

Accessing Your Advising appointment in Microsoft Teams

Step One – Get the app!

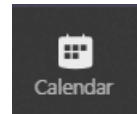
Microsoft Teams is a component of Office 365. All Students, Faculty, and Staff now have access to Office 365 and Teams. Login to <http://myapps.uta.edu> with your UTA email address and NetID password. From there you can see all of the Office 365 apps such as Teams. Open the Teams app.

Once you have logged in, you can download Teams to your computer by clicking your initials or profile picture in the top right corner, then click “Download the desktop app”

To install Teams on a mobile device, search the App Store or Google Play store for “Microsoft Teams” and follow installation prompts. You will need to log in with your UTA Microsoft account credentials (UTA email account and NetID password). Functions on the mobile app will look different.

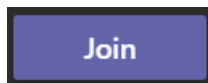
Step Two – Join your scheduled appointment

Once you have the Teams app open, click the Calendar Tab in the navigation pane at the left.



Next click on your scheduled appointment and when the appointment opens, you may join by computer or by phone.

To join by computer, click the  button in the appointment.



To join by phone, dial the phone number and enter the conference ID plus #.

Additional resources

<https://docs.microsoft.com/en-us/microsoftteams/enduser-training>

www.uta.edu/lynda Login with NetID and Password. Search for Microsoft Teams