

## Teams Instructions

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If you are having trouble logging in to any of your UWM online accounts contact the Help Desk at (414) 229-4040 or go to [www.epantherid.uwm.edu](http://www.epantherid.uwm.edu).

**This is how your advisor will communicate with you during your advising appointment.**

- Teams:** To Access Teams, begin by logging into Office 365
- Go to **uwm.edu** and click on the drop-down menu for **Current Students**
  - Click on the link for **Office 365**
  - Log in
- Once you are logged in you will see various tiles for the different apps within Office 365.
- Click on the tile for **Teams**
  - The **Teams** app will open in a new window.

***Note:** You can also access the **Teams** app by clicking on the App launcher in the top left corner of the page.*

Once **Teams** opens click on the button at the bottom left corner of the page for **Get app**. This will begin downloading **Teams**.

- Once the download has completed, double click on the installation package.
- If you are prompted, click **Run**
- This will finish installing the **Teams** app on your device.
- Once the installation is complete, **Teams** will launch.
- Enter in your full **UWM email address** and **password**.



