

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'**

 The image shows the Microsoft sign-in screen. At the top left is the Microsoft logo. Below it is the text 'Sign in'. A text input field is highlighted with a red box, containing the placeholder text 'Email, phone, or Skype'. Below the input field is a link that says 'Can't access your account?'. At the bottom are two buttons: 'Back' and 'Next'.

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

 The image shows the Monash Health password entry screen. At the top left is the Monash Health logo. Below it is the text 'Enter password'. A text input field is highlighted with a red box, containing the placeholder text 'Password'. Below the input field is a link that says 'Forgot my password?'. At the bottom right is a blue button labeled 'Sign in'. At the bottom left, there is a small grey box with the text: 'For problems logging in, please contact the Service Desk on (03) 9594 7255'.

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

 The image shows the Monash Health code entry screen. At the top left is the Monash Health logo. Below it is the text 'Enter code'. There is a checkbox with the text 'Please type in the code displayed on your authenticator app from your device'. The checkbox is checked. Below the checkbox is a text input field highlighted with a red box, containing the placeholder text 'Code'. Below the input field is a blue button labeled 'Verify'. At the bottom left, there is a small grey box with the text: 'For problems logging in, please contact the Service Desk on (03) 9594 7255'.

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

 The image shows a 'Stay signed in to all your apps' dialog box. At the top is the text 'Stay signed in to all your apps'. Below it is a smaller line of text: 'Windows will remember your account and automatically sign you in to your apps when you log in.' There is a checkbox with the text 'Allow my organization to manage my device'. The checkbox is checked. Below the checkbox is a blue button labeled 'OK'. At the bottom left, there is a small grey box with the text: 'No, sign in to this app only'.

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)

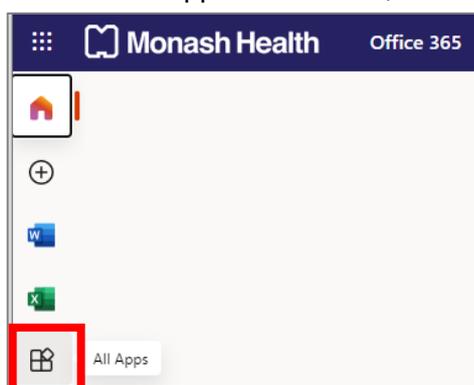
1. Visit <https://www.office.com/> on your preferred web browser.
Note: The recommended web browsers are Microsoft Edge, Google Chrome, or Safari.
2. Select the **'Sign in'** button from the top-right corner and login with you Monash Health account



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>