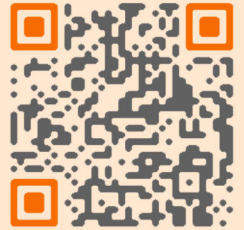




WHAT IS MICROSOFT TEAMS?



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.



✓ 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.

