Using the Microsoft Teams web app for an advising ‘Chat’

MAKE SURE TO USE CHROME OR EDGE BROWSERS

FIREFOX OR SAFARI WILL NOT WORK

1) Go to my.utep.edu and sign in with your UTEP credentials
2) On your Dashboard, click on ‘OneDrive for Business’

If you are prompted for a Microsoft login, use your full utep email (jsmith@miners.utep.edu) and your UTEP password to login in to your Microsoft account.

3) In the upper left-hand corner of your window, click on the ‘apps’ tile
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4) Select ‘Teams’ – if you don’t see Teams, click on ‘All apps’ to expand the list

5) On the left-side menu, click on ‘Chat’

You should now be ready to accept the Chat call or video that Dr. Arnold will initiate