HOW TO JOIN A UCT TEAM ON YOUR DESKTOP
FOR NON-UCT USERS

PART 1: DOWNLOAD AND INSTALL TEAMS THEN JOIN THE TEAM

STEP 1
OPEN YOUR INVITATION

You will receive an email inviting you to join the team. Click the **Go to downloads page** block at the bottom of the email.

STEP 2
GO TO DOWNLOADS PAGE

Click **Download for desktop** on the Teams web page.

STEP 3
DOWNLOAD AND INSTALL THE APP

Click **Download Teams** and then click **Save file** when the .exe file downloads. Teams will then take you through the installation process, where you will need to follow the prompts.
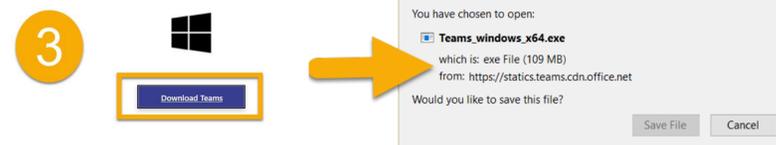
STEP 4
CREATE AN ACCOUNT

Use your email address to create a Microsoft profile then click **Sign up for free**.
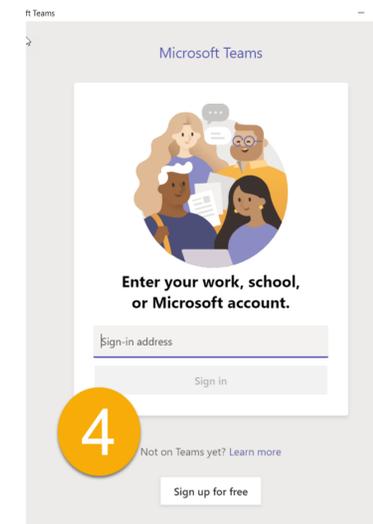
STEP 5
JOIN THE TEAM

You will be directed to the team that you have been added to.
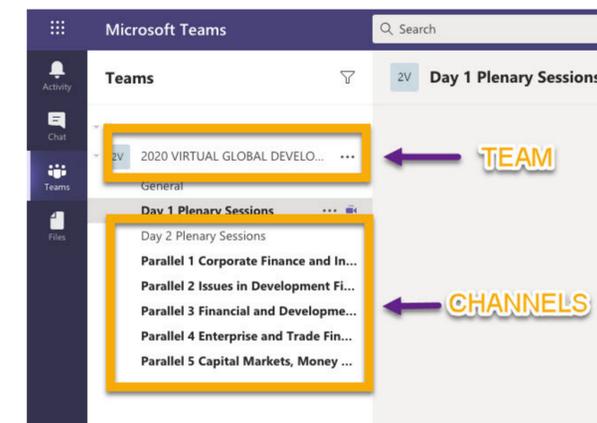
PART 2: JOIN A MEETING IN YOUR TEAM

STEP 5
JOIN A SESSION

Select the channel (5) then click join (6).
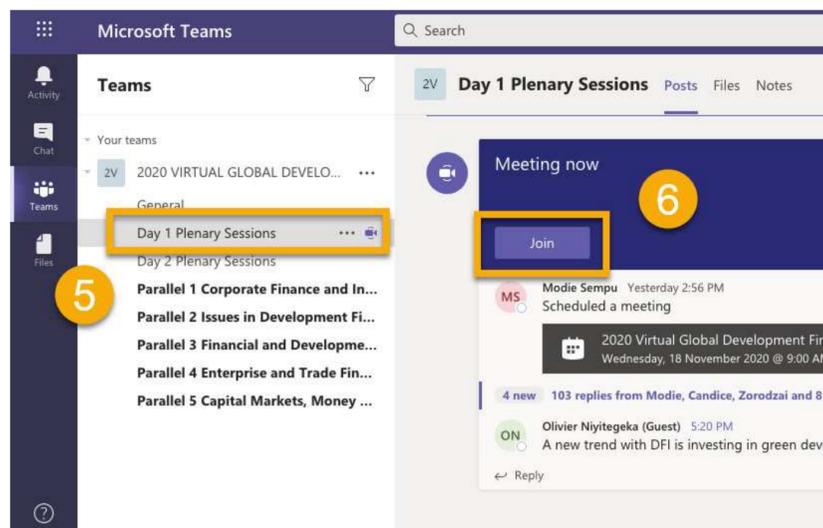
STEP 6
CONNECT

You will see a **Connecting** window.
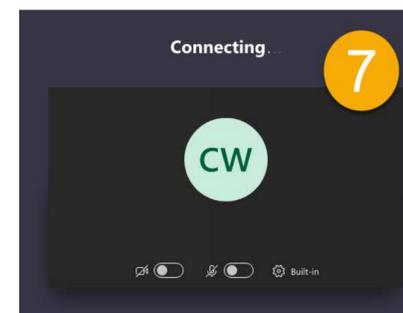
STEP 7
YOU WILL BE ADMITTED TO THE MEETING

You will be admitted to the meeting. You will have a variety of options and features available to you, which you can find out more about here.