

WHAT?

Microsoft Teams brings all Office 365 components together under a single, easy to use interface. With Teams, collaborating on projects becomes a joy. You can chat about work with your colleagues, exchange files and more, all from a single application. One Microsoft Team gives you a SharePoint Online site collection to store all data concerning your team and its projects, chat, voice and video conversations from the Teams interface, a joint OneNote notebook, a shared mailbox and calendar, access to Planner to plan your tasks and assign them to coworkers and colleagues, etc.

Within your Team you can startup several projects through means of *channels*, on which entire workgroups can collaborate with equal access. When a new team member is joined to the Team, he or she will have instant access to all the data and conversation history that is in the team, allowing him or her to jump in the action right away. Teams can also be potentially used to communicate and share with students, setting up online classrooms etc.

You can use Microsoft Teams through the web (<https://teams.microsoft.com>), desktop application or mobile apps. That way you'll always be connected with your teams. On short notice, Teams will also replace Skype for Business Online, unifying all communications in the Teams interface.



Get access to Office 365 and Microsoft Teams

University employees currently do not have access to Teams and Office 365 by default. Such access has to be requested by e-mailing sysua@uantwerpen.be including a short explanation as to why you need access. That way, we can get a better view of why our staff members will use the service. Once you receive an e-mail back from us, you are ready to get started.



Saving university documents and information in the cloud

Make sure you do not save documents that are considered **(strictly) confidential** or **secret** in Microsoft Teams when not all team members should have access to these documents or when the possibility exists that your files will be synchronized to a device that is not controlled by the University of Antwerp. Use the central fileserver and storage capacity for this data, such as your H and N drives.

WHERE?

The University of Antwerp way

1. Browse to <https://office365.uantwerpen.be>
2. Log in with your **short username** and **password**.
3. Click **Login** and you will be taken to your Office 365 landing page.
4. Click **Teams** to go to your Teams page.

Centrale aanmeldingspagina Universiteit Antwerpen



adfs.uantwerpen.be

Typ uw gebruikersnaam en wachtwoord.

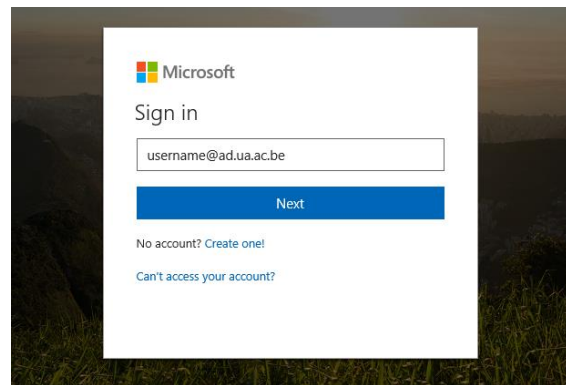
Gebruikersnaam: Voorbeeld: "s0139999" of "wjanssen"

Wachtwoord:

[Wachtwoord vergeten of wijzigen/Password forgotten or reset?](#)

The Microsoft way

1. Browse to <https://office.com>
2. Log in using your short username, followed by "@ad.ua.ac.be". For example:
username@ad.ua.ac.be
3. Click **Next**, after which you will be redirected to a similar page as above.
4. Now enter your **password** and click **Login**, after which you will be taken to your Office 365 landing page.
5. Click **Teams** to go to your Teams page.



Using the desktop application

Download and install the desktop application from <https://aka.ms/getteams>

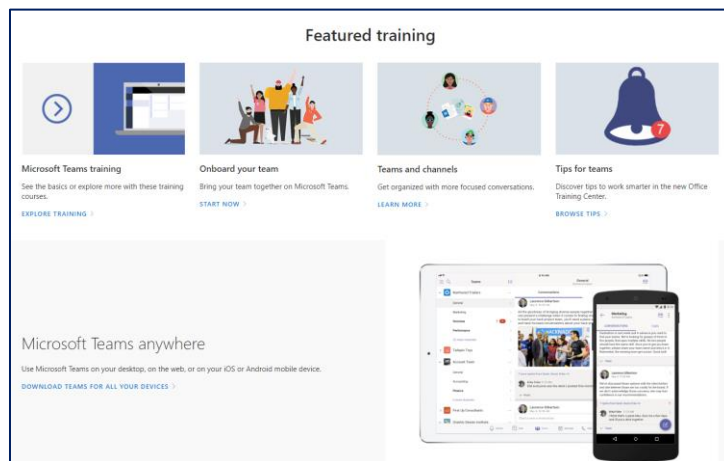
Using mobile apps

Download and use the mobile apps from one of these app stores:

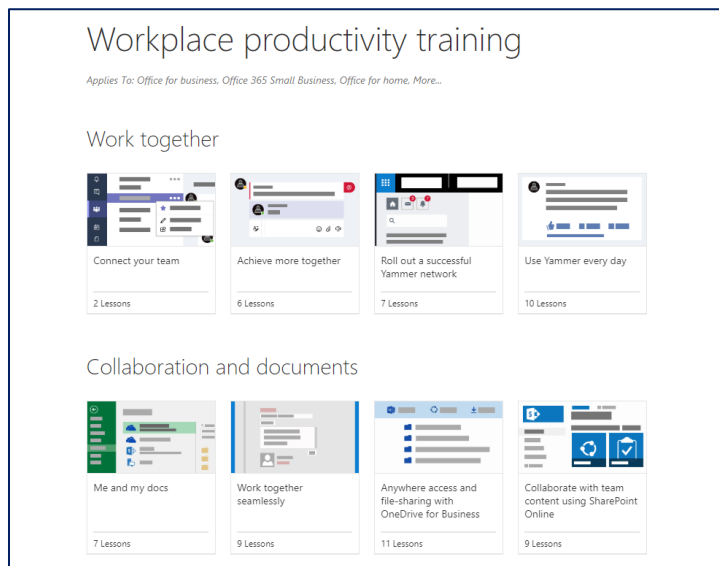


HOW?

Click the image below to browse various topics on Microsoft Teams with video and text on how to get started:



Read more about how you and your team can collaborate through a series of online lessons by clicking this image:



More information and feedback

- Visit <https://pintra.uantwerpen.be/teams> EN
- Send questions or feedback to helpdesk@uantwerpen.be