Accessing & Using Your Microsoft Teams Advising Appointment

Need Teams?

Step 1 – Get the app!

Microsoft Teams is a component of Office 365, where all Students, Faculty, and Staff now have access to Office 365 and Teams. Login to http://myapps.uta.edu with your UTA email address and NetID password. From there, you can see all of the Office 365 apps such as Teams. Open the Teams app.

Once you have logged in, you can download Teams to your computer by clicking your initials or profile picture in the top right corner, then click "Download the desktop app."

To install Teams on a mobile device, search the App Store or Google Play store for "Microsoft Teams" and follow installation prompts. You will need to log in with your UTA Microsoft account credentials (UTA email account and NetID password). Functions on the mobile app will look different, so check it out ahead of your appointment.

Step 2 – Join your scheduled appointment

Once you have the Teams app open, click the Calendar Tab [Calendar] in the navigation pane at the left.

Next, click on your scheduled appointment, and when the appointment opens, you may join by computer or by phone.

To join by computer, click the [Join] button in the appointment.

To join by phone, dial the phone number and enter the conference ID plus #.

From your Confirmation Email, if you already have Teams

If you already have Teams set-up, you can Join instantly from the confirmation email you received after booking your appointment!
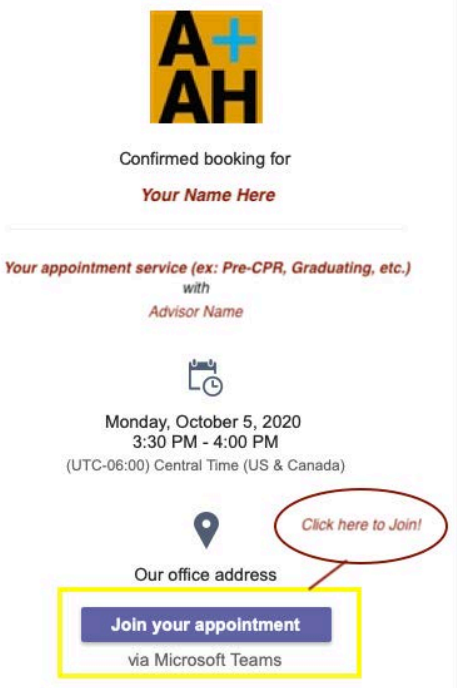
Need to make changes to your appointment? No problem!
Go to the bottom of your confirmation email with the appointment link, and you'll see a link to change your appointment.

Have a conflict?
Change your appointment

Additional Resources

https://docs.microsoft.com/en-us/microsoftteams/enduser-training

www.uta.edu/lynda   Login with NetID and Password.
Search for Microsoft Teams.

A+AH

Confirmed booking for
Your Name Here

Your appointment service (ex: Pre-CPR, Graduating, etc.)
with
Advisor Name

Monday, October 5, 2020
3:30 PM - 4:00 PM
(UTC-06:00) Central Time (US & Canada)

Click here to Join!

Our office address

Join your appointment
via Microsoft Teams