



Jesus College Oxford

Installing Microsoft Teams

Installing Microsoft Teams is very straightforward – the instructions below are for Windows machines but Macs are very similar. There is also a version for iPads, iPhones and Android devices if you want to install the software on those.

First – download the software. You should only ever download software from the original supplier or from the Apple or Google stores – don't install from any third party website as you simply can't tell what they might have done to it.

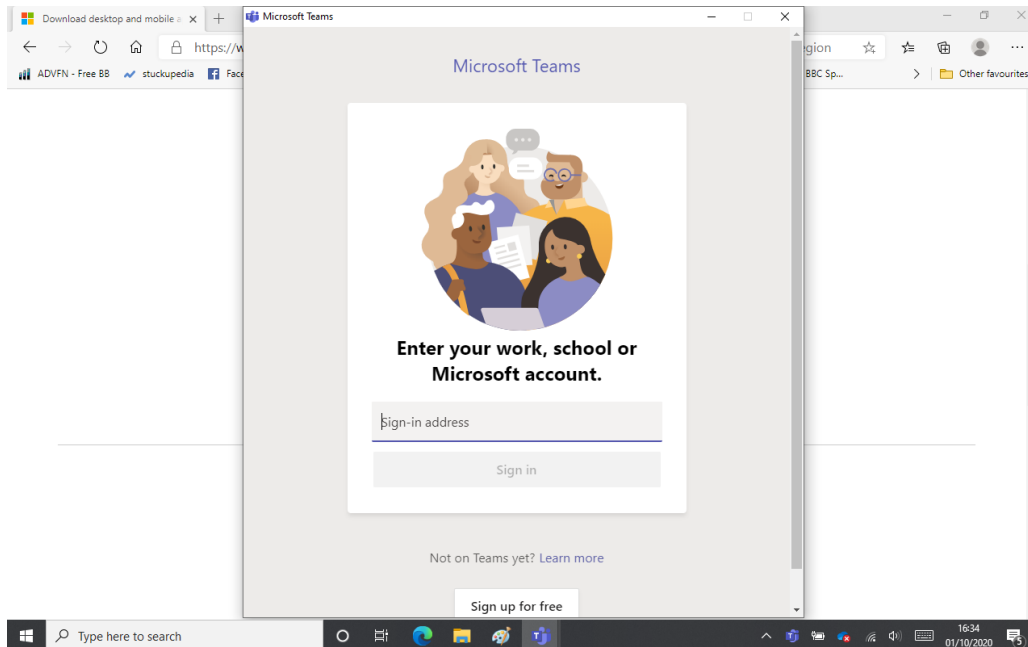
The screenshot below shows the download from the Microsoft website:

The screenshot shows a Windows desktop with a web browser open to the Microsoft Teams download page. The browser address bar shows the URL: <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>. The page features the Microsoft logo and navigation links for Microsoft 365, Microsoft Teams, Features, Resources, Plans and pricing, and Download Teams. A banner at the top encourages staying connected with family and friends using the new features in the Microsoft Teams mobile app. The main heading is 'Download Microsoft Teams', followed by the text 'Connect and collaborate with anyone from anywhere on Teams.' Below this are two buttons: 'Download for desktop' and 'Download for mobile'. To the right, there are two overlapping images: a smartphone displaying a chat conversation and a tablet displaying a survey results chart. The chat window shows messages from 'Ella Family', 'Amelie Whittle', 'Laila Zakis', 'Elliot Ellis', 'Tobias Wolfe', and 'David Mariano'. The survey results chart shows a bar chart and a table of responses.

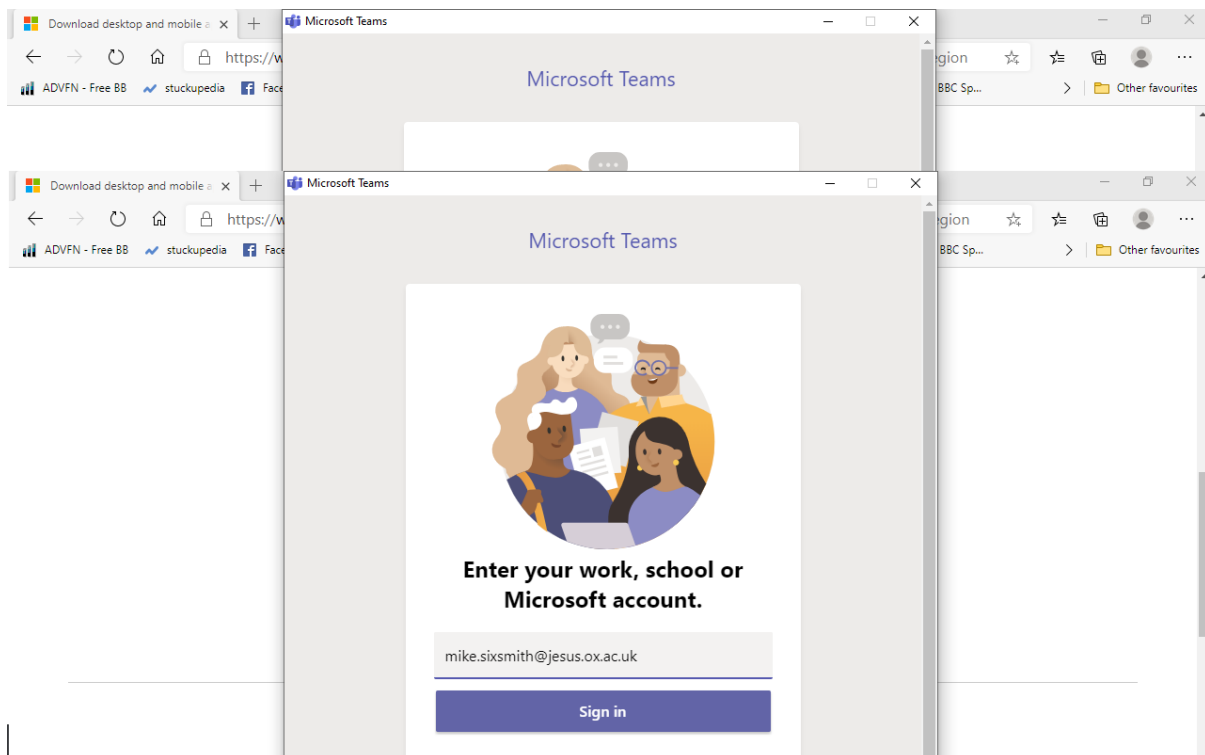
Response	Count	Percentage
Very positive	1,238	58.55%
Somewhat positive	606	28.79%
Neutral	291	13.99%
Somewhat negative	102	4.77%
Very negative	70	3.33%
Total Respondents	2,145	

Once the software is downloaded, install it by opening the file you've downloaded.

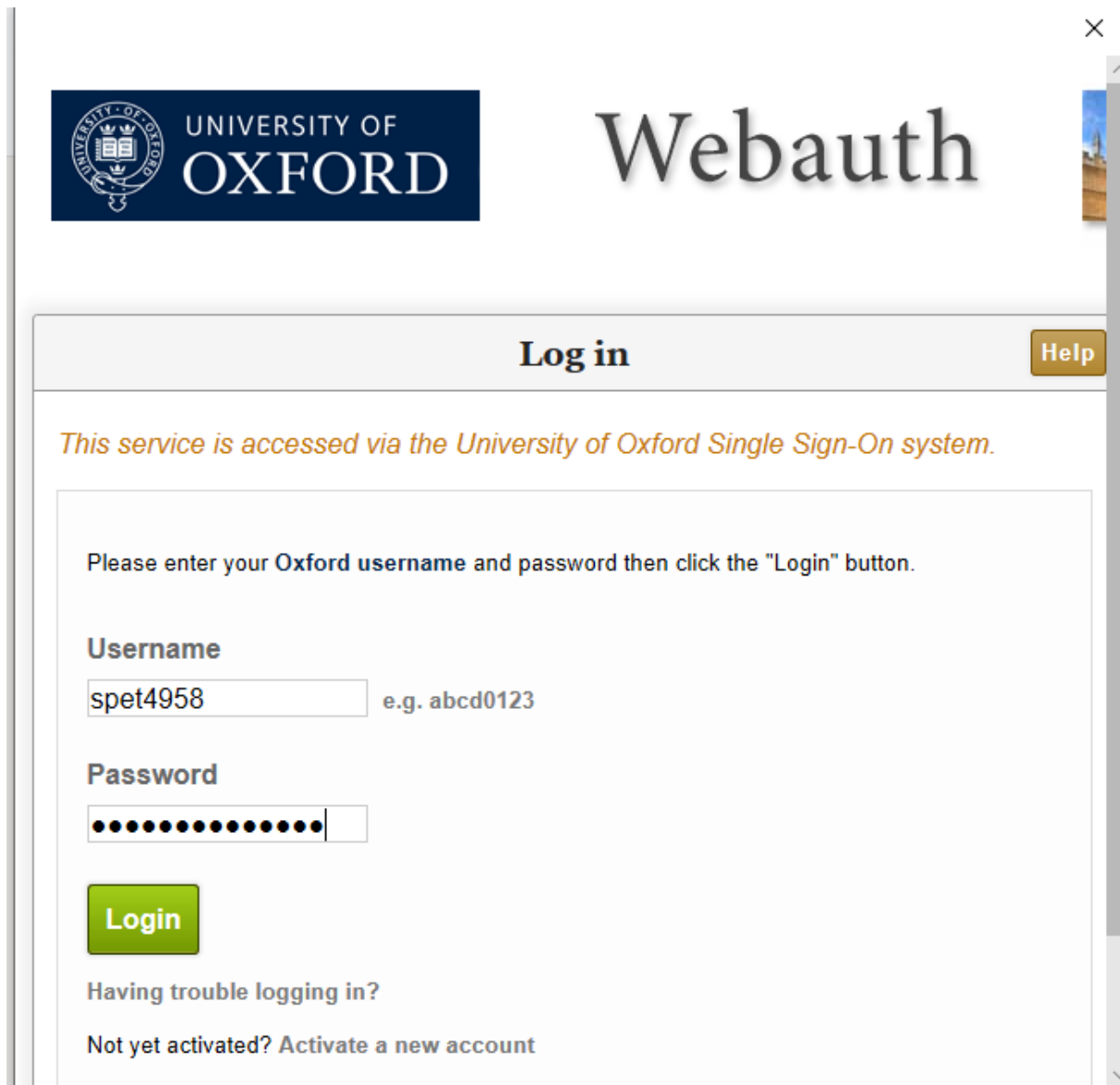
Once it's installed, launch Teams and you should be greeted by the following login page:



Enter your University email address as per below:



You should then find the University's Webauth login screen appears:



UNIVERSITY OF OXFORD

Webauth

Log in [Help](#)

This service is accessed via the University of Oxford Single Sign-On system.

Please enter your **Oxford username** and password then click the "Login" button.

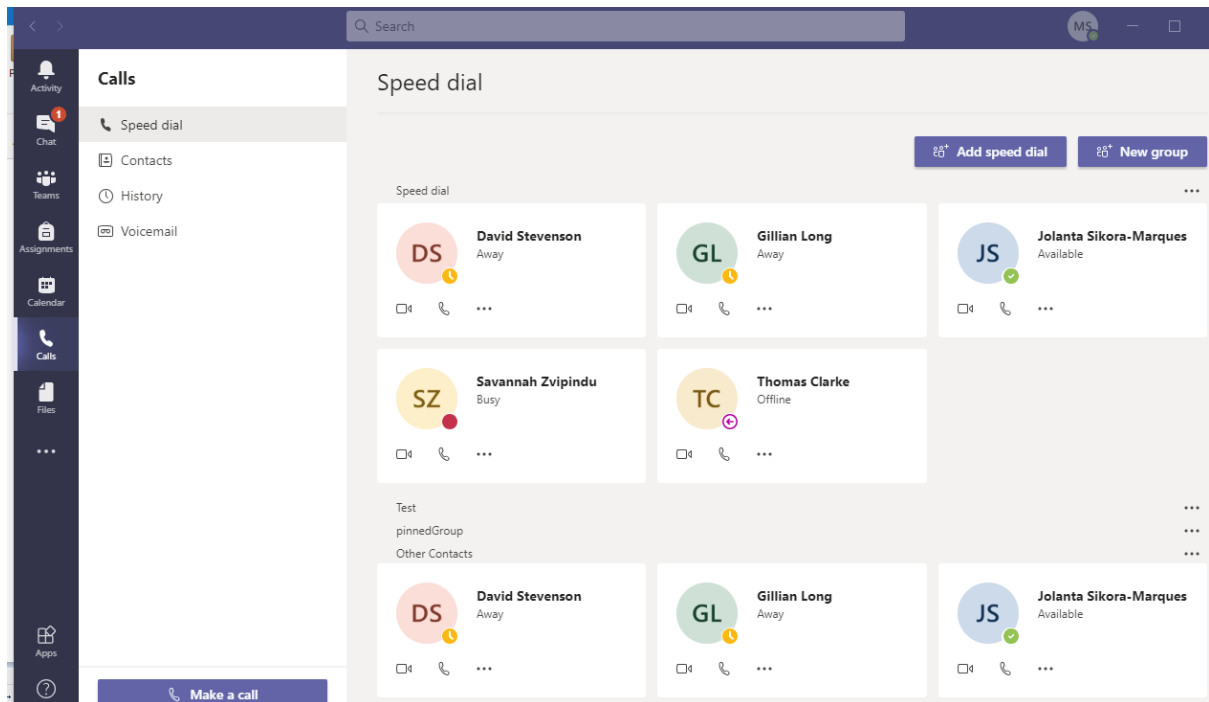
Username

 e.g. abcd0123

Log in to this window with your SSO and password. You should then see the Teams screen pop up – this has a number of menu choices on the left which show recent

- Activity
- Chat sessions
- Teams that you're a member of
- Assignments
- your Calendar (which is pulled from the Outlook calendar)
- Calls (video and audio calls between you and other Teams participants)
- Files (files shared between other Teams members)

An example of the Calls menu choice is below.



To make a Teams call to someone else simply type their name into the Search field at the top of the Teams screen and their Teams address book entry should pop up, from which you can video call or audio call them, or send a Chat message.

If you're invited to a Teams meeting it will appear in your Teams calendar – simply click on the Join Now button on the meeting and you'll be connected to it. You can disable video if you don't want the other participants to see you, and for meetings with more than just a few participants it's advisable to mute your microphone to prevent any noise in your vicinity from being transmitted to everyone else in the meeting.

There are lots of resources on the web on how to use the various features of Teams - this one

https://youtu.be/jugBQqE_2sM

will give you a quick overview of what's there.