Microsoft Teams is one of the applications available to all UNC Chapel Hill employees as part of the Microsoft Office Collaboration Suite. Teams is a chat-based workspace that allows for conversations and document sharing between group members. As with most Office 365 apps, Teams has a browser-based version and a desktop application. For casual use, the browser version is fine. If you use Teams frequently and want access to all features, you can install and use the desktop app.
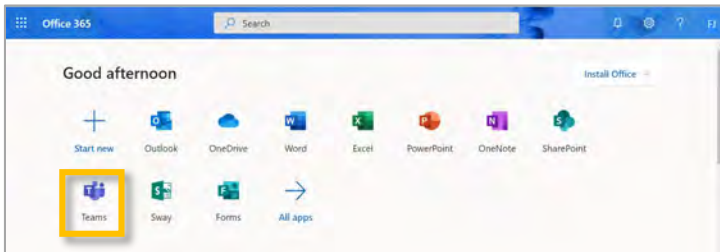
When you are added to a team, you will receive an email with a link to the team. You can also open the team using one of the following options. All options will require you to login.
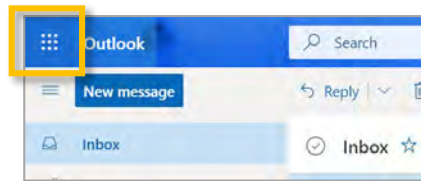
Opening the Teams Browser App

From office.unc.edu.

1. In your internet browser (Google Chrome, Firefox, Microsoft Edge) open https://office.unc.edu.

2. Login with your **Onyen@ad.unc.edu** and **password**. You will be prompted to authenticate. Help with 2-Step Verification.
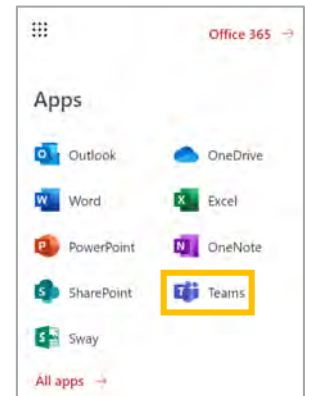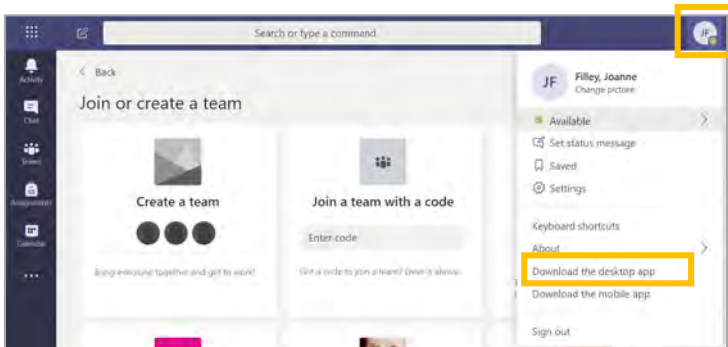
3. Click **Teams.**

About the Office 365 Waffle: The waffle icon (called that because it looks like a waffle) will be available in the same spot in all Office 365 browser apps. Use the waffle to open the Office 365 app menu from Onedrive, SharePoint, Teams or any other Office 365 app.

From heelmail.unc.edu.

TIP: Heelmail gives you access to your UNC email and calendar. Highly recommended when offsite!

1. In your internet browser (Google Chrome, Firefox, Microsoft Edge) open https://heelmail.unc.edu.

<<<< See step 2 to the left for login details.

2. Click the **waffle** icon in the upper left-hand corner.

3. In the menu that appears, click **Teams.**

Installing and Opening the Desktop Application

1. To install the Teams desktop app, click **your profile icon** in the top right to open the settings menu.

2. Click **Download the desktop app**.

3. Follow the prompts to install the app.

4. To open the desktop app, click the Teams icon on your desktop or go to **Start** > **Microsoft Teams.**

5. Click **Download the desktop app**.

6. Follow the prompts to install the app.

7. Login with your **Onyen@ad.unc.edu** and **password**. You will be prompted to authenticate. Help with 2-Step Verification.

Next Step:
See the "Working With Your Team" QRC.

Continuous Improvement, Staff Development and Engagement @ the Service Center of Excellence, UNC Division of Finance and Operations

v. 03/12/2020