

Installing Microsoft Teams

Stand 05.11.2020

1. Open the following link in your web browser (e.g. Google Chrome, Mozilla Firefox, Safari...):
<https://teams.microsoft.com/downloads>
2. Scroll down and click on „Download Teams“.

Teams für die Arbeit auf dem Desktop herunterladen



Teams herunterladen

3. Start the installation of Microsoft Teams with the downloaded file.
4. Enter your DHBW access data and click on „Log in“.

username@student.dhbw-heidenheim.de

Example: musterm.twi20@student.dhbw-heidenheim.de

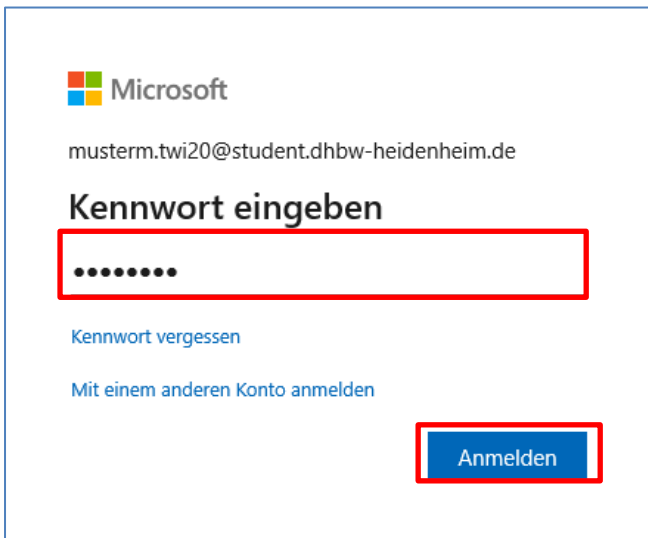


**Geben Sie Ihr Geschäfts-,
Schul- oder Microsoft-
Konto ein.**

musterm.twi20@student.dhbw-heidenheim.de

Anmelden

5. Enter your password for DHBW Heidenheim and click on „Log in“.
(Same password as for the WLAN or the PC labs)



Microsoft

musterm.twi20@student.dhbw-heidenheim.de

Kennwort eingeben

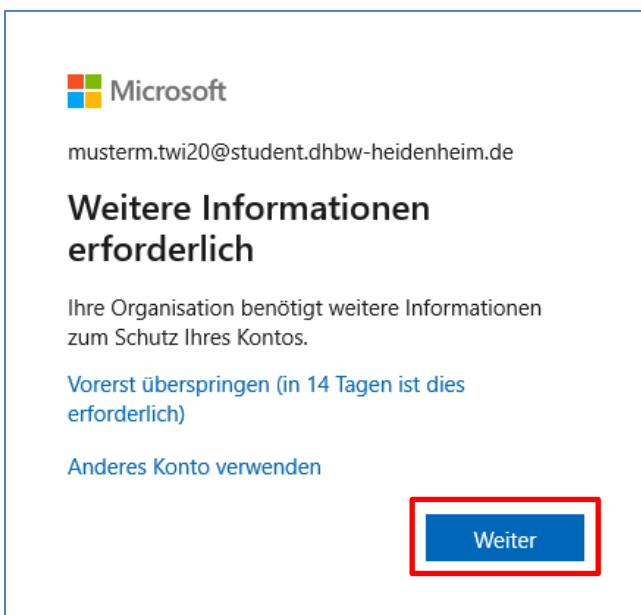
.....

[Kennwort vergessen](#)

[Mit einem anderen Konto anmelden](#)

Anmelden

6. To protect your account you must set up an additional security check, similar to online banking.
Confirm the following message with „Next“.



Microsoft

musterm.twi20@student.dhbw-heidenheim.de

Weitere Informationen erforderlich

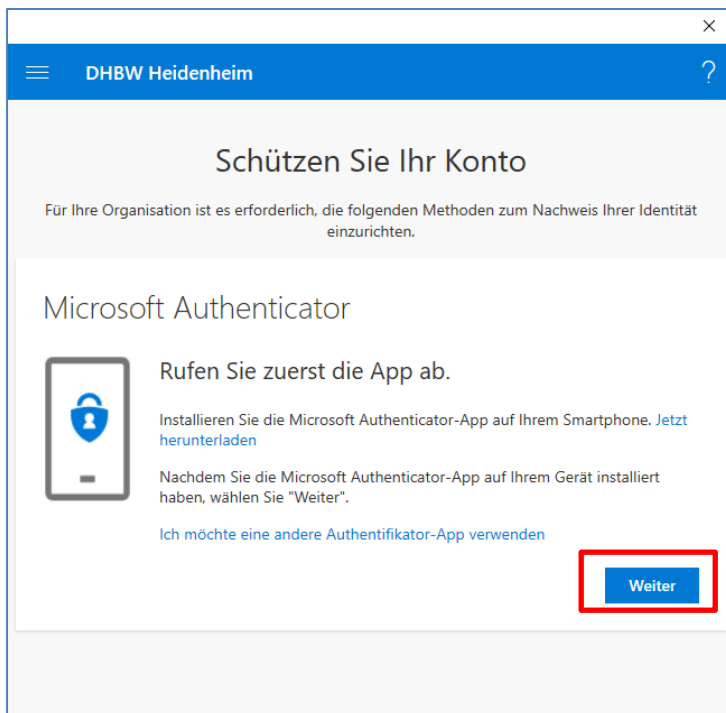
Ihre Organisation benötigt weitere Informationen zum Schutz Ihres Kontos.

[Vorerst überspringen \(in 14 Tagen ist dies erforderlich\)](#)

[Anderes Konto verwenden](#)

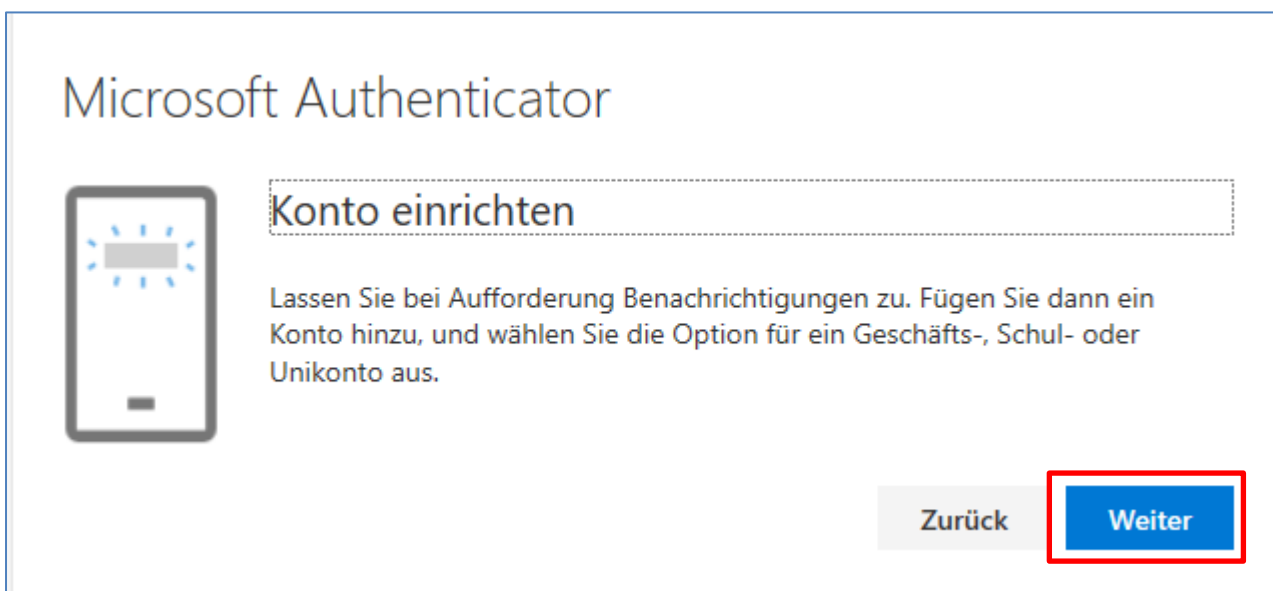
Weiter

7. Please install the Microsoft Authenticator app on your phone if you do not already have it installed. After successfully installing the app on your smartphone, switch back to your work device and click "Next".



Microsoft Authenticator
Microsoft Corporation

8. Click on „Next“.



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9. Open the previously installed "Microsoft Authenticator" app on your smartphone. You will automatically be prompted to add an account. Skip the first two options and add a "Business or School Account". Then scan the QR Code displayed on your work device with your smartphone and click "Next".


Note: When asked for a PIN / unlock code, please enter your personal PIN / unlock code of the phone.

Microsoft Authenticator

QR-Code scannen

Verwenden Sie die Microsoft Authenticator-App, um den QR-Code zu scannen. Auf diese Weise wird die Microsoft Authenticator-App mit Ihrem Konto verknüpft.

Nachdem Sie den QR-Code gescannt haben, wählen Sie "Weiter".




Das Bild wird nicht gescannt?

Zurück Weiter

10. You should now see a pop-up message "Approve registration" on your phone. Press "Approve" here. Then switch back to your work device. Click on "Next" here.

Microsoft Authenticator

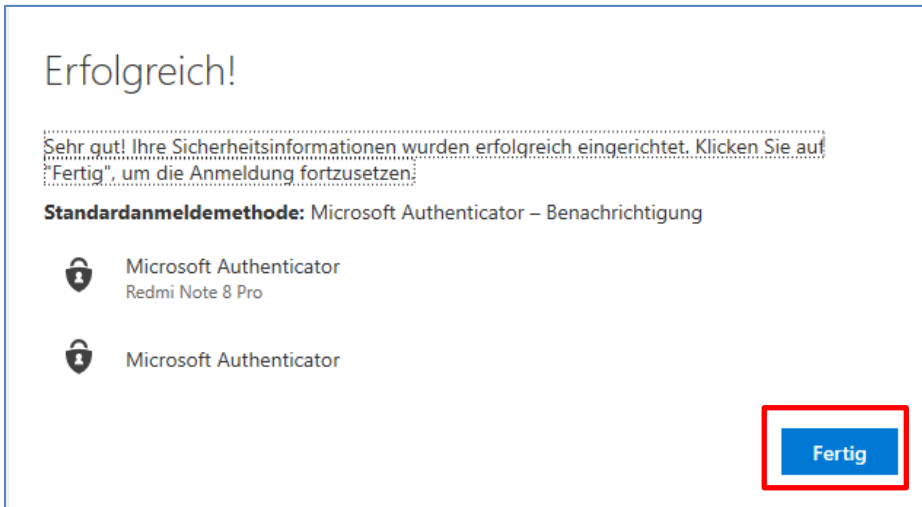


Benachrichtigung genehmigt

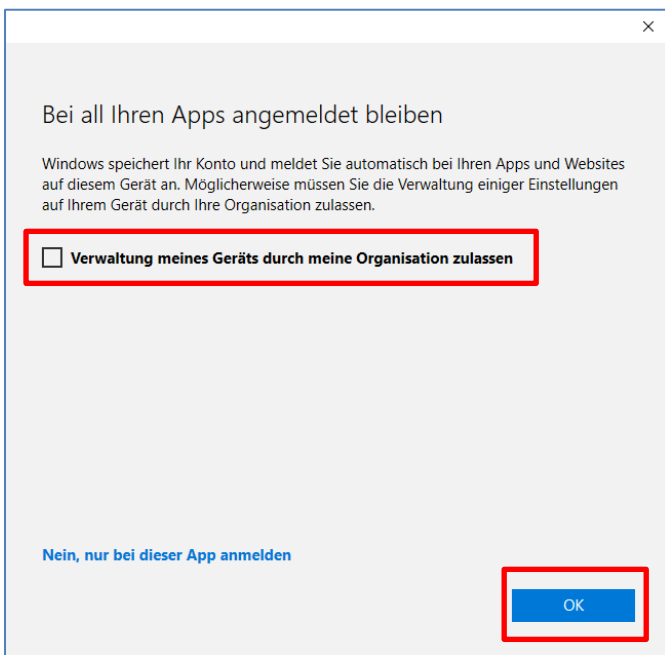
Zurück Weiter

Installation von Microsoft Teams

11. After the successful check, please click on „Done“.



12. Uncheck "Allow my organization to manage my device" and click "OK".



13. You have now successfully registered in Microsoft teams and can change information together.

