# Install Microsoft Teams on your computer

## Verify Hardware Requirements

Please ensure you have the necessary hardware, including a working web camera, microphone, and that they are properly configured.

## Before Using Microsoft Teams

Using Microsoft Teams requires users to have a preexisting Office365 email address, such as `example@austin.utexas.edu`. Your students will need to have an Office365 account before they can attend any online meetings, whether these are scheduled or impromptu. If you suspect any of your students do not have an Office365 email address, they will need to create one using the instructions found here.

> ⚠️ Please note: If a student newly-creates their Office365 email address, they will not be able to use Microsoft Teams for up to two hours after they request the email address.

## Is Microsoft Teams Already Installed?

### Macintosh

Microsoft Teams may already be installed on your Macintosh. You can determine if it is already installed by launching Finder and navigating to your Applications folder. If it is already installed, you will find it there as "Microsoft Teams".

### Windows

Microsoft Teams may already be installed on your Windows computer. You can determine if it is already installed by opening the Start menu and searching for "Microsoft Teams"

## How to Install Microsoft Teams

### Macintosh

1. Download Microsoft Teams here
2. Run the installer, `Teams_osx.pkg`. This will be located in your Downloads folder.
3. Click through the prompts to complete the installation.
4. Launch Microsoft Teams from your Applications folder.

### Windows

1. Download Microsoft Teams here
2. Run the installer, `Teams_windows_x64.exe`. This will be located in your Downloads folder.
3. Click through the prompts to complete the installation.
4. Launch Microsoft Teams from the Start menu or your Desktop shortcut.

## Sign into Microsoft Teams

1. Open Microsoft Teams application

## Microsoft Teams

**Enter your work, school, or Microsoft account.**

Sign-in address

Sign in

Not on Teams yet? Learn more

Sign up for free

2.  Enter your email address (@austin.utexas.edu).
3.  Next, enter your EID or e-mail address and EID Password.



TEXAS
The University of Texas at Austin

Sign in with your UT EID or e-mail address

UT EID or e-mail address

Password

Sign in

**TWO FACTOR AUTHENTICATION REQUIRED**
All web-based access to Office 365 services requires two-factor authentication with Duo. More information and instructions are available online at KB0017056. For further assistance, please contact the UT Service Desk at 512-475-9400, email help@its.utexas.edu, or visit the service catalog at UT ServiceNow.
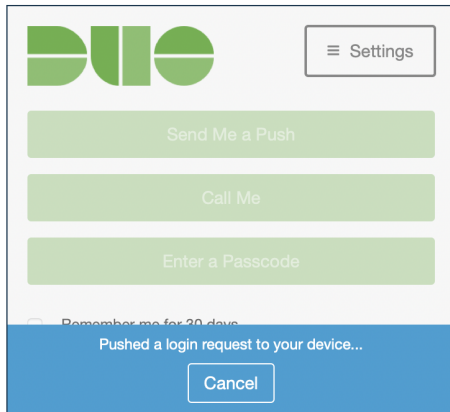
**ACCEPTABLE USE**
Unauthorized use of UT Austin computer and networking resources is prohibited. If you log in, you acknowledge your awareness of and concurrence with the UT Austin Acceptable Use Policy. The university will prosecute violatorsto the full extent of the law. The university is not responsible for services provided by third parties authorized to use the university's authentication service.

4.  Select your DUO option and authenticate to login.

The University of Texas at Austin

Two-factor authentication required. Why am I here?



≡ Settings

Send Me a Push

Call Me

Enter a Passcode

☐ Remember me for 30 days

Pushed a login request to your device...

Cancel

**DUO REGISTRATION REQUIRED**
If you have not registered a device with Duo, you will see an error message above. Click **here** to register for two-factor authentication with Duo. More information and instructions are available online at KB0017056. For further assistance, please contact the UT Service Desk at 512-475-9400, email

5. Microsoft Teams will begin to load.



■ Microsoft

Loading Microsoft Teams . . .

6. You are now logged in. Welcome to Microsoft Teams!