

## 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](https://o365.utdallas.edu).



### INSTALLING TEAMS

#### DOWNLOAD TEAMS

[teams.microsoft.com/download](https://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.

