M365

Accessing Microsoft Teams QRG

This QRG is designed to show you how to:

1. Install Microsoft Teams onto a personal computer device
2. Install Microsoft Teams onto a personal mobile/tablet device
3. Accessing Microsoft Teams via a computer, mobile or tablet device
4. Accessing Microsoft Teams via a web browser

1. Installing Microsoft Teams onto a personal computer device

Do not try to install Microsoft Teams onto a Monash Health Desktop device. If you need Microsoft Teams installed onto a Monash Health Desktop, call the TBS Help Desk on 9594 7255.

1. For personal computer devices, go to the Microsoft download page and download and install the [Microsoft Teams Desktop app](#).

2. Installing Microsoft Teams onto a personal mobile/tablet device

1. You will need to install the **Microsoft Teams mobile application**:

- **Google Android.** On your Android device, go to Google Play to download and install the [Microsoft Teams app](#).
- **Apple iOS.** On your Apple iOS device, go to the App Store to download and install the [Microsoft Teams app](#).

Once you have downloaded and installed the Microsoft Outlook mobile application, you will be able to use your Monash Health Outlook account on your personal mobile device for email and calendar management.

2. Accessing Microsoft Teams via a computer / mobile / tablet device

Note: Ensure you first set up your Microsoft Multi-Authenticator-App

1. On your computer screen's desktop, double-click on the Microsoft Teams icon

2. Enter your Monash Health email address (**firstname.lastname@monashhealth.org**) in the Sign in field, and then click '**Next**'

3. Enter your Monash Health password, and then click '**Sign in**'

4. Follow the instructions to enter the code from your authenticator app.

5. For computer devices: Leave the checkbox ticked for '**Allow my organization to manage my device**' and click **OK**.

Note: This will allow you to sign in automatically for all M365 apps on your device.

You are now logged into Microsoft Teams.

5. Accessing Microsoft Teams from via web browser

**(Note: Ensure you first set up your Microsoft Multi-Authenticator-App)**

1. Visit https://www.office.com/ on your preferred web browser.
   Note: The recommended web browsers are Microsoft Edge, Google Chrome, or Safari.
2. Select the '**Sign in**' button from the top-right corner and login with you Monash Health account

3. Once logged in, navigate to the left menu bar and select the **Teams app**.

4. If the teams app is not visible, select the '**All Apps**' menu
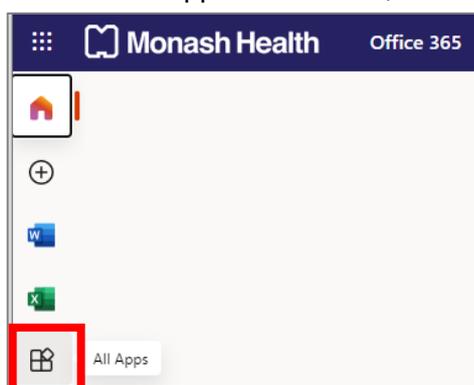
5. Select **'Teams'**

Note: If prompted, Click on '**Use the web app instead**'

Teams will now load into your browser window.

Further Resources and Guides:

For further information and additional resources on using Teams, visit
https://support.microsoft.com/en-us/teams