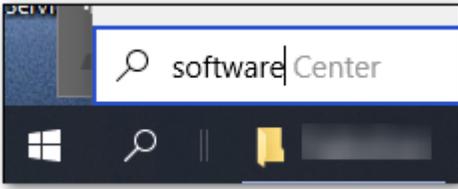
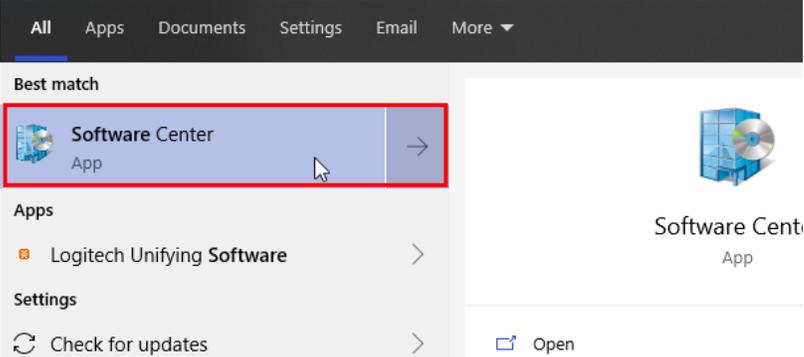
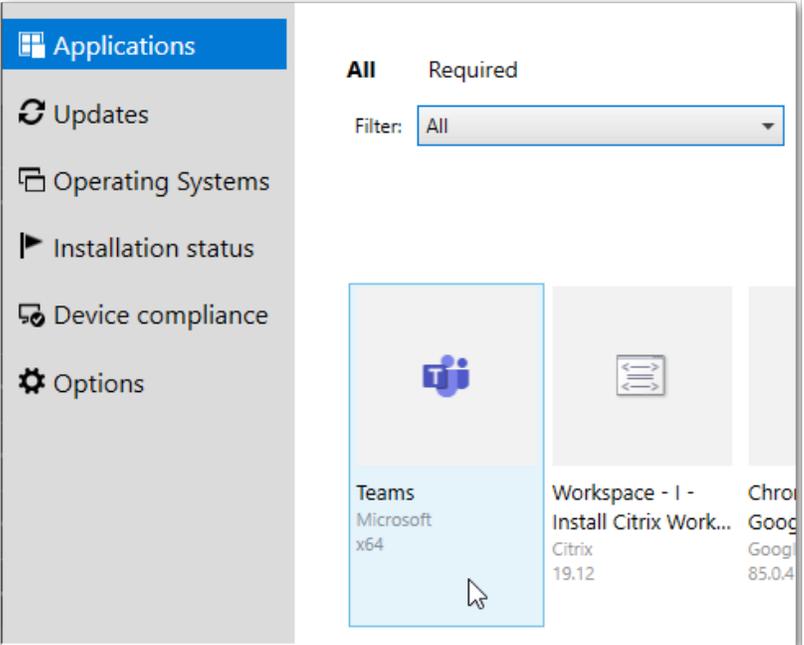


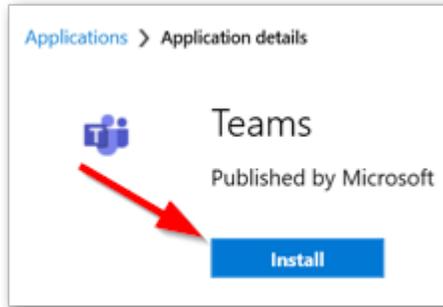
# Microsoft Teams Installation for Windows

This guide will show you how to install Teams on your UI Health Care computer and get signed in.

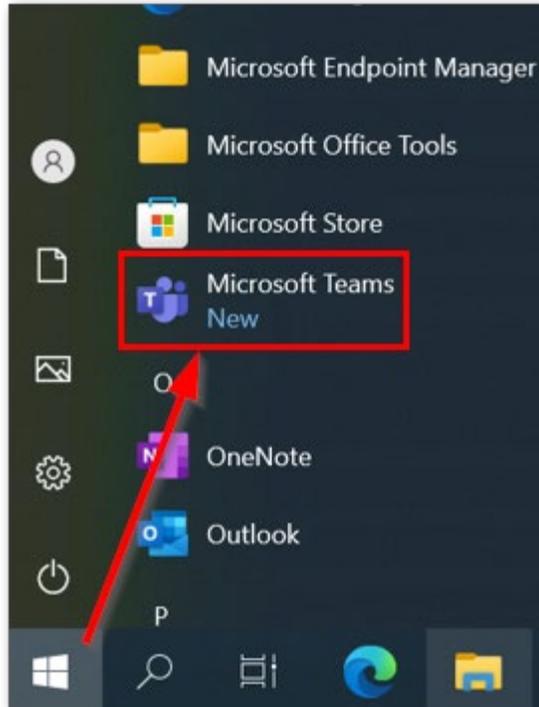
## Installation

<p>1. In the bottom left-side of your computer, click on the Start button or the magnifying glass and type “<b>software center</b>”.</p>	
<p>2. Click the <b>Software Center</b> App.</p> <p>Please note, Microsoft Teams will not be available on shared clinic-based workstations (CBPRs).</p>	
<p>3. Click <b>Teams</b> in the Applications tab</p>	

4. Choose the blue **Install** button



5. Once the installation is completed, find an open **Microsoft Teams** in the **Start** menu



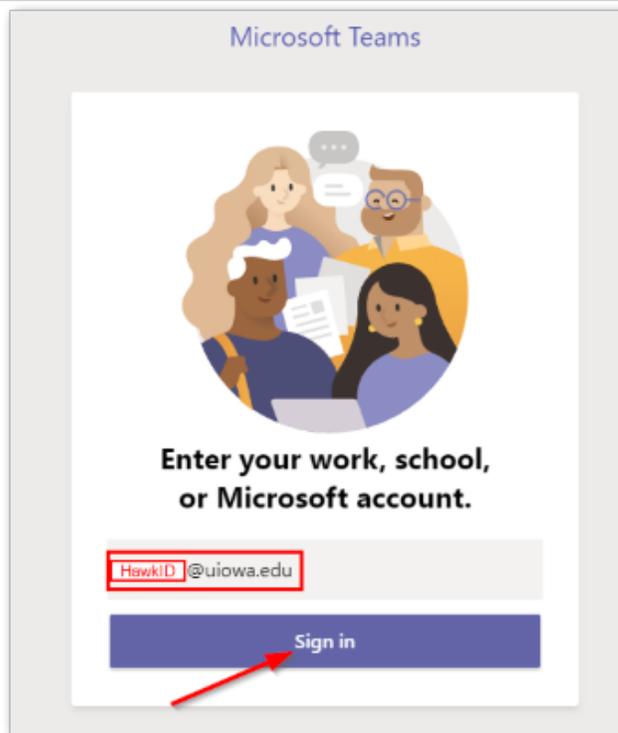
Teams is now installed. Please note, Teams is also accessible on the web by visiting <https://teams.microsoft.com>.

Continue below to get signed in.

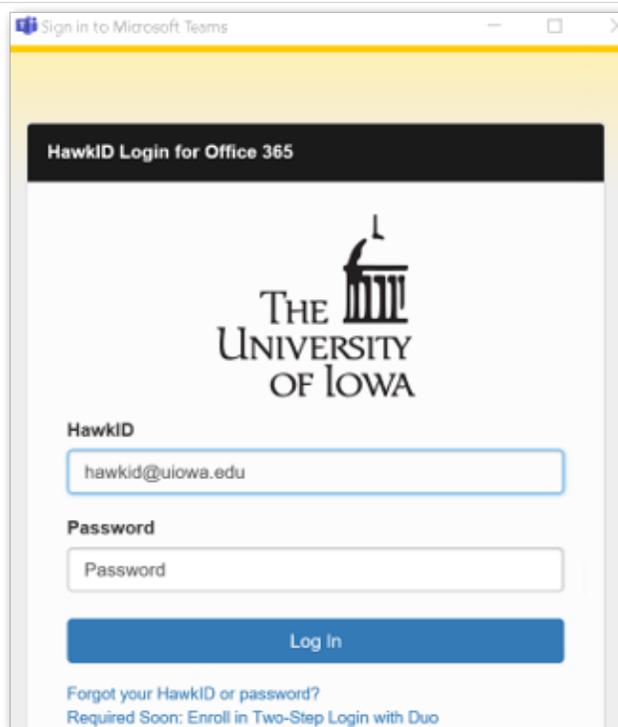
## Logging into Microsoft Teams

Here's how to sign into Microsoft Teams with your UIHC account.

1. At the login page, use the format [HawkID@uiowa.edu](mailto:HawkID@uiowa.edu) and click **Sign in**.

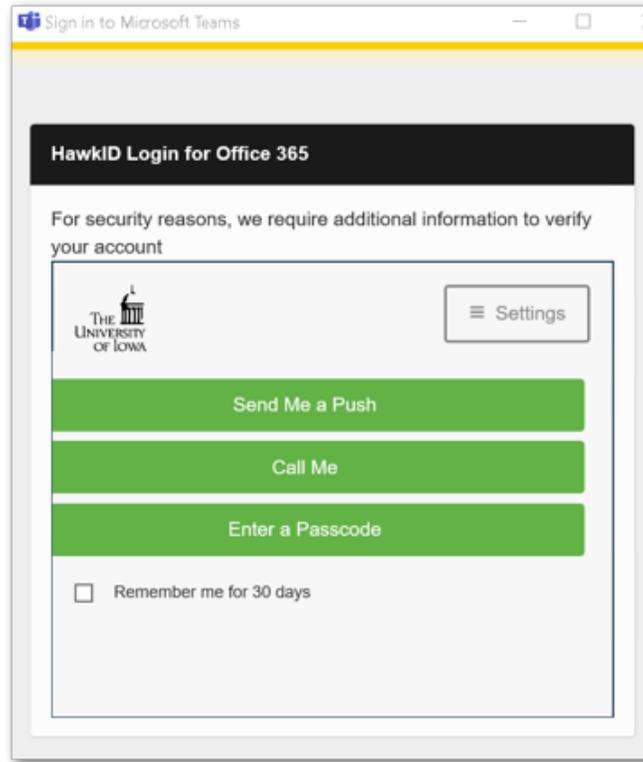


2. This will bring up a HawkID login screen. Continue signing in with the format [HawkID@uiowa.edu](mailto:HawkID@uiowa.edu) in the HawkID field, followed by your **HawkID password**.



3. Complete the login by authenticating with **Duo**.

Tip: You can check the “Remember me for 30 days” box to prevent seeing this daily.



This will complete the setup and will by default set Teams to run automatically when you log in.

## Support

If you need further assistance, please contact the HCIS Help Desk by:

Phone:  
319-356-0001

Email:  
[HelpDesk-HCIS@uiowa.edu](mailto:HelpDesk-HCIS@uiowa.edu)

ESC:  
<https://service.uiowa.edu/>