

HOW TO JOIN A UCT TEAM IN A BROWSER

FOR NON-UCT USERS



IMPORTANT NOTE: USE MS EDGE BROWSER

For the best experience in joining a team, on both Mac and Windows, use Microsoft Edge. Before accepting the invite, ensure you have this installed and use it to open Teams.



PART 1: JOIN THE TEAM AND ACCESS CHANNELS

STEP 1

OPEN YOUR INVITATION

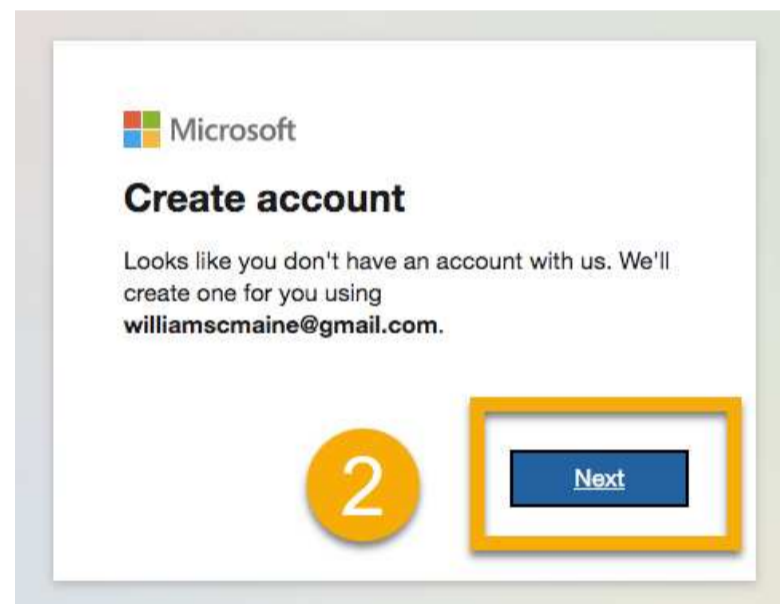
You will receive an email inviting you to join the team. Click the **Open Microsoft Teams** block at the top of the email.



STEP 2

CREATE A PROFILE

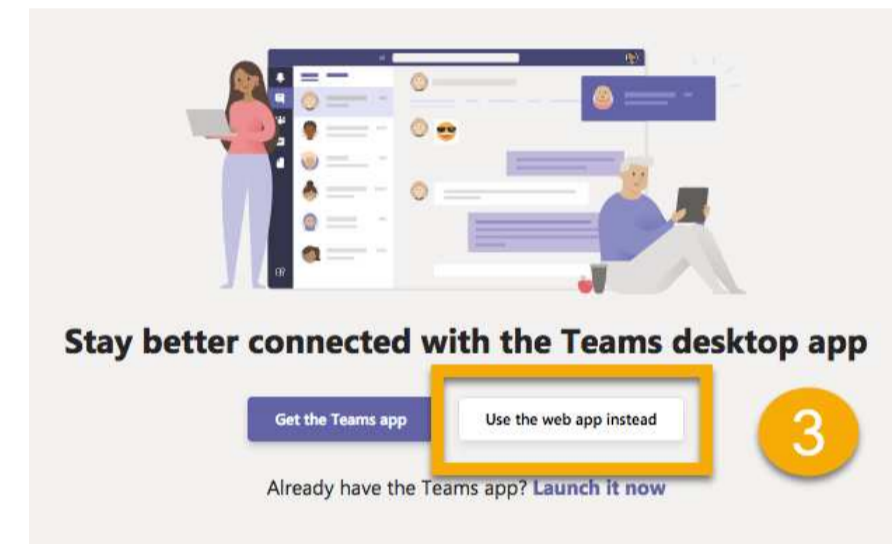
Use your email address to create a Microsoft profile: click **Next** (2) and follow the prompts.



STEP 3

SELECT WEB APP

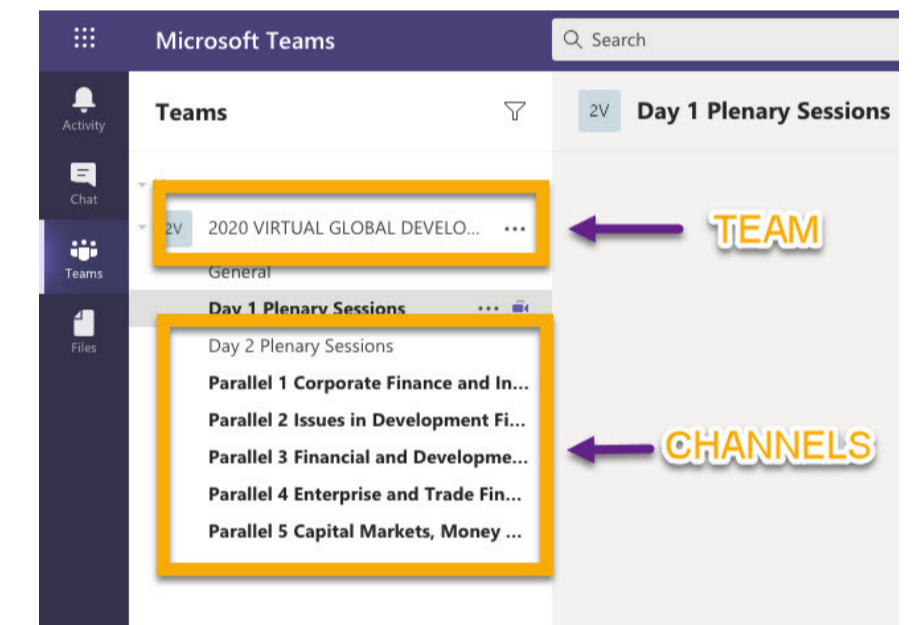
We recommend downloading the Teams desktop or mobile app, but if you prefer the web app, select **Use the web app instead** (3).



STEP 4

JOIN THE TEAM

You will be directed to the team that you have been added to. Within the team, there may be channels that you can access relating to the various sub-sections of that team.

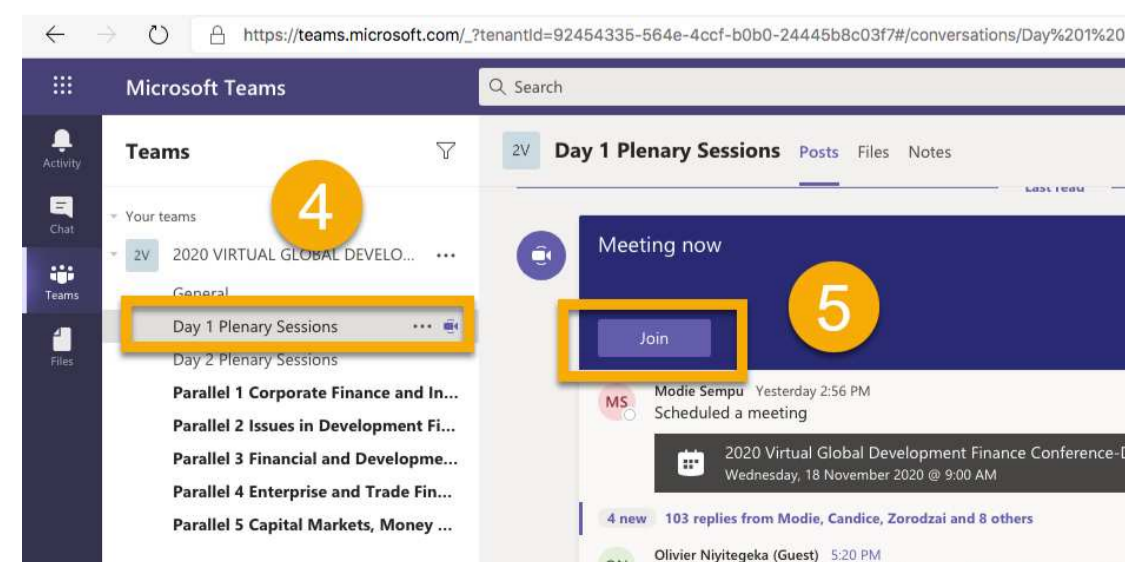


PART 2: JOIN A MEETING IN YOUR TEAM

STEP 1

JOIN A SESSION

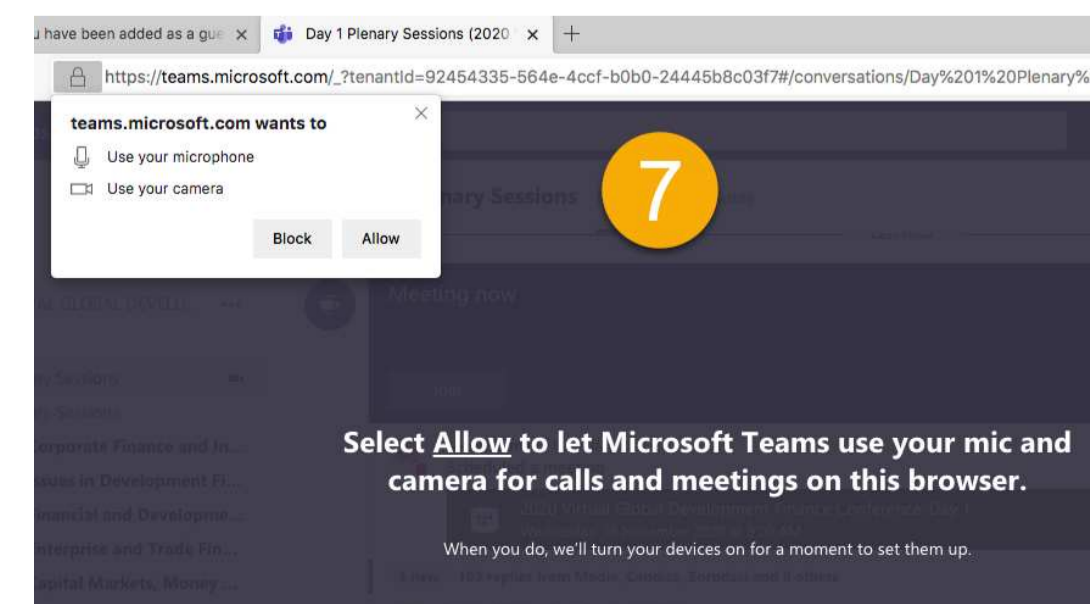
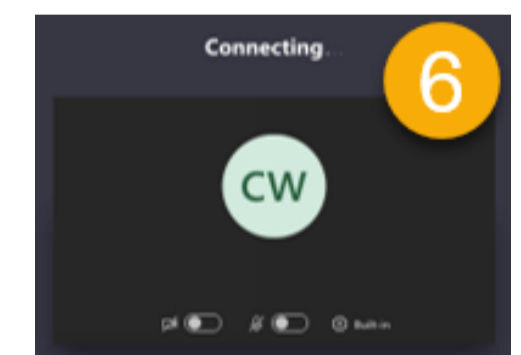
To join a session or meeting, select the channel (4) then click **Join** (5)



STEP 2

ALLOW ACCESS

You will see a **Connecting** window (6) and will then be asked for permission for Teams to access your microphone and camera (7). Click **Allow**.



STEP 3

YOU WILL BE ADMITTED TO THE MEETING