Microsoft Teams for Classes

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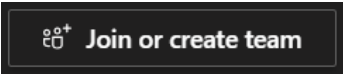
Once you have logged in, you can download Teams to your computer by clicking your initials or profile picture in the top right corner, then click "Download the desktop app"

To download the Mobile app for an Android or iOS device, search the Google Play store or App 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 – Create your Class Team

Once you have the Teams app open, click the Teams Tab in the navigation pane at the
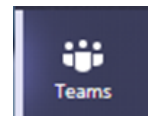
left. Next click **ㆆ⁺ Join or create team** (Top right or bottom left depending on your view)

Click "Create a New Team."

Choose the Classes Team template.

Name the team according to the class designation in a format like this example:

> ENGL 1301 001 Fall 2019, Instructor Name

Using specific information including the course number, section number, term, and instructor will prevent duplication.

Step Three – Get your Students Added to the Class

On the Teams tab, click the ellipsis **•••** next to the new Team name and select "Manage Team."

Rather than adding students one at a time, click the "Settings" tab and then click "Team Code."

Click the **Generate** button to generate a code that Students can use to join the Team.

Email the code to all students in the class along with the second page of this document.

Accessing Your Class in Microsoft Teams

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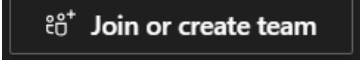
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## Step Two – Join your class Team

Once you have the Teams app open, click the Teams Tab in the navigation pane at the left.
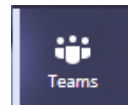
Next click on the bottom left or top right side of the page. accessed from this page by clicking on them.

To join your class Team, click the "Join a Team with a Code" option and enter the code provided by your instructor.

Click

Additional resources

https://docs.microsoft.com/en-us/microsoftteams/enduser-training
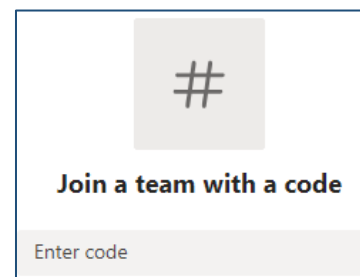
LinkedIn Learning   Login with NetID and Password. Search for Microsoft Teams