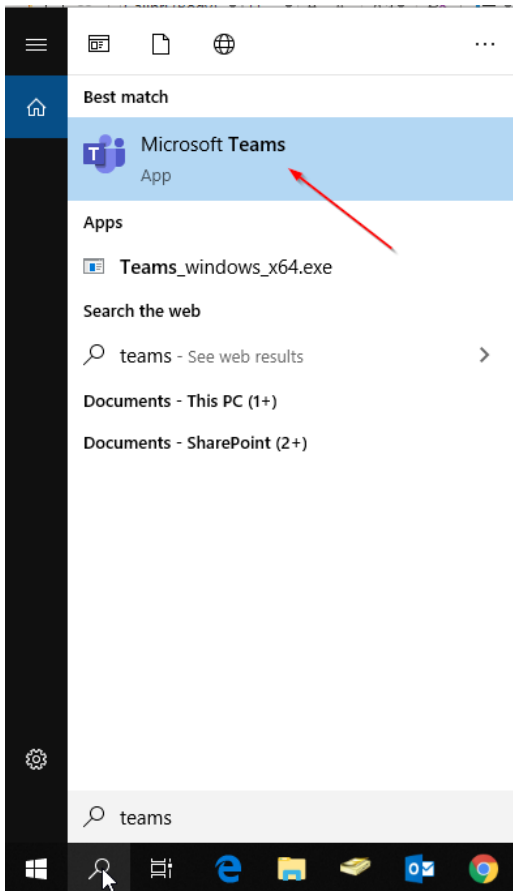
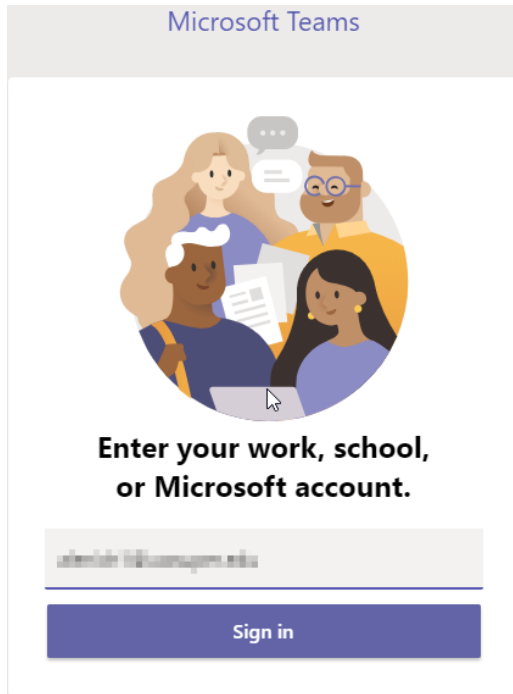


# Accessing Microsoft Teams

1. Search for Microsoft Teams on your computer.



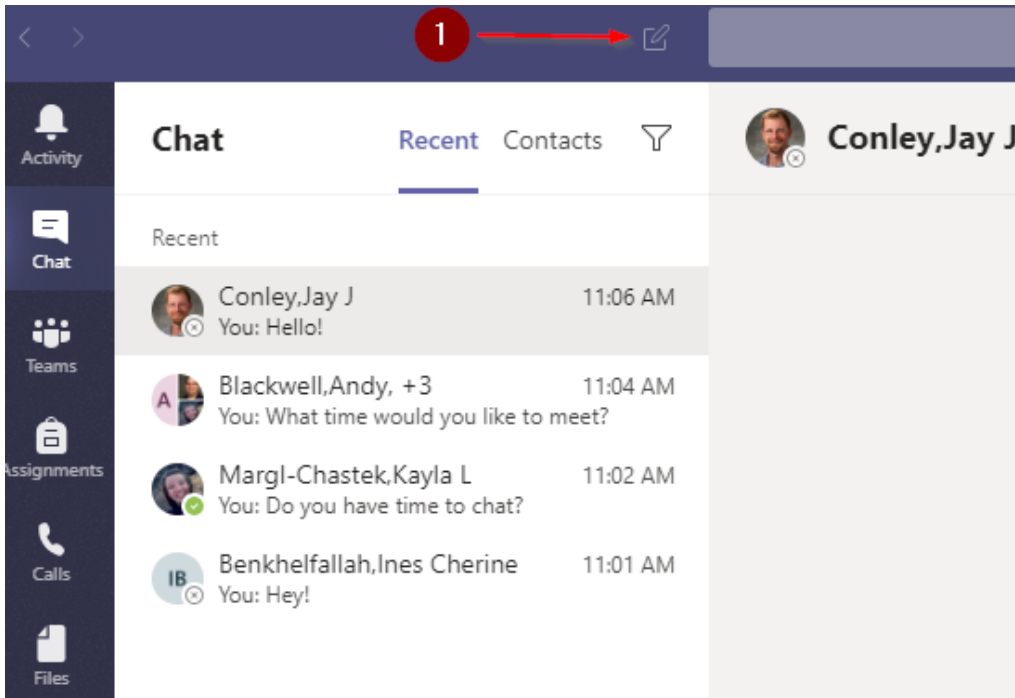
2. Enter your UW-Superior email address and click on **Sign In**, this will redirect you to the UW-Superior Login Portal, continue signing in through this. Once signed in, you will not have to do this again until you change your password.



## ***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.

