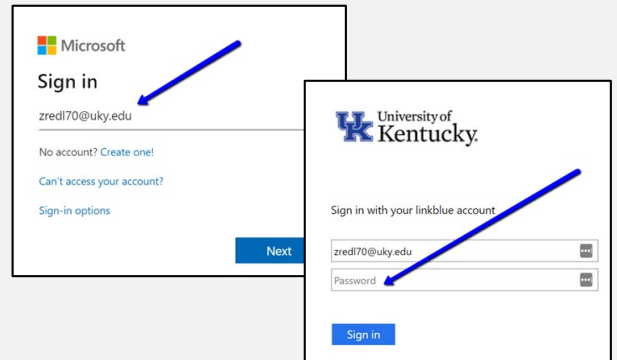


Teams

Computer Edition

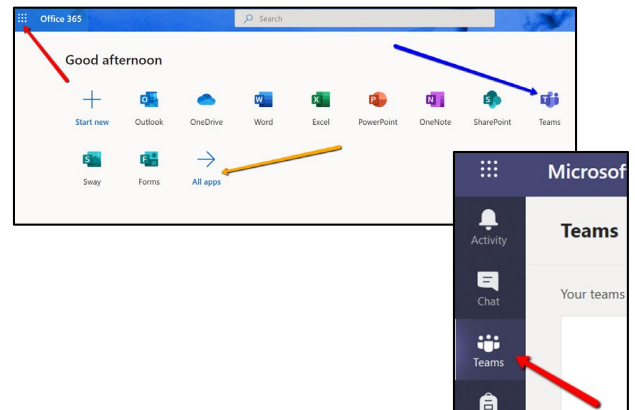
Step 1: Login & Open Teams

1.) Sign with your linkblue ID (include @uky.edu) at <http://O365.uky.edu> and click the “Next” button. 2.) Then, enter your linkblue password on the next page. (You may need to authenticate your login with [DUO](#).)



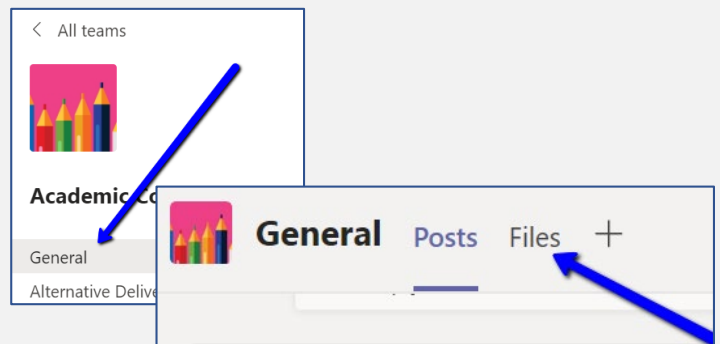
Step 2: Open Teams

1.) Select Teams by clicking *Teams* (blue arrow at right in illustration). If you do not see Teams, select *All apps* (yellow arrow) or the grid button (red arrow, at left) to find it. 2.) Use the menu at left to navigate to your various Teams.



Step 3: Explore Features

1.) Within each Team, you will find *Channels* to the left and 2.) a space for storing *Files* for each Channel along the top.



Step 4: Create Your Team or Join Our Practice Team

1.) Create a team for a working group or department.
2.) Or, join our [Practice With Teams](#) for more help navigating Teams.

