



# Microsoft Teams



## Getting Started:

- For Teams information and instructions, visit [uwm.edu/teams](https://uwm.edu/teams). If you don't have the Teams desktop app installed, directions for installing the app are available at the above website.
- Follow instructions on the back of this handout to install your university-issued headset.

If you have any questions or issues, please contact the UWM Help Desk at 414-229-4040 or visit [uwm.edu/help](https://uwm.edu/help).

# Headset Installation Instructions:

1. Plug the headset into your computer's USB port.
2. Ensure that the headset's auxiliary cable is plugged into the headset controller (the circular module attached to the headset's cord).
3. Open and log into the Teams desktop app using your UWM ePantherID and password.
4. In the desktop app, click on your **Person Icon** (your picture or initials located in the upper right corner of the navigation bar).
5. Navigate to **Settings**.
6. Navigate to **Devices**.
7. In the **Devices** section, change the speaker and microphone selection to **Jabra EVOLVE Link MS**.

This headset is considered UWM property.