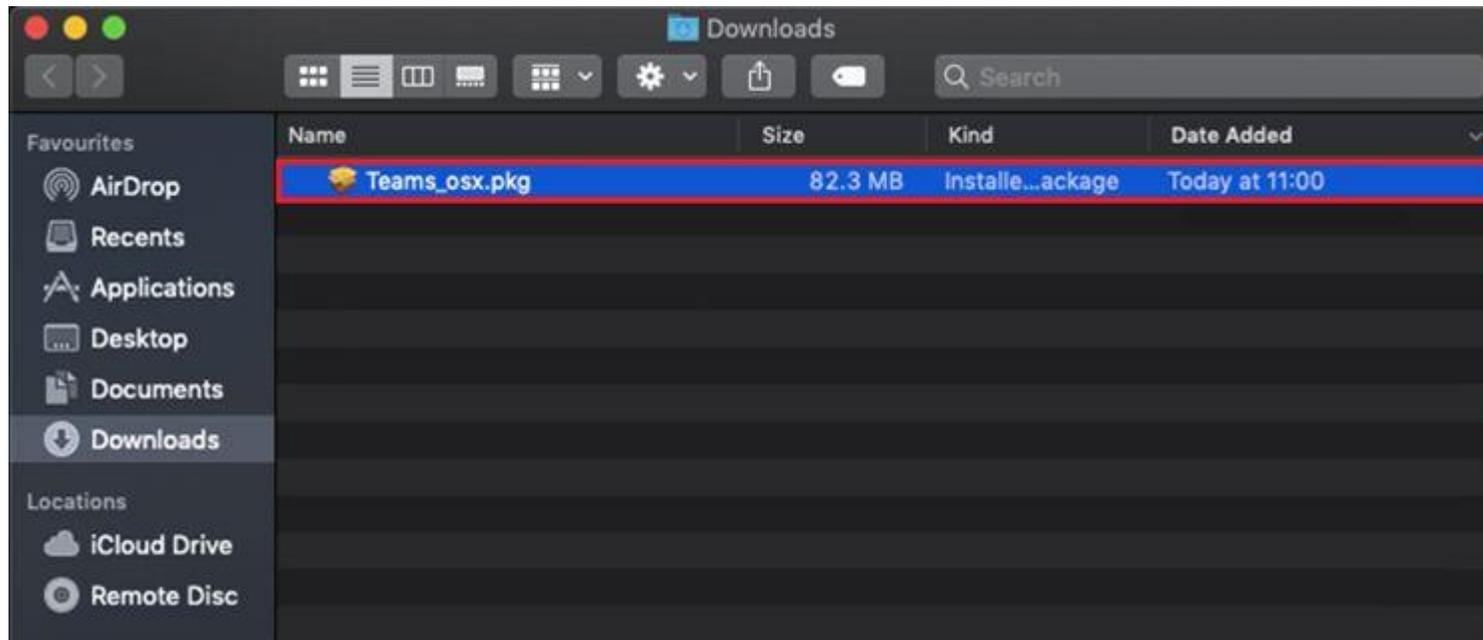


You will now be able to use Microsoft Teams on the web. This may be useful if you need to access Teams on a different machine that may not have the desktop application installed.

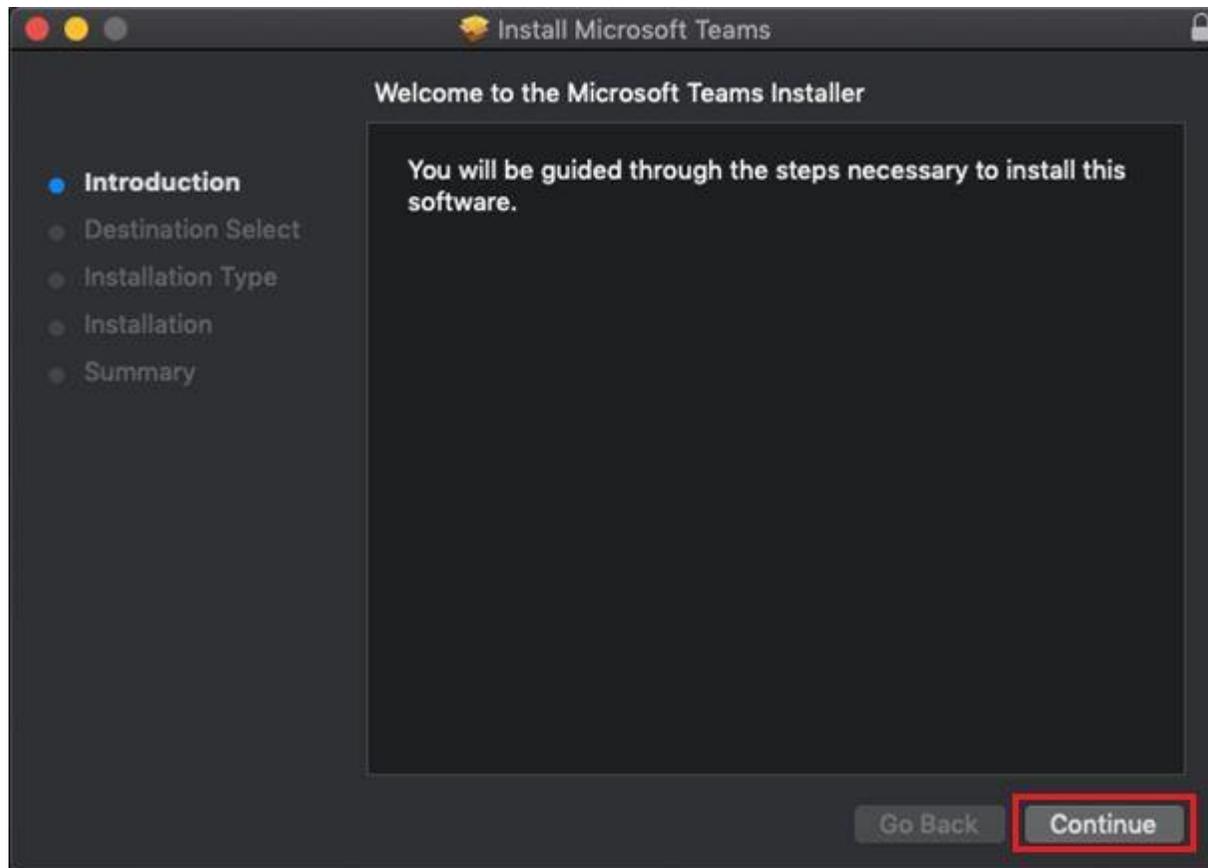
5. To install the Microsoft Teams application, select the **download icon**  highlighted in the image below.



6. Double-click the installer file once it has downloaded to run it.



7. Select **Continue** > **Install** and once it is installed you will receive a notification saying that it was successful.



Welcome to the Microsoft Teams Installer

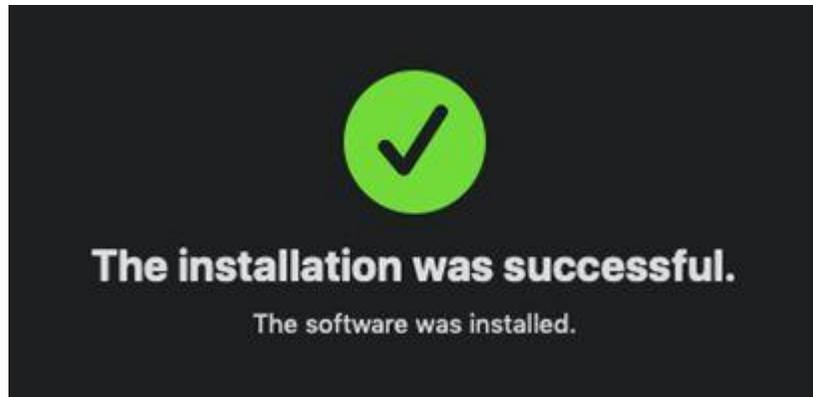
- **Introduction**
- Destination Select
- Installation Type
- Installation
- Summary

You will be guided through the steps necessary to install this software.

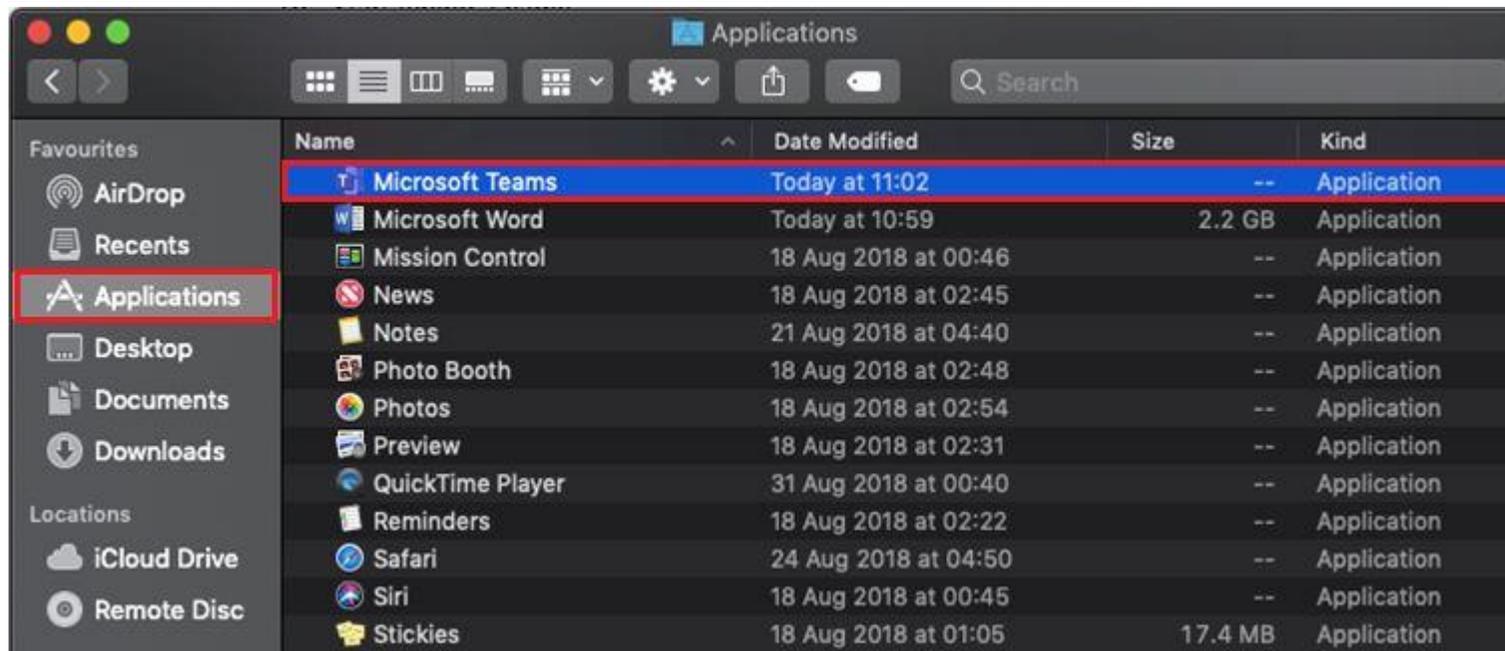
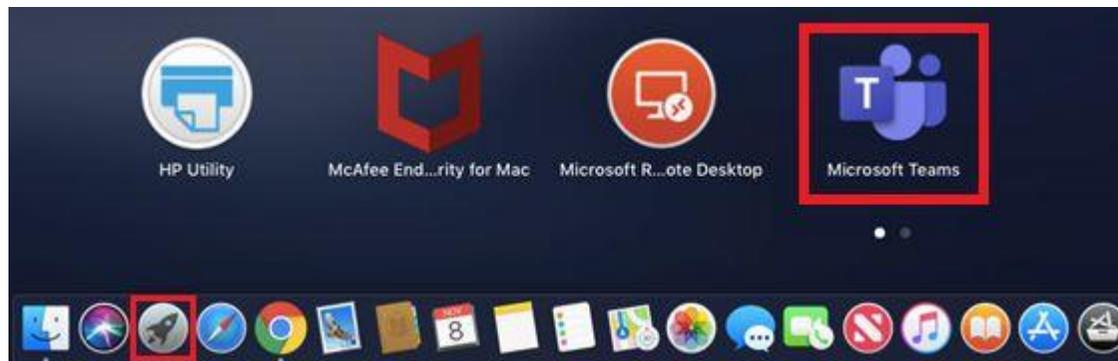
Go Back

Continue

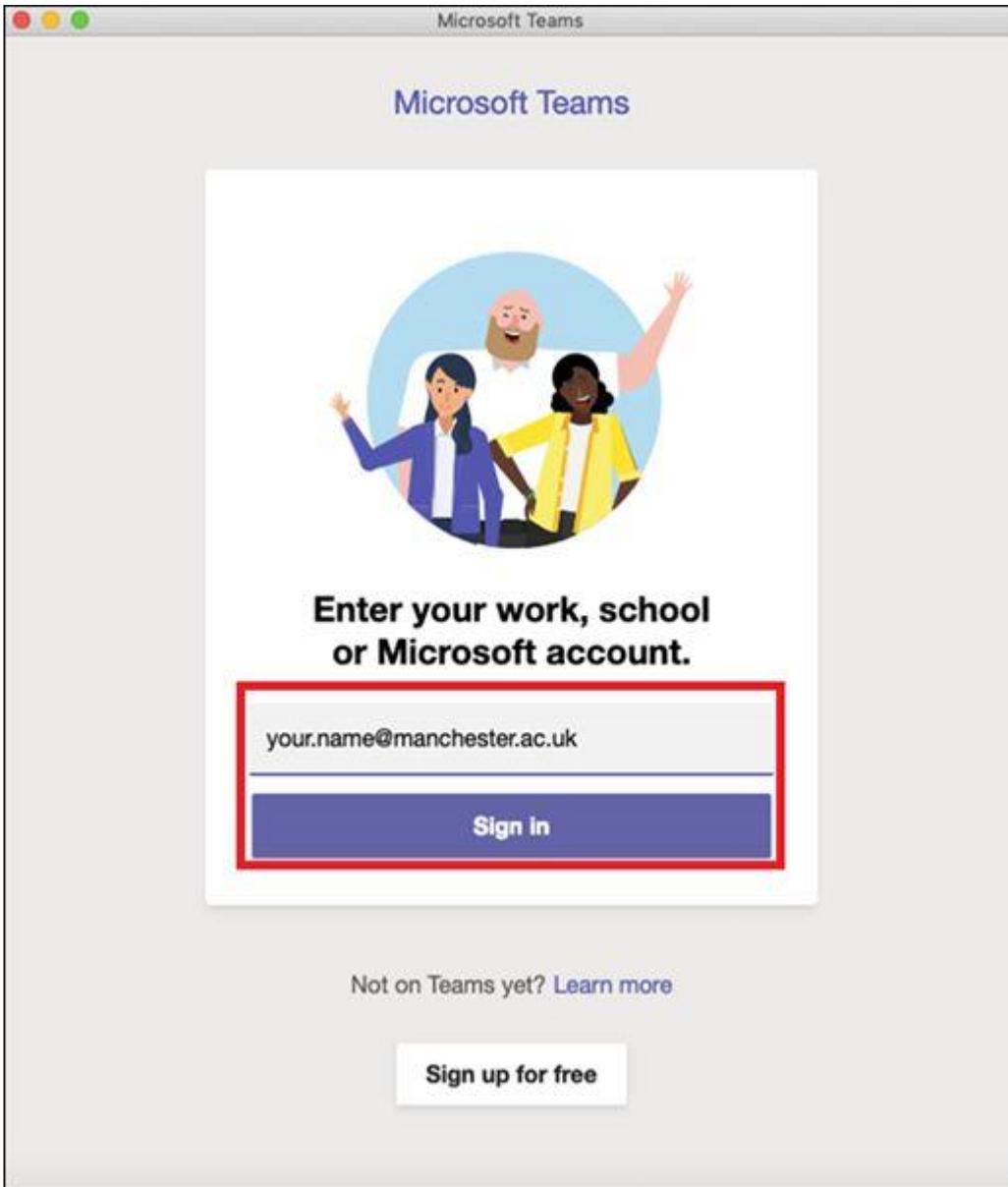




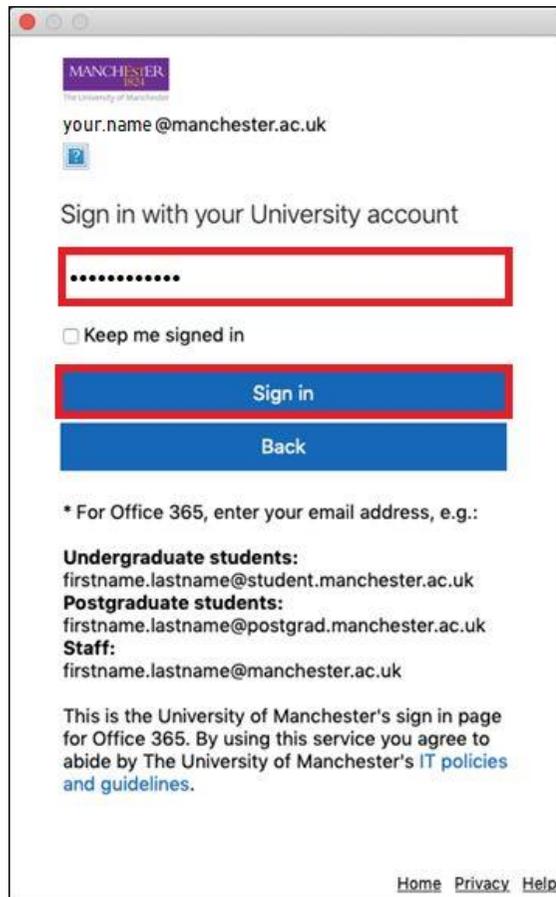
8. You can now launch Microsoft Teams by selecting the application icon in the Launchpad view  or by selecting **Microsoft Teams** in the Applications menu in **Finder**.



9. You will be asked to sign in with your university email address.



10. Once again, you should then enter your university password before selecting **Sign in**.



MANCHESTER
The University of Manchester

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.:

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firstname.lastname@student.manchester.ac.uk

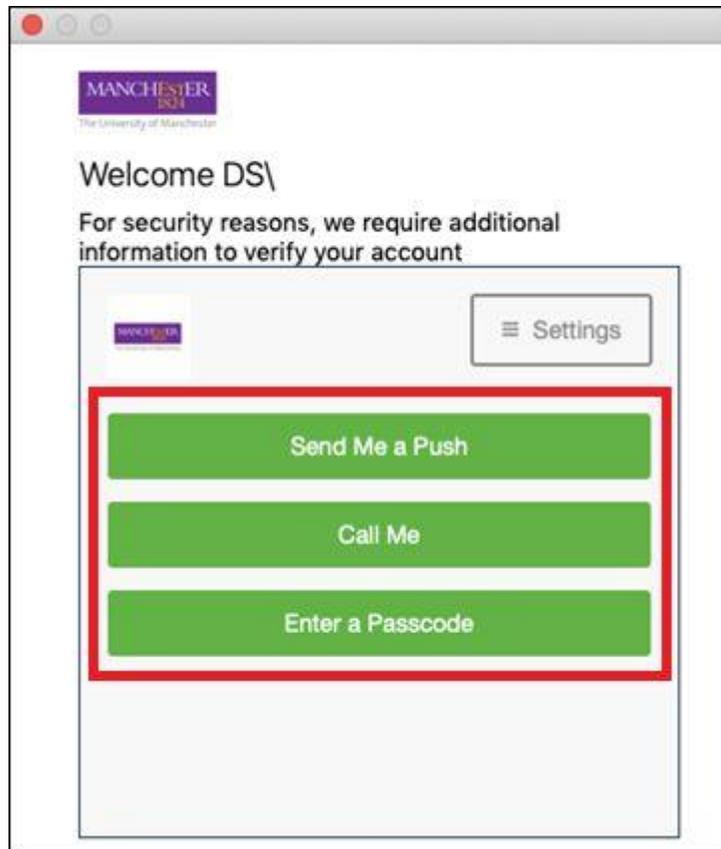
Postgraduate students:
firstname.lastname@postgrad.manchester.ac.uk

Staff:
firstname.lastname@manchester.ac.uk

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[Home](#) [Privacy](#) [Help](#)

11. You should now authenticate using one of the Duo 2-factor authentication methods.



12. Once you have authenticated, you will have successfully installed the Microsoft Teams application.

