Microsoft Teams

Every University employee and student is licensed for MS Teams and UI managed computers have the desktop version of MS Teams installed. To find this on your Windows 10 machine, click the Windows icon, then type “Teams” into the search box. Click on the MS Teams App to open it.

If you are using your personal computer and MS Teams has not yet been installed, take one of the following actions.

- Windows: open Software Center and select Teams to start the installation.
- macOS: go to Self Service to start the installation.
- MS Teams is also available directly online by going to https://office.uidaho.edu and logging in with your University email address. Once you are logged in, click on the MS Teams icon

Steps to join the CETL-HyFlex team:

- Open the Teams App
- Click the Teams tab on the left hand side of the screen
- Click “join or create a team” at the bottom of the list of Teams
- Enter the code 3wyn4zq (this code is specific to the CETL-HyFlex Team)