WHAT IS MICROSOFT TEAMS?

Teams is an all-in-one collaboration and communication solution, integrating chat (IM), online meetings, calling, file management and a project workspace into one interface. Use this sheet as a quick set-up guide. For more information, please go to o365.utdallas.edu.

INSTALLING TEAMS

DOWNLOAD TEAMS

teams.microsoft.com/download

SIGN IN

NetID@utdallas.edu
Normal UT Dallas password

AUTHENTICATE W/ DUO

Authenticate using NetIDplus
New to NetIDPlus?
NetIDplus Enrollment page

TEAMS ACCESS

Teams will appear in left panel

MOBILE APP DOWNLOAD

iOS App Store
Google Play Store

QUICK TIPS

STARTING A CHAT

Select the chat icon
Enter person's name
Type your message and click send

ADDING PEOPLE

To include people in the chat select add people

WHO'S IN A CHAT?

To see who's in a group chat, hover over the number of participants in the chat header

SCHEDULE A MEETING

Go to calendar on left side bar
Select "New Meeting"
Enter event details

Have questions? Contact us. We are here to help.