Microsoft Teams is one of the applications available to all UNC Chapel Hill employees as part of the Microsoft Office Collaboration Suite. Teams is accessible to all UNC Employees with an ONYEN and password. Users who do not have a valid ONYEN and password, but have a Microsoft Office 365 Account, can access Teams.

Teams is the chat-based workspace that allows for conversations and document sharing between group members and connects to Microsoft SharePoint.

**Logging Into Microsoft Teams Desktop Application**

1. Click on the Microsoft Teams Application
2. Login with your ONYEN@ad.unc.edu
3. Click Sign in

Microsoft’s Teams desktop application can be downloaded from the Microsoft office homepage (https://office.unc.edu).

This application looks and operates exactly the same as the Teams web browser version. All of your teams will be listed in the application version of Microsoft Teams.

**Logging Into Teams Online**

**From office.unc.edu**

1. In your internet browser (Google Chrome, Firefox, Microsoft Edge) navigate to https://office.unc.edu
2. Login with your ONYEN@ad.unc.edu and password.
3. Click Teams

4. Teams will show activity from your teams as well as a list of teams you follow. On the left under Your Teams.

The left side menu links to your schedule, chats, and recent activity from the group. To return to the Office 365 homepage or access other applications click on the waffle in the upper left corner of the screen.

**From heelmail.unc.edu**

1. In your internet browser (Google Chrome, Firefox, Microsoft Edge) navigate to https://heelmail.unc.edu
2. Click the waffle in the upper left-hand corner.
3. In the menu that appears, click Teams.
4. Teams will show activity from your teams as well as a list of teams you follow. On the left under Your Teams.

**Note:** To navigate to the Office 365 homepage click Office 365 in the top right of the waffle menu.
Teams

Teams enables all members and coworkers to chat and share files together. A team is composed of channels in which users can discuss projects and share files.

Teams also supports video chats with coworkers. Users can host virtual meetings in Teams. These meetings can be channel specific to include everyone who is a member of a Teams channel.

Microsoft Teams will notify you by a Desktop Notification and an Email when someone has contributed to the chat.

All files shared in Teams are stored in Teams automatically. Each Channel will receive its own folder called Files. Members can upload files to the Team. Files can be edited through Teams.

If you are syncing files you can access the files through your File Explorer. See the SharePoint Quick Reference Card for more information on Syncing.

Teams Tabs

Each channel may contain tabs to help members collaborate. These tabs may include links to files, external websites, or applications such as Excel.

Add a Tab
1. Click the Plus Sign
2. Search Application you would like to add
3. Select Application you would like to add

Teams can add:
- File Folder From SharePoint
- Single File
- Microsoft Applications
- Apps from the Microsoft Tab
Chat

The Chat feature allows you to text, call or video any of your contacts and Teams. The Chat also allows you to share and edit files. Each chat has the feature of adding tabs and applications.

Starting a New Chat

1. Click on
2. Type names or Groups
3. Begin the Conversation

Note: Chats are limited to 100 people.

Response Options:

- Format: Formats your text
- Attach: Add Attachments
- Schedule a Meeting: Create a Meeting
- More Apps: Add other applications, videos, websites to the chat.

Scheduling a Meeting

1. Click to schedule a meeting with a person or team.
2. Fill out the Form
3. Click Schedule

Note: When you click Schedule all request will automatically populate in your Outlook Calendar.

Starting a Video & Audio Chat

- Click for a video call.
- Click for an audio call.

Note: Calls are limited to 80 people.

Adding People

1. Click to add participants to the chat or call.
2. Type the name in the search field.
3. Click Add

Sharing Your Screen

1. Click to share a screen.
2. Select which screen or window you would like to share.