

Accessing Your Class in Microsoft Teams

Step One – Get the app!

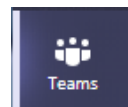
Microsoft Teams is a component of Office 365. All Students, Faculty, and Staff now have access to Office 365 and Teams. Login to <http://myapps.uta.edu> with your UTA email address and NetID password. From there you can see all of the Office 365 apps such as Teams. Open the Teams app.

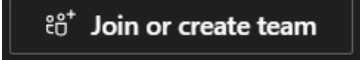
Once you have logged in, you can download Teams to your computer by clicking your initials or profile picture in the top right corner, then click “Download the desktop app”

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 class Team

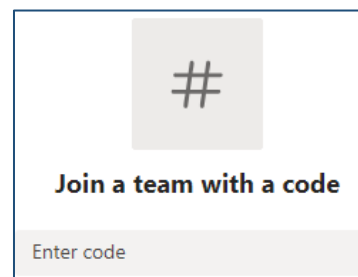
Once you have the Teams app open, click the Teams Tab in the navigation pane at the left.



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