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.

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