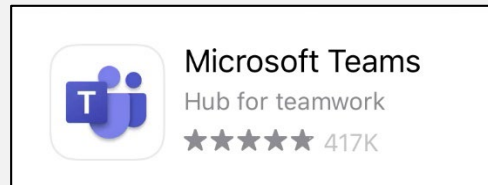


Teams

Phone or Tablet Edition

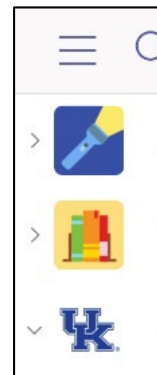
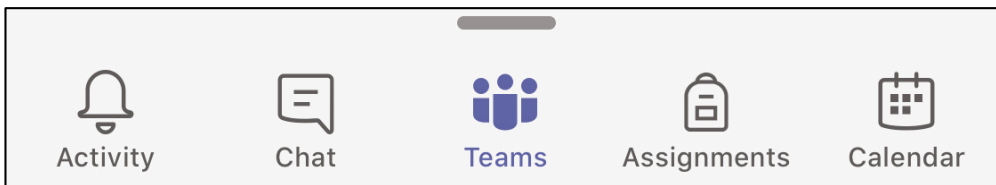
Step 1: Download and Sign In

1.) Download the free Microsoft Teams App from the App Store on your device. 2.) Sign in with your linkblue username & password include @uky.edu (example: zredl70@uky.edu).



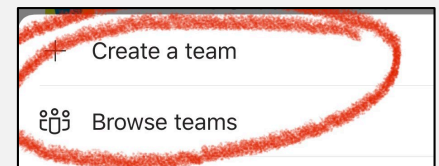
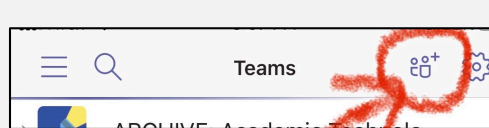
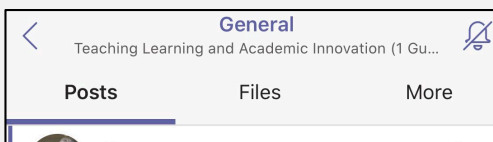
Step 2: Menu Options

1.) Once signed in to Teams, you will see options along the bottom menu. Select the Teams icon. 2.) When using Teams, you will see a menu bar down the left side listing your Teams. You can expand and close each one to see the Channels within each Team.



Step 3:

1.) Within each Channel of a Team, there is space for threaded discussion (*Posts*) and separate space to upload shared *Files*. 2.) To Create a Team or Browse other Teams available to you, look for the *Add* icon. 3.) After tapping the icon, tap Create a team or Browse teams at the bottom of the screen.



Step 4: Need Help?

Join this Team to Practice: [Practice With Teams](#)