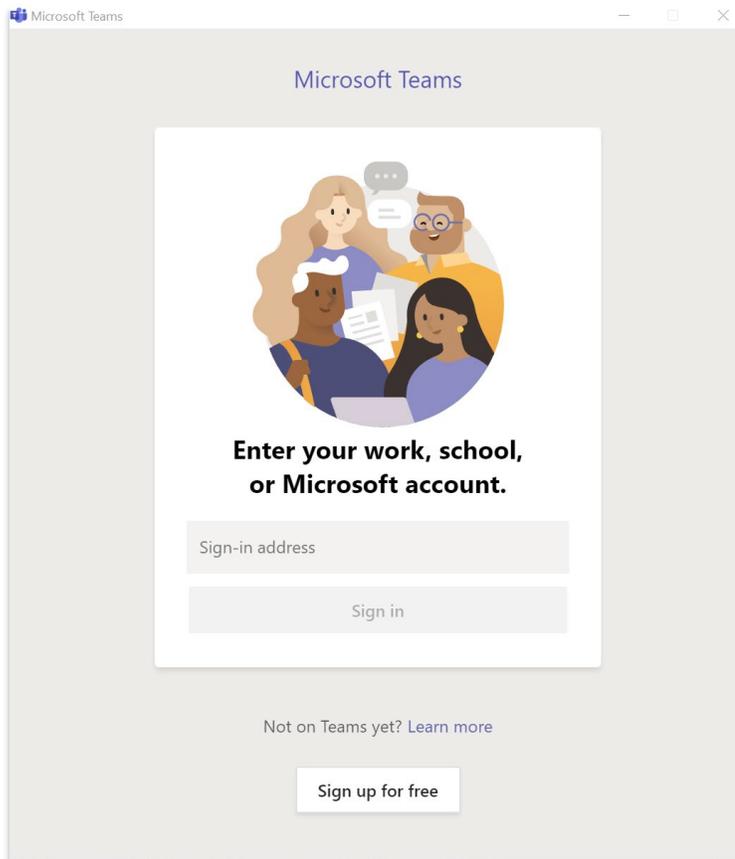


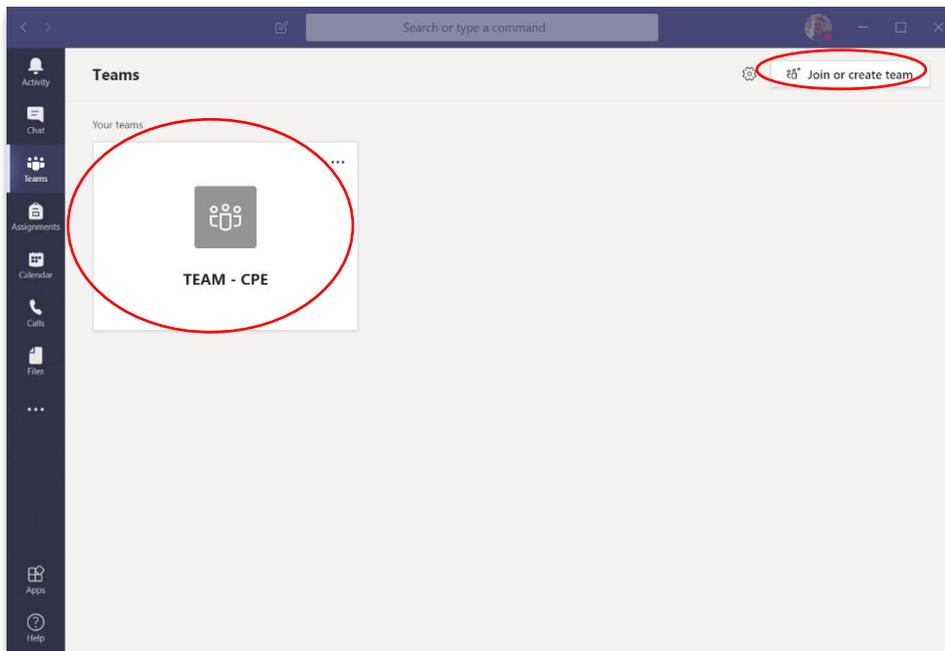
Microsoft Teams Setup and Data Transfer

1. Download and install Microsoft Teams.
<https://teams.microsoft.com/downloads>
2. Launch newly installed Microsoft Teams application and login with your UTSA email address.

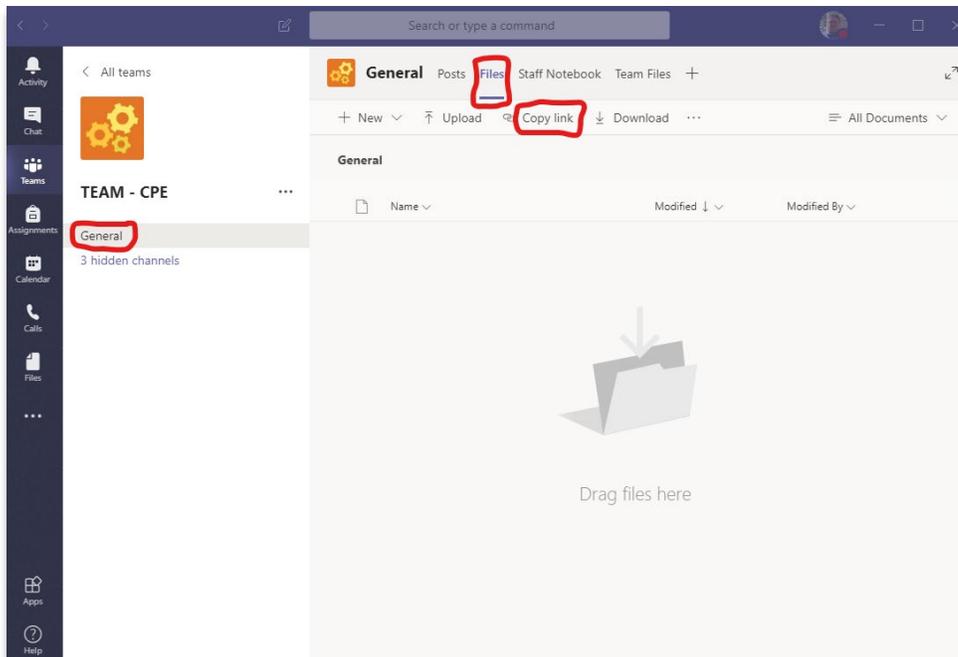


Clicking "Sign In" will take you to the UTSA login dialog to enter your password. (NOTE – you will have to authenticate through DUO if off-campus.)

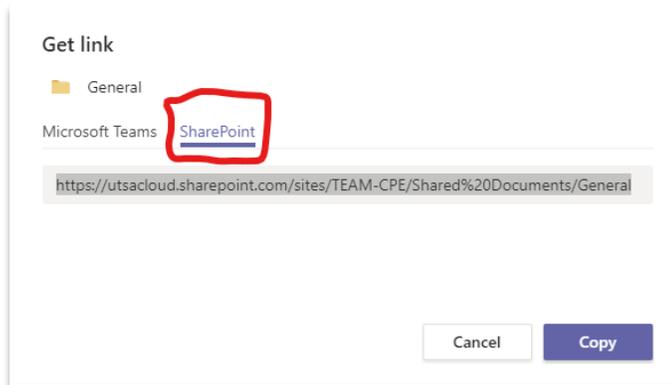
3. If currently assigned to a Team, it will be displayed to select; otherwise, click the "Join or create team" button. To create a new team, click the "Create a team" on the next screen, and follow the prompts.



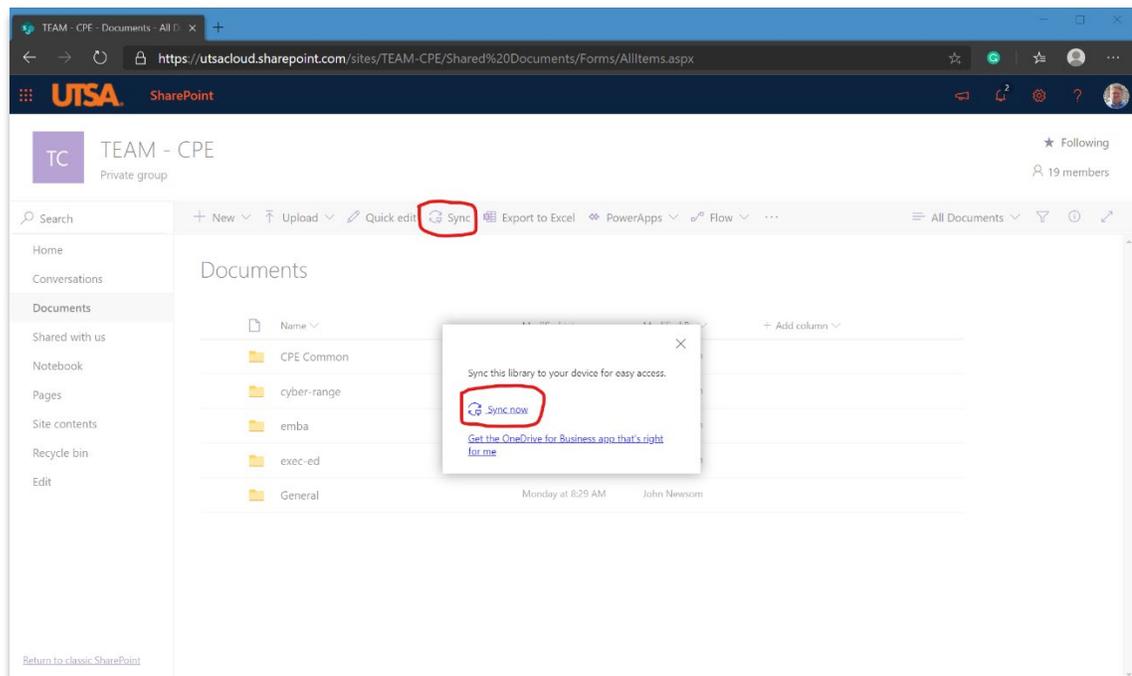
4. After selecting your team (or creating and then selecting your team), Select the newly created “General” channel, then click the “Files” tab, and finally “Copy link.”



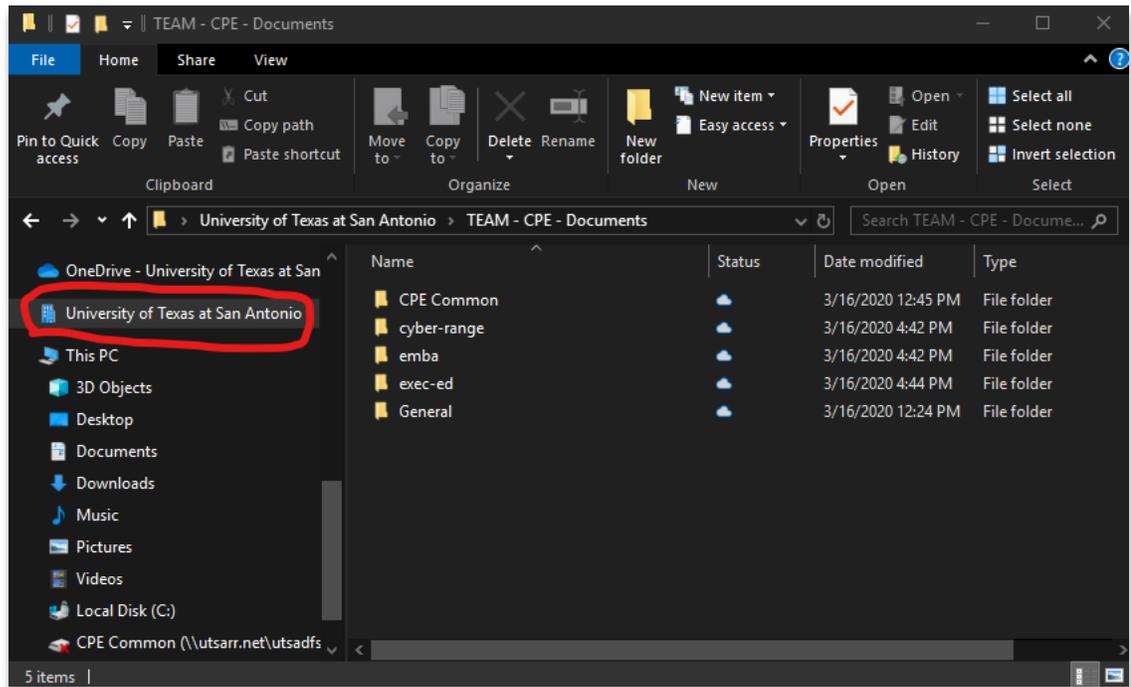
5. In the “Get link” dialog, select “SharePoint” and then click “Copy” to store the SharePoint URL in the clipboard.



6. Open an internet browser and paste the copied SharePoint URL. After pressing “Enter,” you will be prompted to enter UTSA login credentials and DUO if off-campus. After a successful login you will see your SharePoint folder. Click on “Sync,” then in the following dialog, click “Sync now.” This sync action will use OneDrive for Business to connect the SharePoint drive to the workstation.



7. The newly connected folder is then accessible through Windows Explorer, where files can be dragged and dropped for upload.



8. PLEASE NOTE: This works like OneDrive or Dropbox in that a local copy of the data is then uploaded (synced) with a cloud-based file server.
- The machine used to perform this task MUST have more storage available locally than the total size of all of the copied files.
 - The file transfer takes two steps. Windows will copy files from the X, or I drive first, then OneDrive syncs to the cloud. When the file copy dialog closes, the process is not complete. Only after the “sync pending” icons are replaced with a green checkmark for every folder is the process complete.
<https://support.office.com/en-us/article/What-do-the-OneDrive-icons-mean-11143026-8000-44f8-aaa9-67c985aa49b3>
 - This process can take a VERY LONG TIME depending on the quantity and size of files.