



How to Access Chapter Files in Microsoft Teams

Student and On-Campus Advisor Instructions

Video Tutorial Link: <https://bit.ly/chapterteamfiles>

1. Go to myapps.uta.edu and log in using your UTA log in information.
2. Use the Search bar to find Microsoft Teams by searching “Teams”
3. You will need to download the mobile app and desktop app to ensure you don’t miss F&SL information.
 - Click the link to download - <https://www.microsoft.com/en-us/microsoft-365/microsoft-teams/download-app>
4. Once you are logged in via the web, desktop app, or mobile app follow the next steps.
5. Be sure that you are on the “Teams” tab.
 - You should see one of the following teams: “College Panhellenic Council at UTA”, “Interfraternity Council at UTA”, “Multicultural Greek Council at UTA”, or “National Pan-Hellenic Council at UTA”
 - You should also see the following “channels” once you click on the team name. They are groups that are listed under the larger team name.
 - General - this will serve as our “catch all” channel for the council. All members of the respective council have been added to this channel.
 - Individual chapter - this is where you find all information pertaining specifically to your chapter.
 - Specified role - this is where you will find specific information pertaining to “role” as advisor, delegates, council executive board, recruitment team, etc.
6. Click on your chapter “channel” it should be named “FSL Office – Organization Name”
7. Click on the “Files” tab in the top navigation bar
8. Click on “Grade Reports” and you will find your spring 2020 report titled “*Organization Name* SP 20”
9. “Subscribe” to receive notifications for EACH channel you are a part of so that you do not miss out on any important messages from our office or your council leadership.
 - Go to a channel list on the left side and click on the three dots next to the name.
 - Click “Channel notifications”
 - Click “All Activity”
 - Repeat these steps for each channel

Notes about Teams:

We also encourage you to poke around in Teams to become familiar with the platform as our office will be utilizing it a lot. Click [here](#) to review several resources guides from OIT. Also, check out [this video](#) within LinkedIn Learning to learn more about how to manage the Files tab. You can connect your pre-existing LinkedIn profile or create an account with your UTA credentials to access the LinkedIn Learning portal. Click [here](#) for more instructions on how to connect your account or create an account with your UTA credentials.

Off-Campus Advisor Instructions

You should have received an email with the subject "You have been added as a guest to University of Texas at Arlington in Microsoft Teams"

1. In order to open teams and fully utilize the application you must have an account with the email that you have provided to our office. If you have an account, you should be able to click on the "Open Microsoft Teams" button and log in. If you do not have an account, please follow the steps below.
 - Open a new tab
 - Go to [Microsoft.com](https://www.microsoft.com)
 - Click "Sign in" in the right upper corner
 - Click "Create one!" where it asks, "No account?"
 - Follow the steps to create an account with the email provided to our office
2. Once the account is created return to the email and click "Open Microsoft Teams". You may have to log in again using the newly created account information.
3. We highly encourage you to download the mobile app and desktop app as this will serve as our main point of communication and file management.
 - Click the link to download - <https://www.microsoft.com/en-us/microsoft-365/microsoft-teams/download-app>
4. If using the web app, you may have to go through a sign in verification process.
5. Once you are in the application follow the steps 5-9 mentioned above.