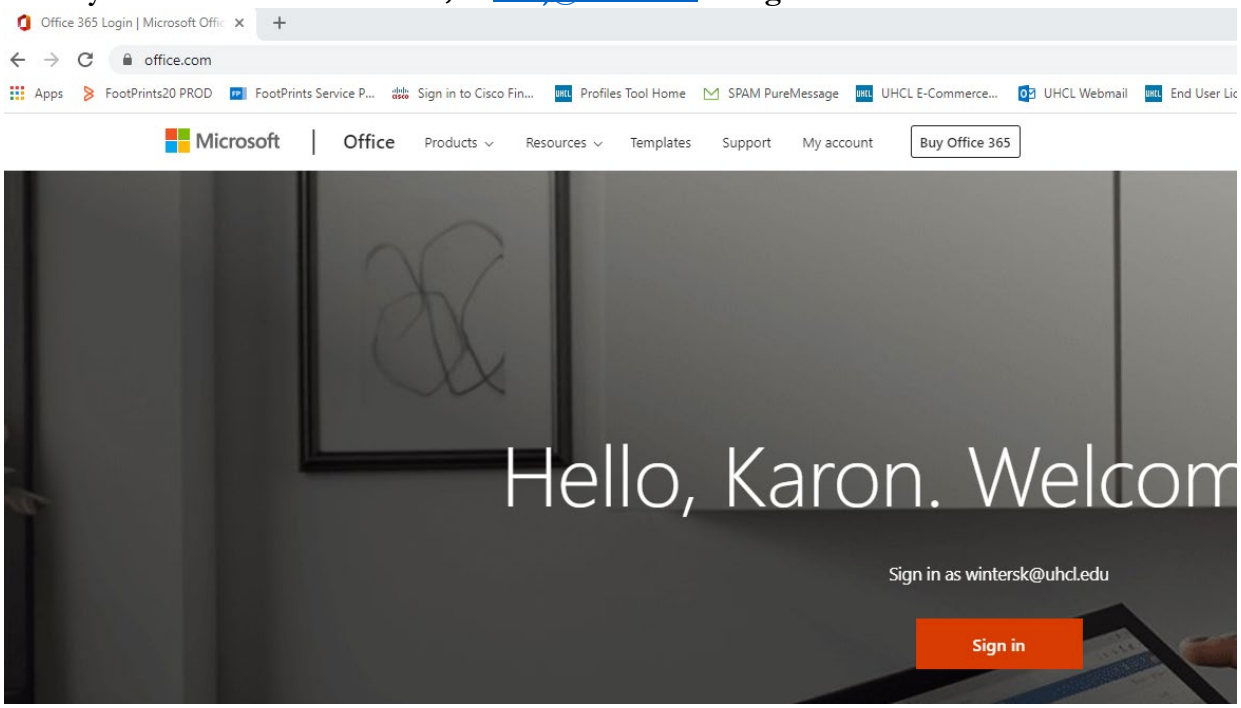
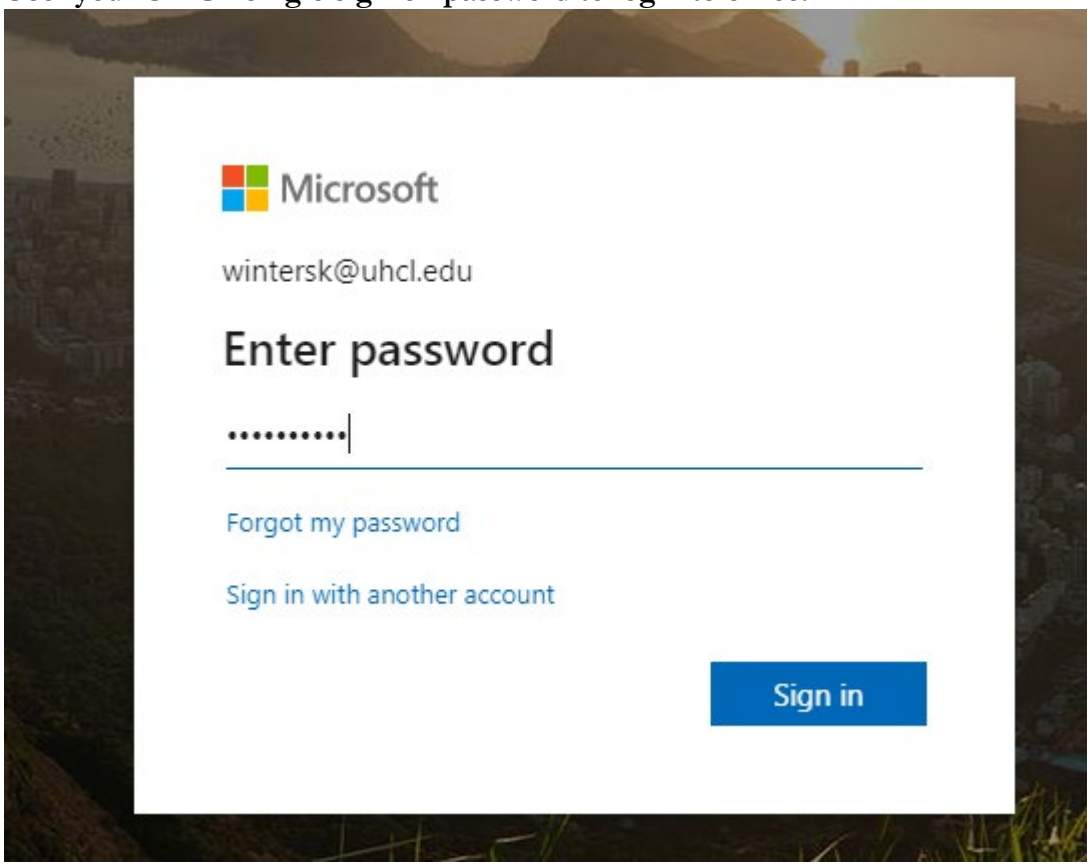
How to login to Office.com

Enter your UHCL email address, ie doej@uhcl.edu to login

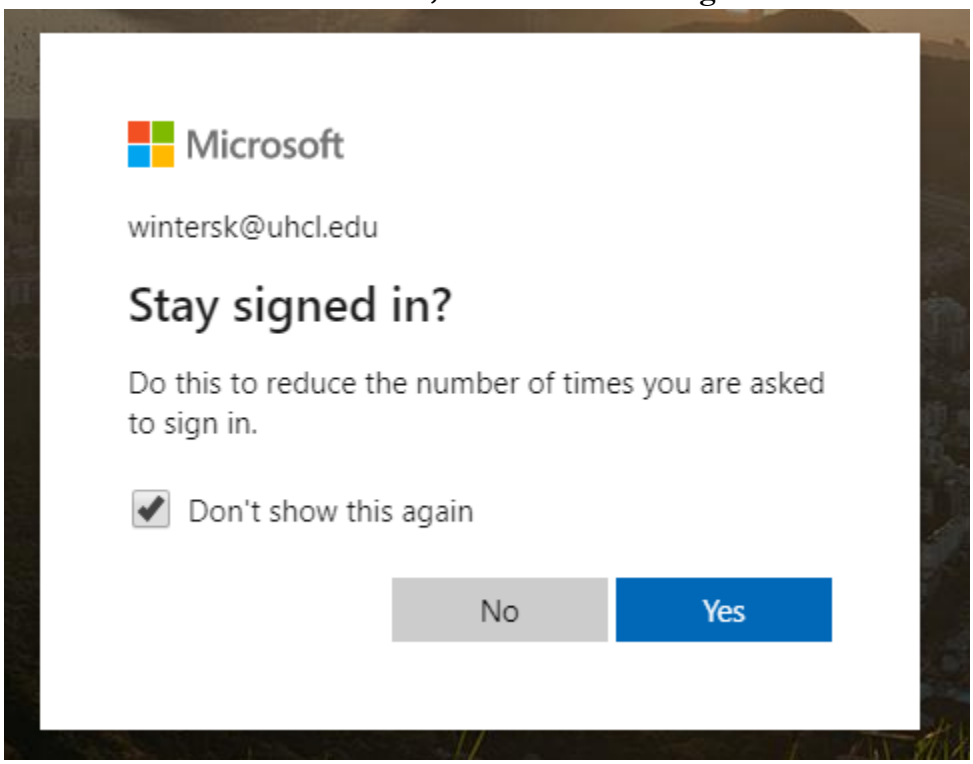


User your UHCL single sign-on password to login to office:

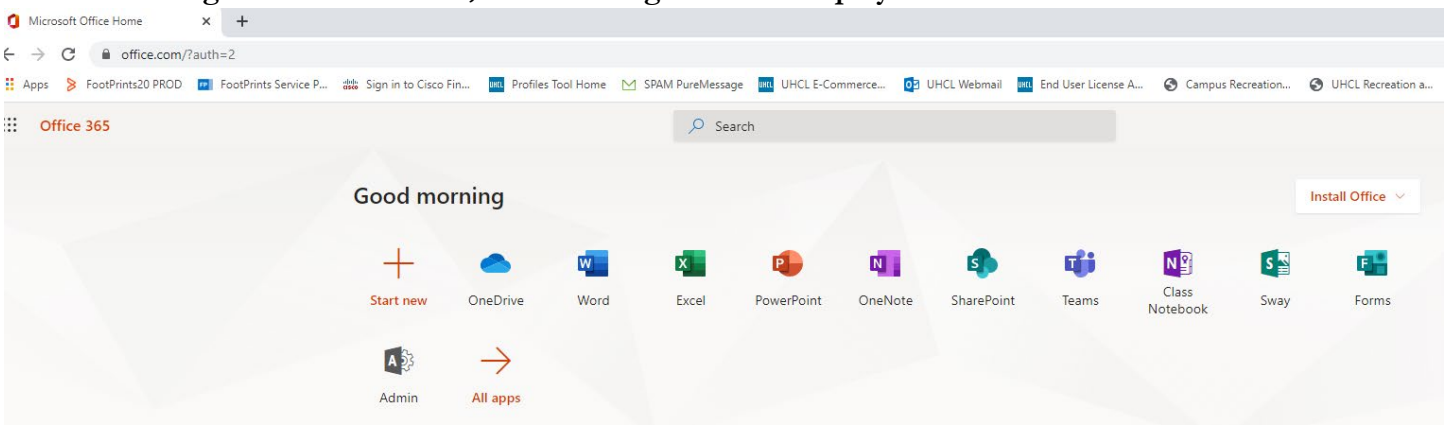


User can choose to say signed in or not. It is a good idea to stay signed in if users are planning on using Office365 routinely throughout the day.

Click on Yes and check the box, "Don't show this again".

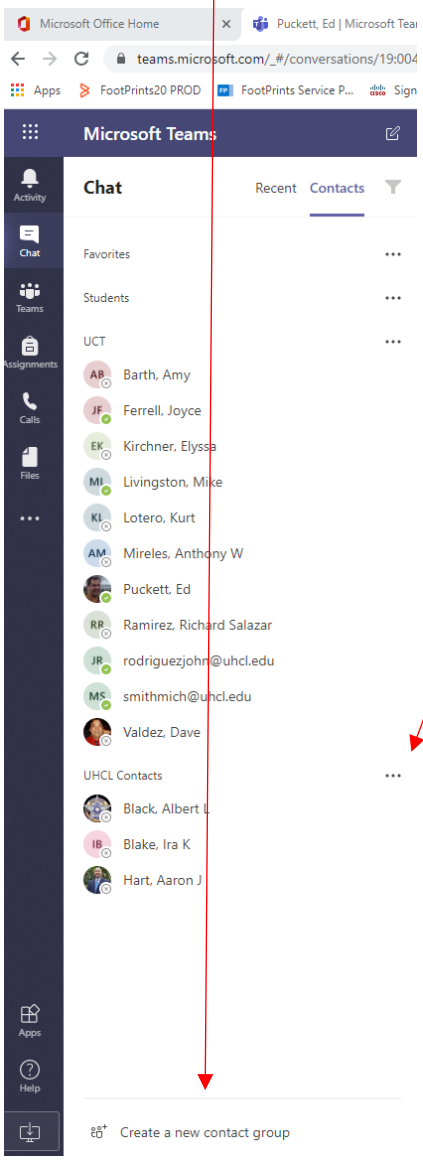


Once user is signed into Office365, the following screen is displayed:

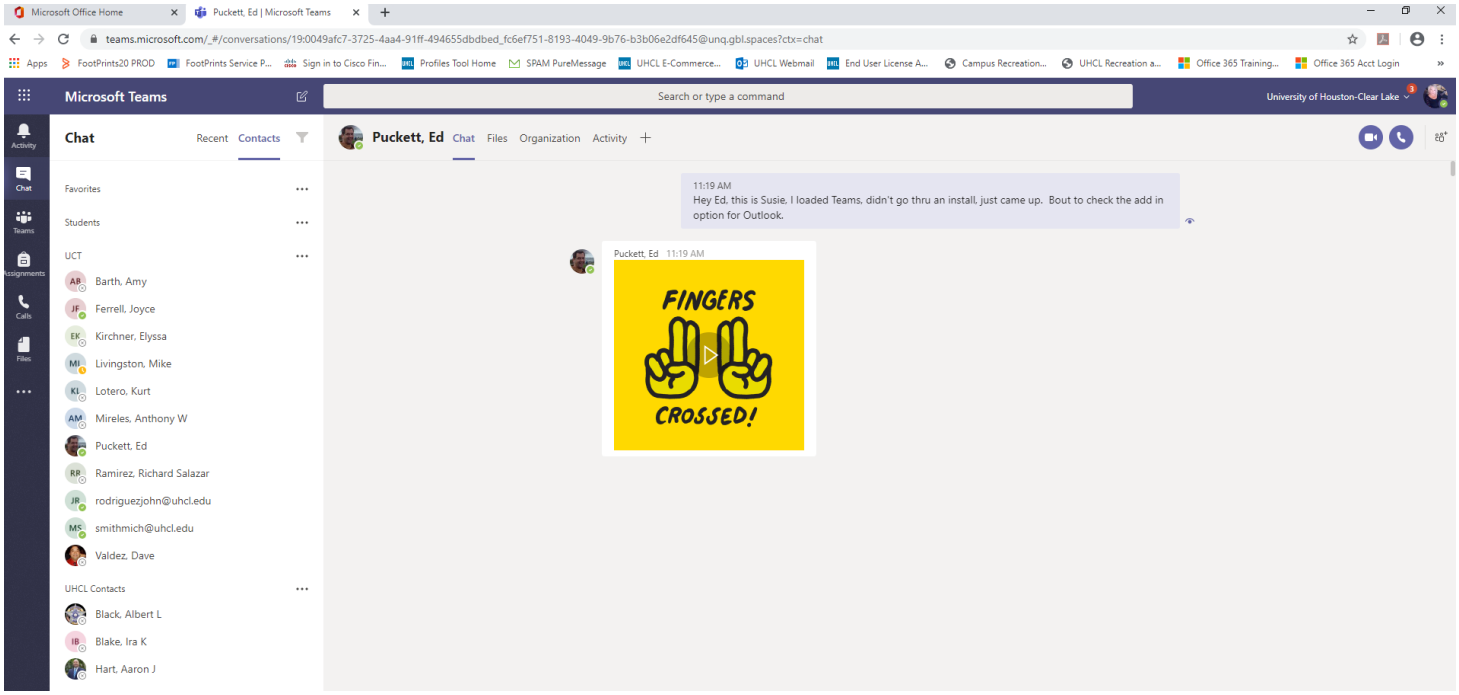


Only applications user has been given access will appear. Click on the Teams icon.

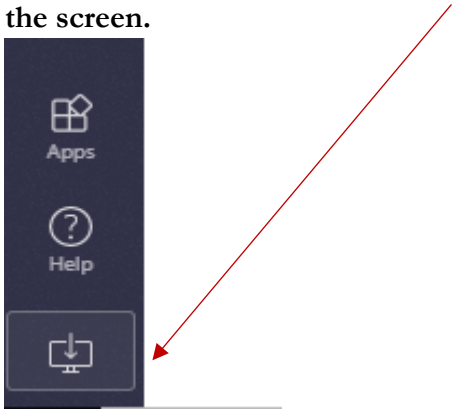
Once you get into the Teams Application, the following screen will be presented: You can create specific groups or simply choose from the UHCL Contacts to add contacts to your team. In this example there is a group called Students and a group called UCT. Click on the 3 .'s to add contacts to your team.



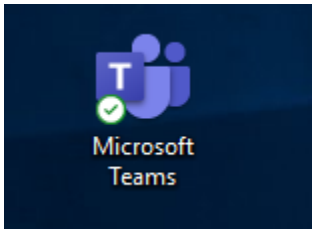
User's can click on the Chat icon to initiate communication back and forth to contacts.

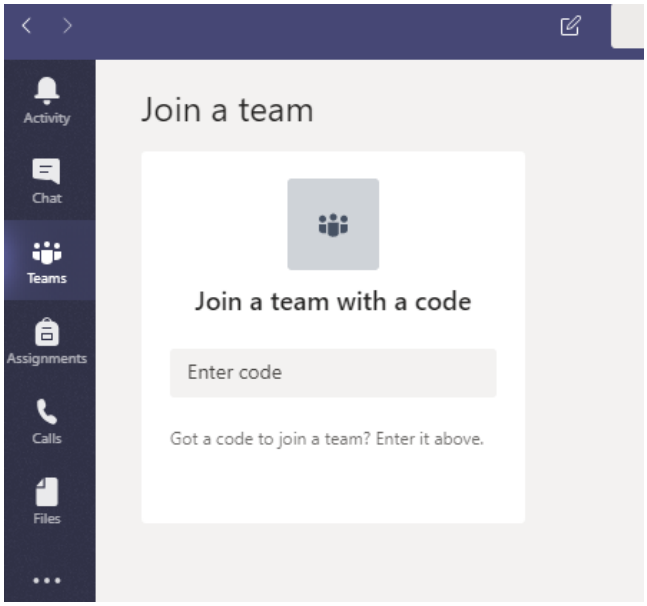


In order for Teams to be available in Outlook to schedule a meeting, <u>the user will need to download Teams onto their desktop.</u> To download, click on the following icon in the lower right hand corner of the screen.

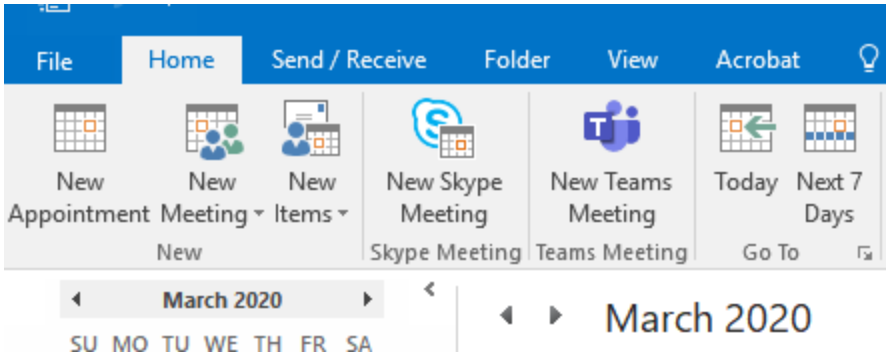


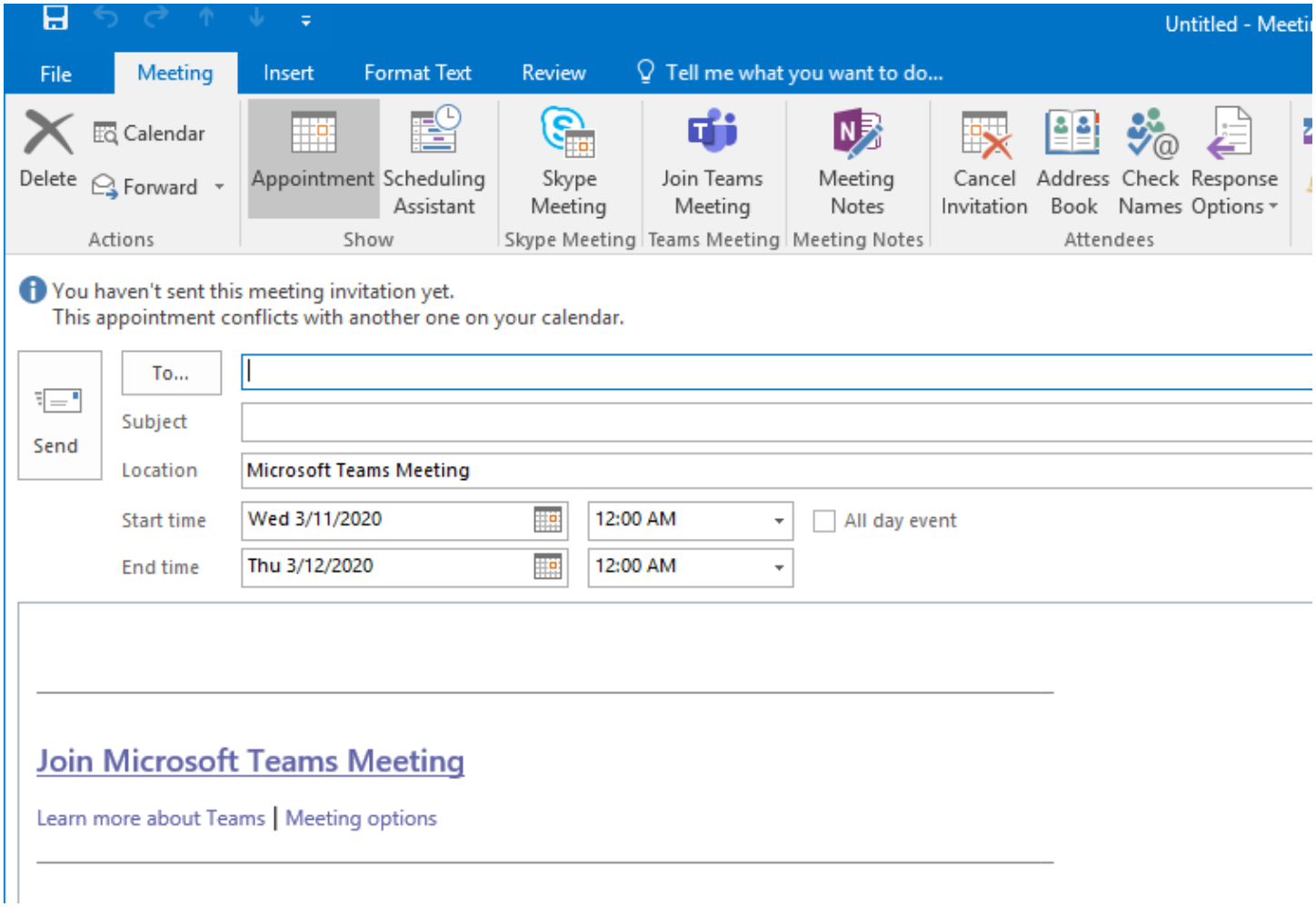
The system will begin the download process and execute. After the application is installed it will open to a screen that looks like this. User will also see a shortcut on the desktop for Teams as well.





Once the desktop Teams is installed, close Outlook, close Teams, restart computer/device in that order. After restart, bring up the desktop version of Teams first, then open Outlook. Go to the Calendar icon at the bottom of the Outlook page. User should now see an icon on the menu ribbon for New Teams Meeting. Click on that icon and schedule a meeting much like a Skype meeting or any other meeting.





It is recommended to use the online version for setup since it will bring in all UHCL contacts available to add to user's list. Either desktop or online version can be used once a team is established and codes assigned accordingly.