

TEAMS ESSENTIALS

Accessing Teams

Microsoft Teams is USF's enterprise communication tool. Microsoft Teams combines persistent chat rooms, video conferencing, and file sharing in one application. Teams is beneficial for meetings, class sessions, collaboration, and remote communications.

Microsoft Teams can be accessed through **three** methods: the Teams Desktop App, Web Interface, and the Mobile App.

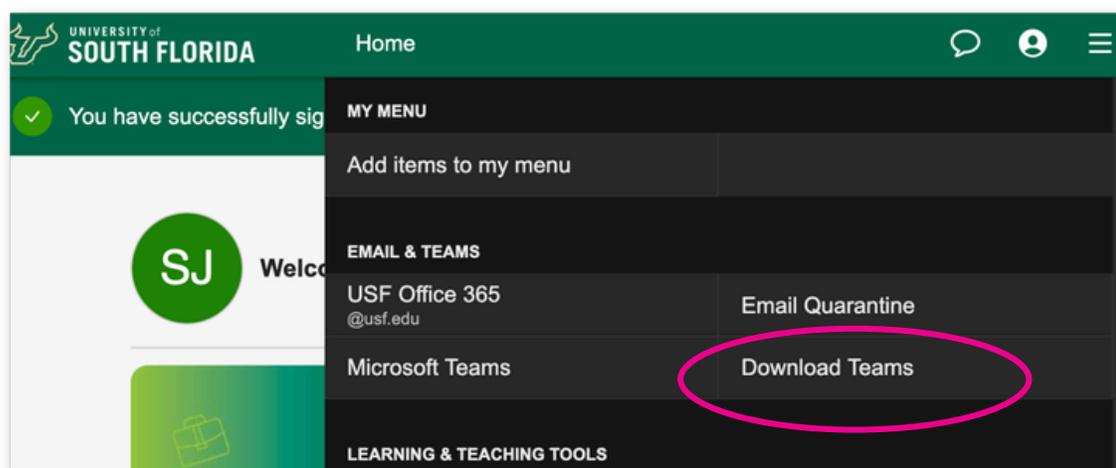
How to Access Teams using the MS Teams Desktop App



The Microsoft Teams Desktop App is the preferred way for USF faculty and students to use Teams. The app offers full functionality of teams, the web and mobile version have limited functionality.

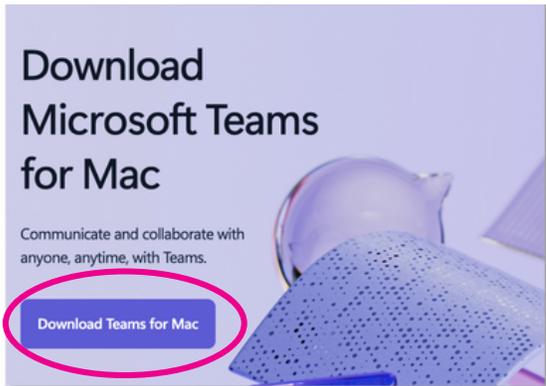


To download Microsoft Teams to your computer (Mac, Windows, Linux), navigate to <http://my.usf.edu>. Under **Email & Teams**, click **Download Teams**.



2

Once redirected to Microsoft, click on the **Download Teams** for your specific operating system button.



3

After downloading and installing, open **Microsoft Teams**.

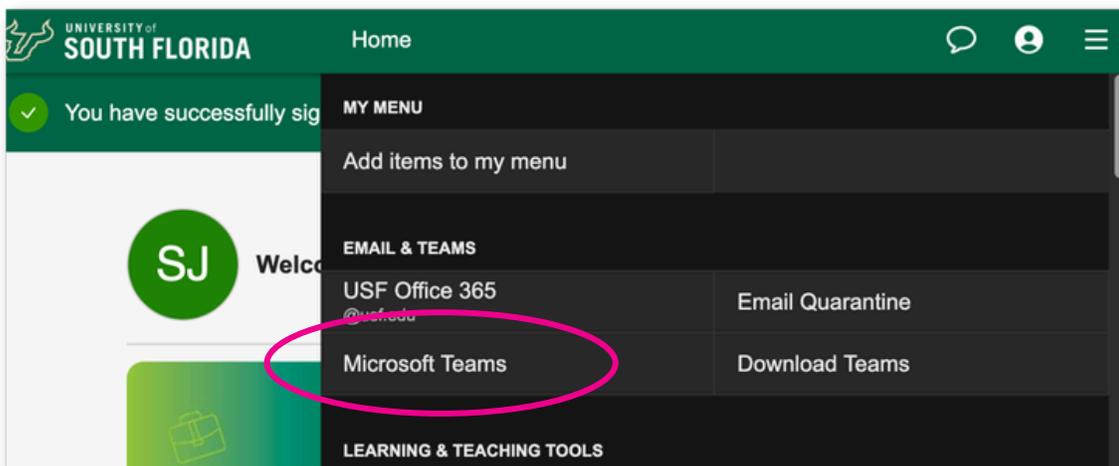
4

When Microsoft Teams opens, log into Teams using your USF email and Password. After logging in, Microsoft Teams will take you to your Teams Home Page.

How to Access Teams using the Web Interface

1

To access the Microsoft Teams web interface, navigate to <http://my.usf.edu>. Under **Email & Teams**, click **Microsoft Teams**.



2

When Microsoft Teams opens, log into Teams using your USF email and Password. After logging in, Microsoft Teams will take you to your Teams Home Page.

How to Access Teams using the Mobile App

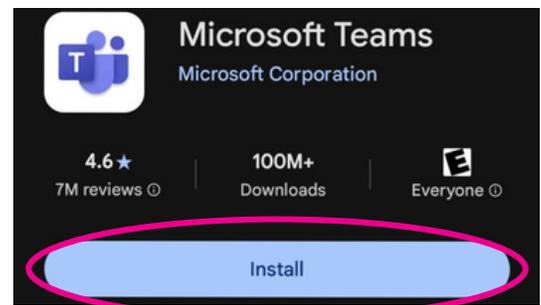
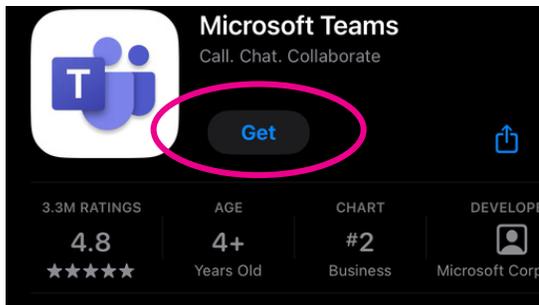
1

On your mobile device, Open your designated app store. For iOS, it is the App Store. For Android, it is the Google Play Store.



2

Search for **Microsoft Teams**. Click on **Get** (App store) or **Install** (Google Play).



3

After installing the app, open the app and log in with your USF email and Password.

4

Teams will take you to your Teams Homepage and you are ready to use Teams.