

# Access and Navigation

## Access

Microsoft Teams is a platform that integrates chat, meetings, notes, and attachments. Teams can be accessed from any Microsoft Cloud product page or from an installed app on computers and mobile devices.

Web: [teams.microsoft.com](https://teams.microsoft.com) 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”

Mobile: Search 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).

## Navigation Bar

UTA’s Navigation Bar is set up in the following order from top to bottom:

**Activity:** The activity feed in Microsoft Teams is the user's single inbox for all activity across Teams. The feed aggregates important content from the following:

- Teams/channels
- Chats
- Apps such as Files, Planner, and your Teams apps that you are following.

**Chat:** Private one-on-one or group chat sessions with up to 20 participants. Chats can be initiated with anyone in the organization that has Microsoft Teams enabled.

**Teams:** View all Teams for which you are a member or owner. Teams and Channels you have not hidden will display by default.

**Assignments:** Create assignments for your students in Microsoft Teams. Manage due dates, instructions, adding resources to turn in, and more.

**Calendar:** Schedule a Meeting (web conference) for all members of a particular Team and Channel or select specific attendees. The meeting will display on your Outlook calendar. This section also displays any appointments listed in your Outlook calendar that are not Teams based.

**Files:** From here you can search for files in Microsoft Teams, on your OneDrive for Business, or just view a list of files you recently accessed between OneDrive and Teams.

Use the ellipsis to add frequently used apps ( ... ).

**Apps:** Browse the App Store for Microsoft approved apps including Office 365apps like Excel, and ones from our partners, including Trello, InVision, and SurveyMonkey.

**Help:** The Help icon is used to browse training topics, view updates, ask questions or add comments and suggestions.

