





Virtual Meetings with Microsoft Teams

In order to meet with University of Portland SARC staff, please follow these instructions.

1. Meetings are best held via a laptop or desktop computer with microphone and camera capabilities. If necessary, you may also use a smartphone, however Teams has limited functions on these kinds of devices.
2. Download the Microsoft Teams app at <https://products.office.com/en-us/microsoft-teams/download-app> (or in your app store for your smartphone if using that type of device).
3. Log in to Microsoft Teams using your UP email and password.
4. Be sure that your photo icon has a green circled check mark in the top toolbar.
5. SARC staff will schedule your meetings on your Outlook Calendar. To join your meeting, click the Calendar  icon, find your meeting, and click the “Join” button.

If you run into issues, please use the Chat  feature reach out to the staff member you had a meeting scheduled with.

If you are unable to get into Microsoft Teams, please call the UP Help Desk at 503-943-7000.