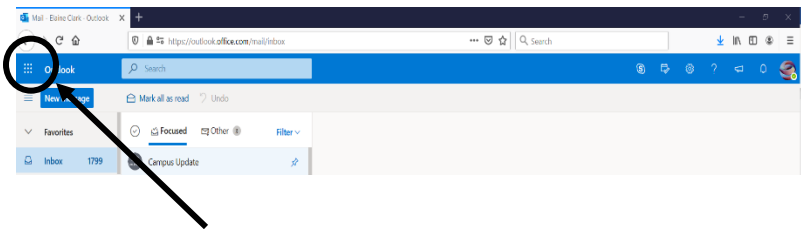


Online Course Design and Delivery (OCD²)

How to Access MS Teams

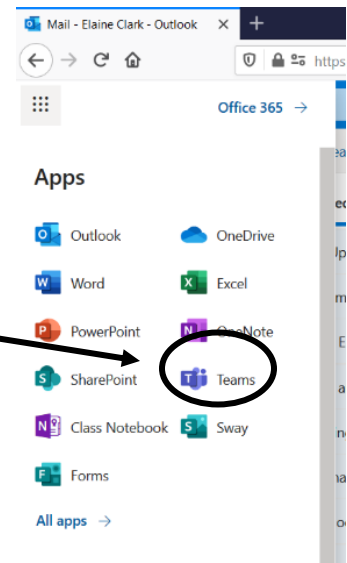
Unless you have an icon on your desktop or the taskbar on your computer, the best way to access teams is through Lobomail. Start by logging into your Lobomail account, either through my.unm.edu or directly through lobomail.unm.edu.

Once you are logged into your Lobomail, you should be at a screen that looks like this (I'm just showing the top part of what I see on my screen):



Next, click on the **9 dots next to the word "Outlook."** This is where you see the various tools you have available via the Microsoft Office Suite.

Click on "Teams."
If you right click on this, you can choose to open in a new tab or window.



The app should open on the Teams page.

