MS Teams: How do I access Teams?

⚠️ Please remember that information or files you post on a Teams site may be available to other team members. Teams is for communication related to your job role and should not be used for personal chat not related to your work. Information you record on Teams could be disclosed in response to a freedom of information request or to someone you refer to in Teams chat. Consider the appropriateness of what you record; only record what is relevant and necessary; and do not share anything that impacts on the privacy of individuals. If you are unclear about how and where to appropriately record information, please contact the Information Governance Team at dpa@abdn.ac.uk.

Teams is Microsoft's unified communication and collaboration platform – combining workplace messaging, video meetings, file sharing and storage, and app integration. You'll find guidance on how to use Teams in our Toolkit MS Teams resource. Teams is available to all registered University of Aberdeen staff and students. You can also invite external colleagues to Teams meetings and add them to your Team as a guest.

This Quick Guide tells you how to access MS Teams on your University managed or personal device.

💡 For the best Teams experience, we recommend you use the **MS Teams Client** or **App** where possible.

How to access Teams

On a University managed device

Windows desktop or laptop

Teams is installed on all University staff Windows desktops and laptops. You should see a shortcut to the **Microsoft Teams Client** on your desktop.

If not, you can install Teams from the **Software Center.**

- Launch Software Center from Windows Search
- Under **Applications**, select **Microsoft Teams** and click **Install**. Note this may require a restart.

Mac desktop, laptop or iOS device

Microsoft Teams should already be installed on all University managed Mac desktops, laptops and iOS devices.

If not, install Teams from our Self Service app. Contact the IT Service Desk for advice - servicedesk@abdn.ac.uk.

On a personal device – Windows, Mac, Linux

- Go to the Microsoft Teams download page and download Teams. If available, choose the 'Teams for work or school' option.
- You will be offered the installation file relevant to *your* device.
- Save this to a location on your device where you will find it again easily, for example the desktop.
- Double click the installation file and follow any on-screen instructions.

On an iOS device

On a University managed iOS device, the Teams **app** should already be installed.

If not – or to install on a Personal iOS device – go to the **iOS App store**, search for Microsoft Teams, download and install.

On an Android mobile device

Go to the **Google Play store** (or your usual **App store**), search for Microsoft Teams, download and install.

Signing into MS Teams

Once you have installed MS Teams on your device, when asked to sign in, use your University IT account credentials: your University **username@abdn.ac.uk** (eg s99jb7@abdn.ac.uk) and **password**.

Web Access

As Teams is part of Microsoft 365, you can access it via any Microsoft 365 app. For example, via Outlook:

1. Go to https://outlook.com/abdn.ac.uk

2. If prompted, log in with your University **username@abdn.ac.uk** (e.g. s99jb7@abdn.ac.uk) and **password**.

   - Click **Yes** when prompted to reduce the number of times you may be asked to sign in.

3. From the main navigation bar at the top left of the window, click the **App launcher** (the 'waffle' icon).

   ![App launcher waffle icon and UNIVERSITY OF ABERDEEN Outlook banner]

4. From the available apps, click **Teams**. ![Teams icon]

Help and Support

Contact the IT Service Desk at myit.abdn.ac.uk or by emailing servicedesk@abdn.ac.uk.