

Download and Install Teams Before Class

Do not run Teams through your browser. Download the Teams application before class.

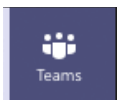
- Please go to myapps.uta.edu.
- Click the purple Teams icon.
- Click your initials in the upper right-hand corner.
- Select “Download the desktop app.”
- Complete the process to install the application on your computer.

If you have trouble installing Teams on your device, please contact the [OIT Help Desk](#).

Join the Knowledge Services OIT Online Training Team

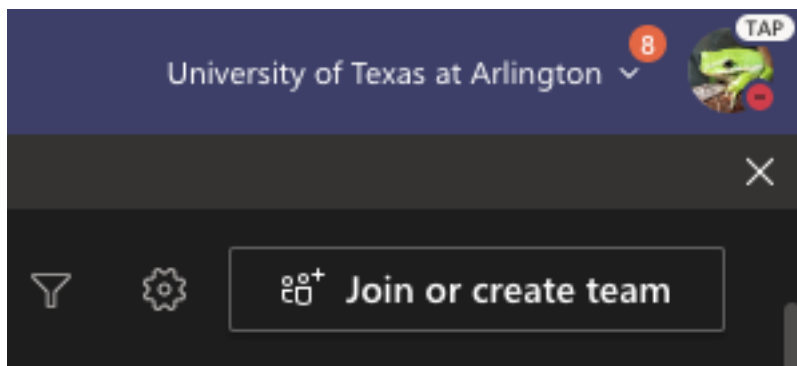
You must join the Team or you will not be able to see certain features and access resources.

1. Click the “Teams” Tab in the navigation pane at the left.

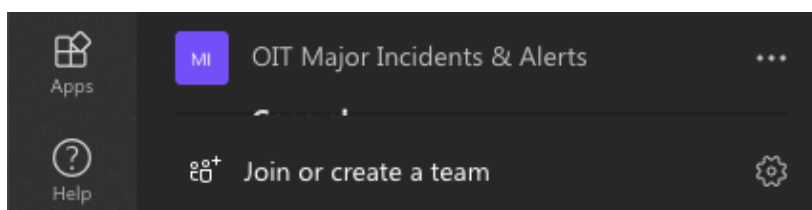


2. Next click “Join or Create Teams”.

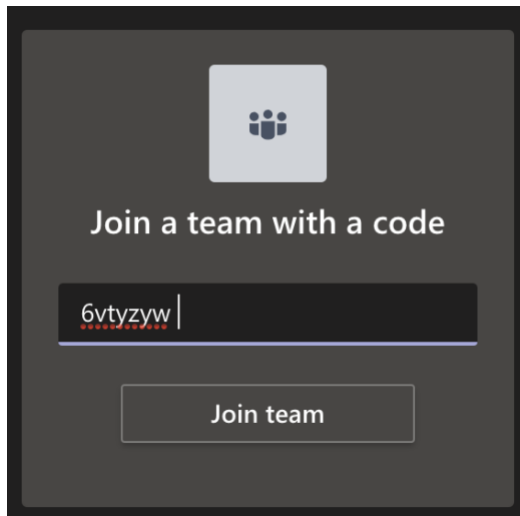
Located in Top Right in Grid View



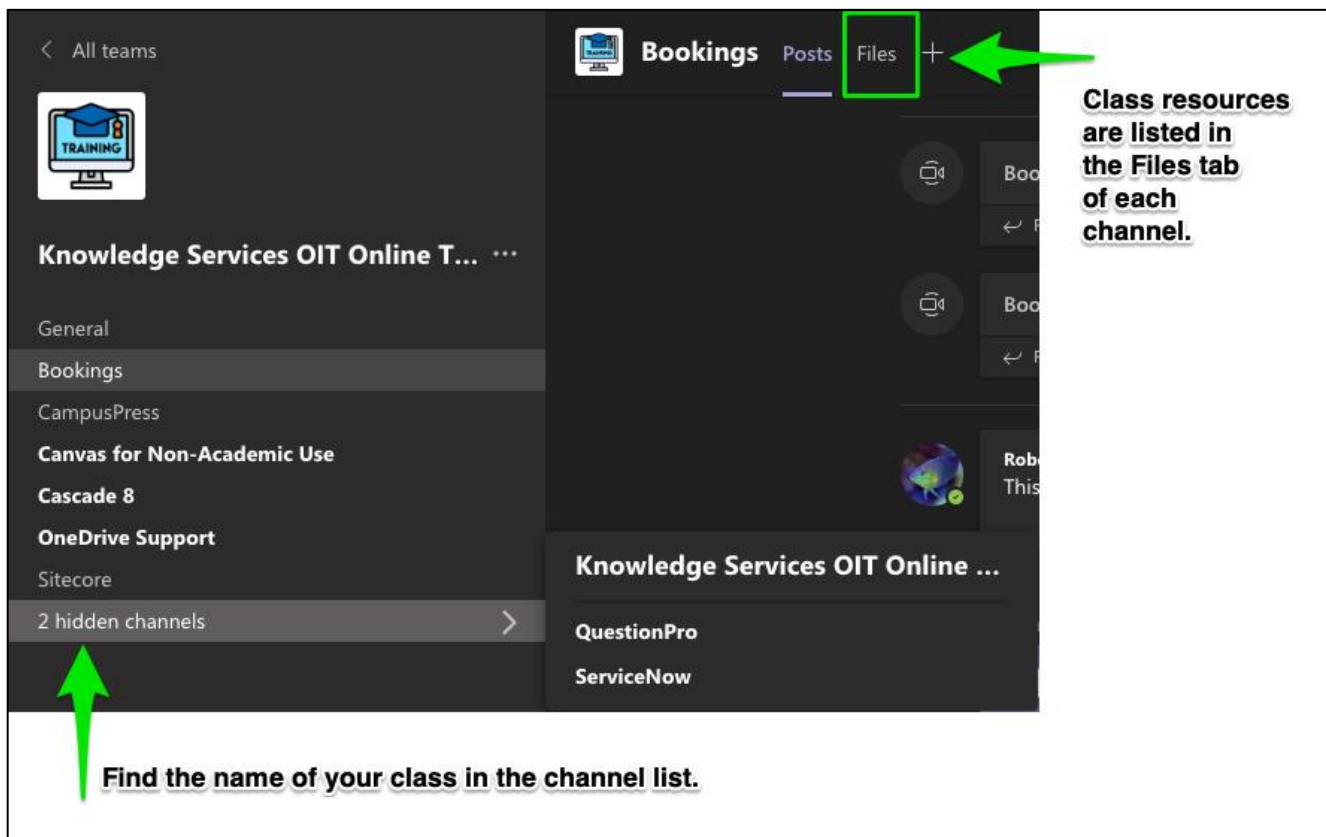
Located in Bottom Left in List View



3. Click "Join a Team with a Code." Enter the code: **6vtyzyw**. Click the "Join Team" button.



4. Look for the name of your class in the Channel list. This is where the training meeting will be held.
5. Go to the Files tab of the Channel to find class resources.



Teams Etiquette & Tips

- Do not connect via VPN.
- Turn off your video and your microphone before joining.
- For more information, visit <https://oit.uta.edu/services/microsoft-teams/>
- To register for training on Teams, visit <https://webapps.uta.edu/oittraining/>