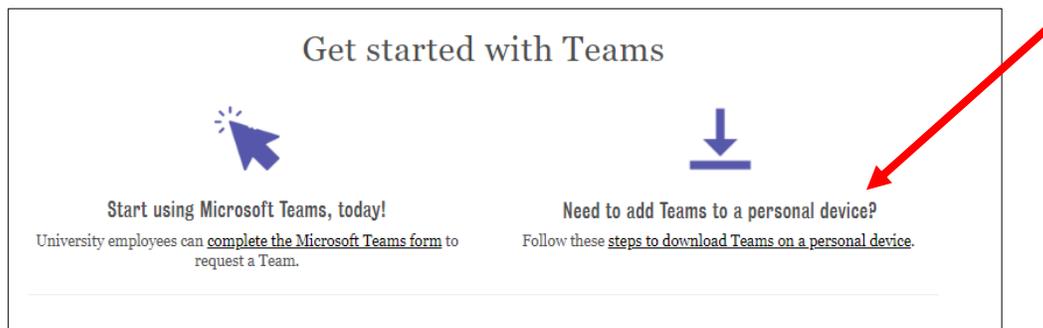


## Using MS Teams

Microsoft Teams (MS Teams) is available to all undergraduate students and can be accessed by logging into the Teams app using your [userid@uwaterloo.ca](mailto:user@uwaterloo.ca) userid. You must specify it is a 'Work or school account' and then enter your UW password.

University of Waterloo's IST department has information about Microsoft Teams on their website (<https://uwaterloo.ca/microsoft-teams/>), and if you scroll down on the website page to the "Get started with Teams" section there are steps to follow to install MS Teams to your personal device.



Microsoft Teams is part of the Office 365 app and you if you would like to install Office 365 on your device go to <https://portal.office.com/> and click the "Install Office" button located at the top-right of the page.

You may also use a web browser to login to <https://portal.office.com/> and click the Teams icon there. This will provide voice and video chat capabilities but you cannot share your own screen while using the web browser, though you could view a screen shared by others. In order for you to share your own screen, you would need to have the Teams app installed on your device.

Please be advised that most Psychology studies that use MS Teams will need the screen sharing function. It is therefore recommended to install the MS Teams app instead of using the web browser to access MS Teams.