

3 How do I install Teams?

You can use Teams in your [browser](#), or you can [download the desktop app](#) for both Windows and Mac. We recommend using the desktop app for full functionality.

Download Microsoft Teams for Windows desktop

Teams for home or small business



Teams for work or school



Download Teams for your desktop



Get the Teams mobile app

Ensure that you select *Teams for work or school*.

Teams is also available as a mobile app in both the iOS App Store and Google Play Store.

4 How do I log in to Teams?

Upon launching Teams for the first time, you will be asked to log in to your account. Enter in your username in the format of *yourstudentID@student.murdoch.edu.au* and click sign in. Then enter in your Murdoch password if prompted.

4.1 What if I already use Teams for work, another university, or in my personal life?

If you already have a Teams account you will not need to download Teams again. You will however need to become familiar with switching between Teams accounts. To do this, sign out of your current Teams account by clicking on your initials/photo and choosing *Sign out*. Then close the Teams app. On restarting the app you should see the option to *Use another account*. Select this and enter your Murdoch credentials.

In the future, your Murdoch account will appear in the list under *Pick an account to continue*.

5 Do I need a camera and microphone?

If you have no microphone or camera you can still join a Teams Online Session. You will just have no webcam image of yourself. You won't be able to communicate verbally, but you can still type in the chat.

6 Do I have to add my picture?

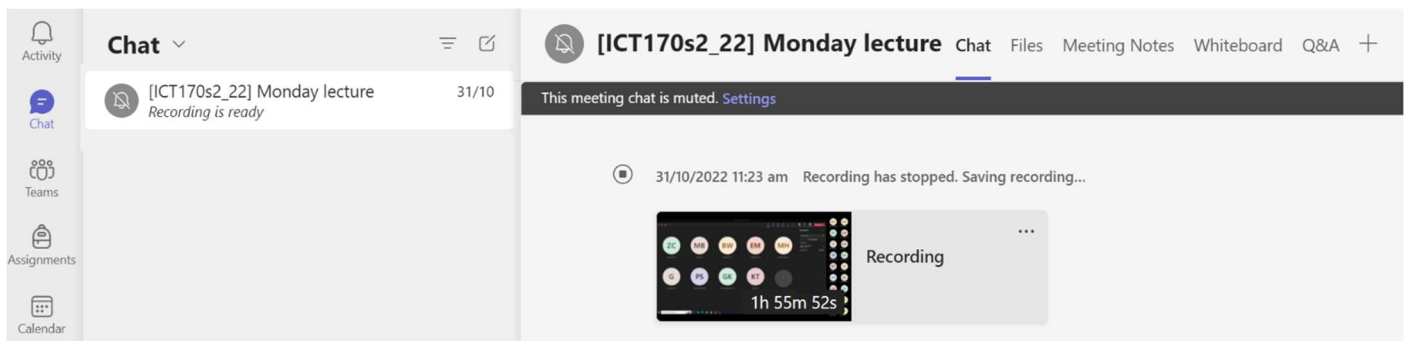
Adding a profile picture is optional. If you do add a picture, we recommend using one that is professional. Remember, you will be interacting with academic staff and potentially industry guests. To add your photo, click the circle in the top right corner, showing your initials. You will see a link there to add a picture.

If you decide not to add a picture, your picture will display as your initials.

7 Do I have to join a Team?

No, you do not have to join a Team. If your unit uses a **Teams class site** you will automatically be added. You do, however, have to join any **Teams Online Sessions** when scheduled.

After each session, a thread in Chat will automatically be created. This will contain all of the chat that occurred during the meeting, any files that were uploaded, and the final recording once processed.



8 How do I manage my notifications?

To manage your overall Teams notifications:

- click the three circles in the top right corner next to your initials or photo
- choose Settings
- choose Notifications

You can also customise notifications for individual Chat threads:

- click the 3 dots to the right of the title of the Chat, and choose *Leave*
- instead of leaving a Chat you may like to *Mute* or *Hide* the chat instead.

9 Get help

[myMurdoch Student IT](#)

Get connected with the technology, apps and facilities you need to support your studies.