**Accessing Microsoft Teams**

1. Search for Microsoft Teams on your computer.

![Microsoft Teams search result]

2. Enter your UW-Superior email address and click on **Sign In**, this will redirect you to the UW-Superior Login Portal, continue signing in through this. Once signed in, you will not have to do this again until you change your password.
Using Microsoft Teams

Once you have signed in, you will have access to instant messaging and video calling within the Microsoft Team App.

1. To start a chat with someone, click on the New Chat button. Type in the person that you would like to start a chat with and press Enter.
2. To start a video call with that person, click on the **Video Call** button.
3. To start an audio call, click on the **Audio Call** button.
4. You can also have a group chat, video, or audio call within Teams. Click on the **Add People** button to add 1 or more people to the group.