



# MS Teams

NWU STUDENTS SUPPORT RESOURCE

## What is MS Teams?

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Microsoft Teams is a collaboration and messaging tool provided with your North-West University Office 365 service. This document will outline the basics of getting the Teams client installed on your computer or mobile device, and will get you acquainted with the basics of how to use Teams.

Watch this video to learn a little more about MS Teams: <https://support.microsoft.com/en-us/office/video-what-is-microsoft-teams-422bf3aa-9ae8-46f1-83a2-e65720e1a34d?ui=en-us&rs=en-us&ad=us>

## Installing Teams

**PC/Mac:** Navigate to the following website and click the link appropriate for your operating system: <https://teams.microsoft.com/downloads>

After the download, right click the installer file and select "run as administrator".

**iOS:** Download the Teams app from the App Store: <https://aka.ms/iosteams>

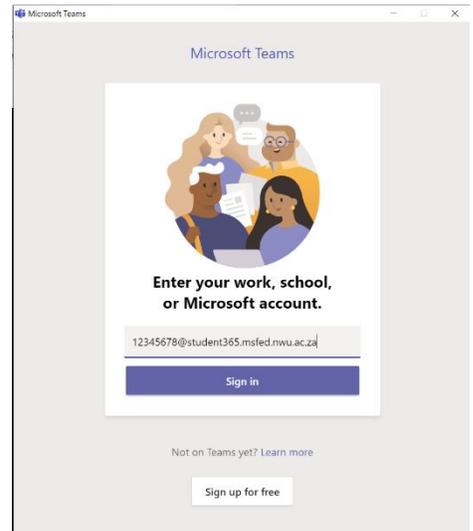
**Android:** Download the Teams app from the Play Store: <https://aka.ms/androidteams>



## Sign in and get started

To login to Teams sign-in with the following username:

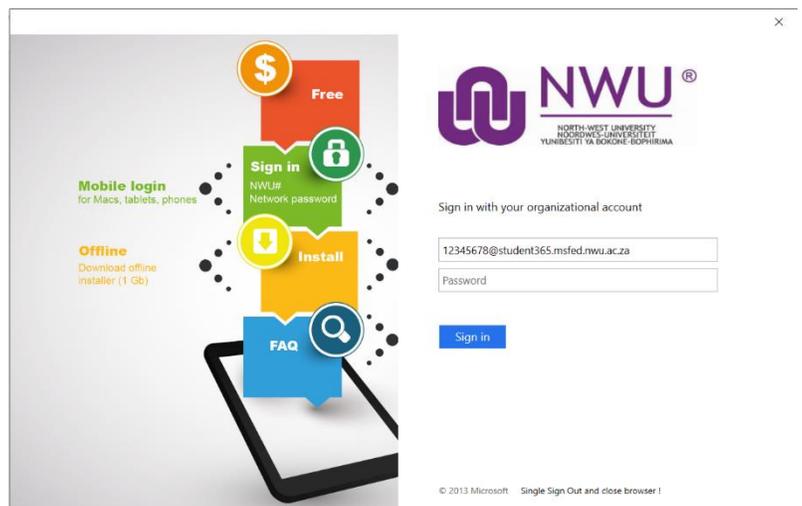
NWUstudent#@student365.msfd.nwu.ac.za (e.g.  
12345678@student365.msfd.nwu.ac.za – where NWUstudent#  
is your University Number)



A new window will appear. Choose  
“Mobile login”



Sign in with the email already  
entered, and the same password that  
you use to sign into eFundi.





Get started with teams by referring to these handy resources that will show you how to chat, collaborate and more:

[Chat and share files in Teams](#)

[Collaborate in Teams](#)

[Attend a meeting in Teams](#)

[Start chats and make calls](#)