

INSTALLING MICROSOFT TEAMS

Status 18.08.2023

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- 1.1 Open an Internet browser of your choice. (Microsoft Edge, Google Chrome, Firefox, Safari, etc.)
- 1.2 Navigate to the following website:
<https://www.microsoft.com/en/microsoft-teams/download-app>
Select "Teams for work or school" → "Download Teams".



- 1.3 Start the installation of Microsoft Teams with the downloaded file.
- 1.4 Start Microsoft Teams.



REGISTRATION AT MICROSOFT TEAMS

- 1.5 Enter your DHBW Heidenheim e-mail address and click on „Next“.

Composition of your e-mail address

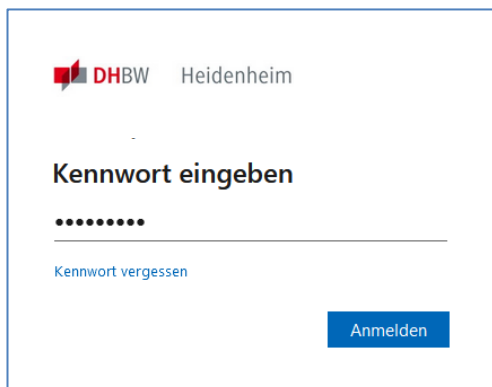
Students:

username@student.dhbw-heidenheim.de

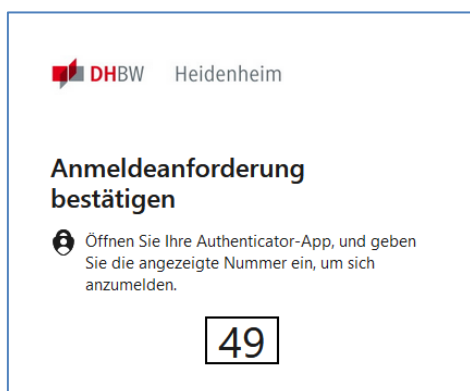
External lecturers:

username@extern.dhbw-heidenheim.de

- 1.6 Enter your password for DHBW Heidenheim and click on „Log in“. (Same password we use for email address, WLAN or Moodle)



- 1.7 Confirm multi-factor authentication on your mobile device.



- 1.8 Microsoft Teams should now start automatically. Under the item "Teams" on the left side you will now find an overview of all teams to which you have access.

