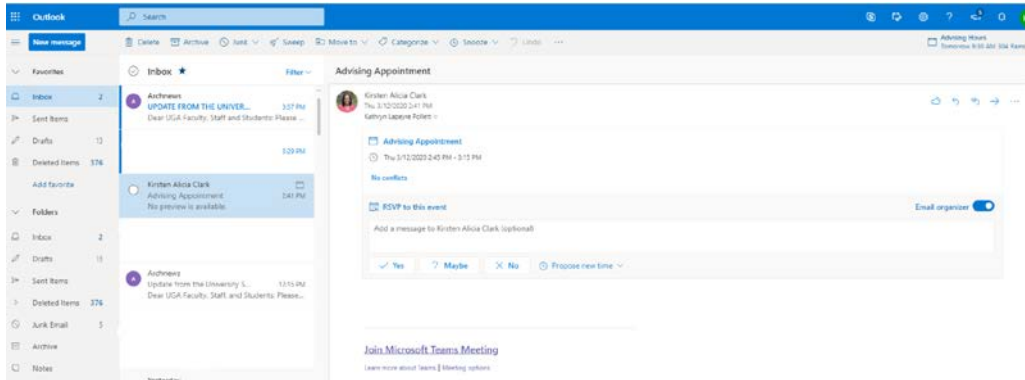


How to Join a Microsoft Teams Meeting with your Advisor

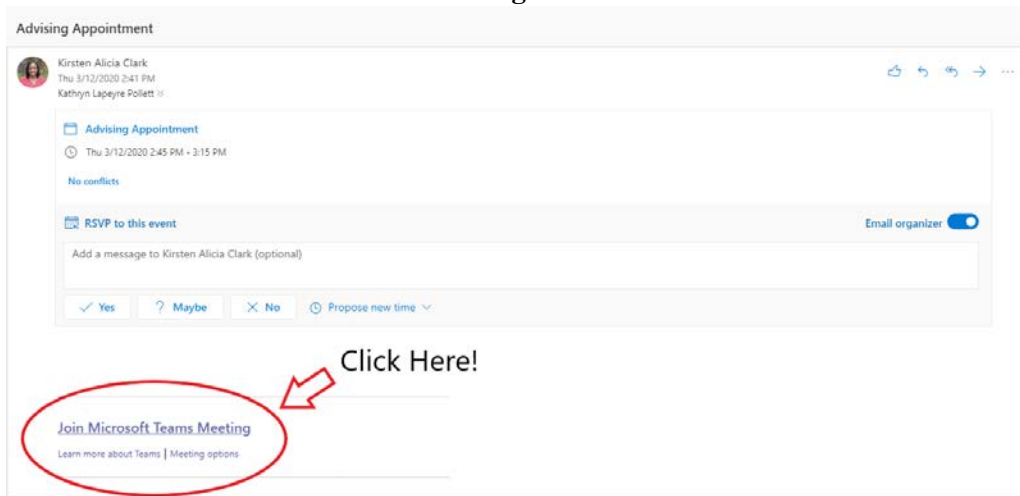
1. **Log into your UGA Email Address**

<http://ugamail.uga.edu/>

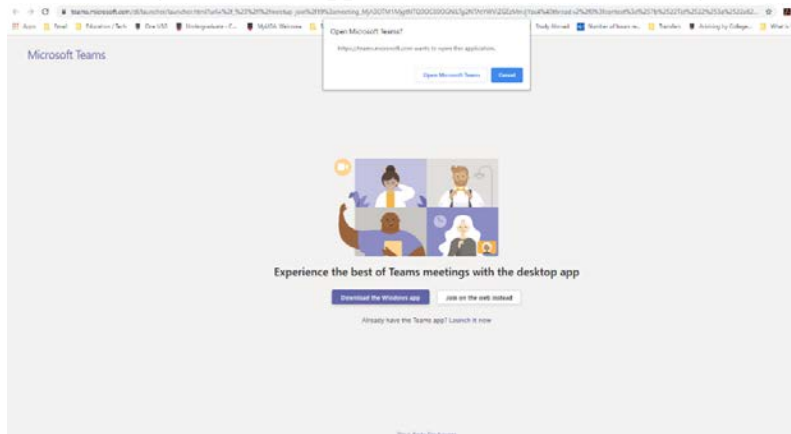
2. **Click on the email from your advisor.**



3. **Click the “Join Microsoft Teams Meeting” link in the email.**



4. **The link will take you to the Microsoft Teams website. You can join the meeting by downloading the Teams app or you can join the meeting on the web.**



5. **If you are using a smart device to join the meeting, you will need to download the Microsoft Teams App. If possible, please download the app prior to your appointment.**
6. **If these technologies are not available to you, please email your advisor. We will work with you to find a solution.**