

## Microsoft Teams | Help

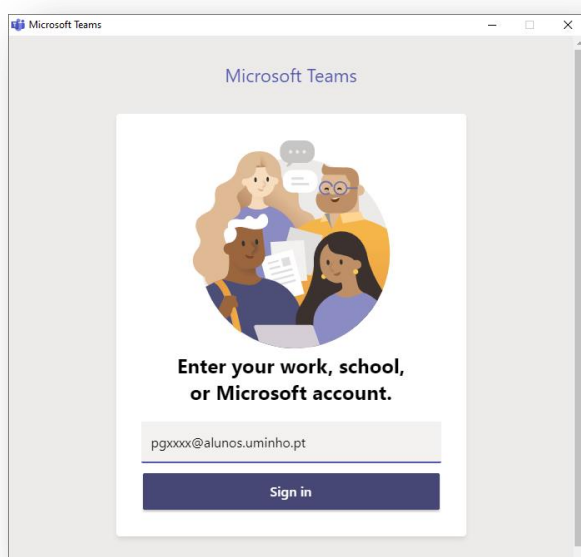
### Step 1 | Teams

Access *online* > [click here](#)

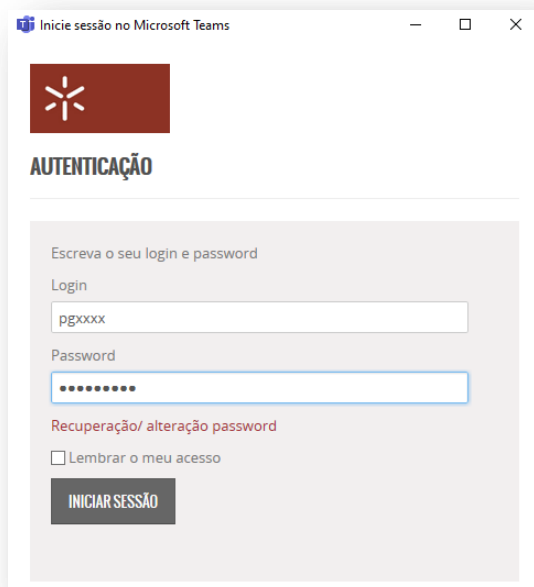
Download the application > [click here](#)

### Step 2 | Login

To *login* as UMinho student, enter your institutional e-mail and click *Sign in*.

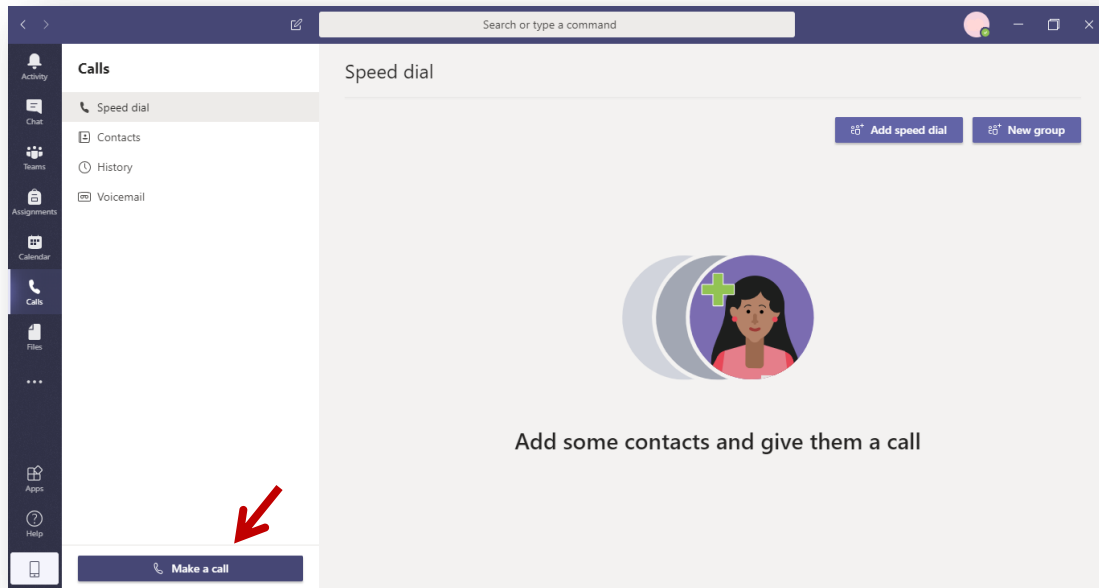


Enter *login* (mechanographical number) and access *password* to the electronic services of Uminho and click *Sign In* ("Iniciar sessão").

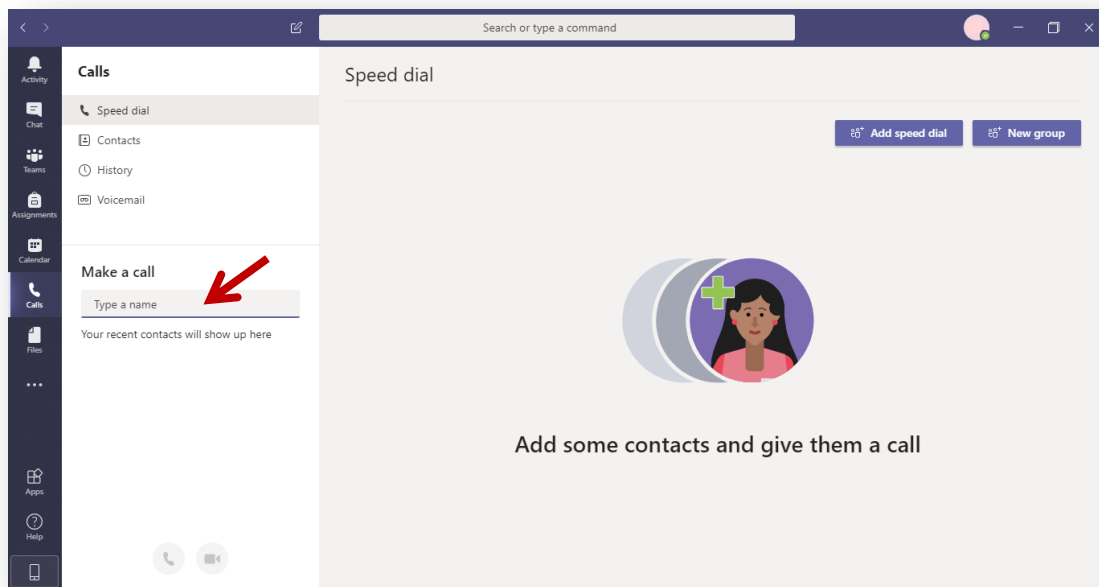


### Step 3 | Video Call

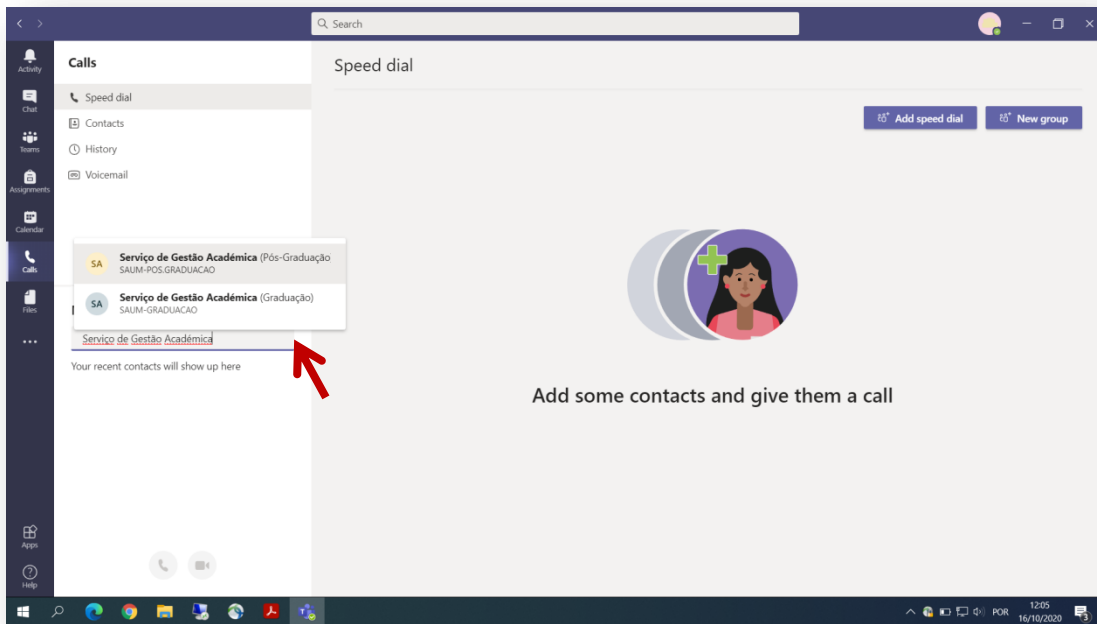
In option *Calls* from left side navigation menu, click *Make a call*.



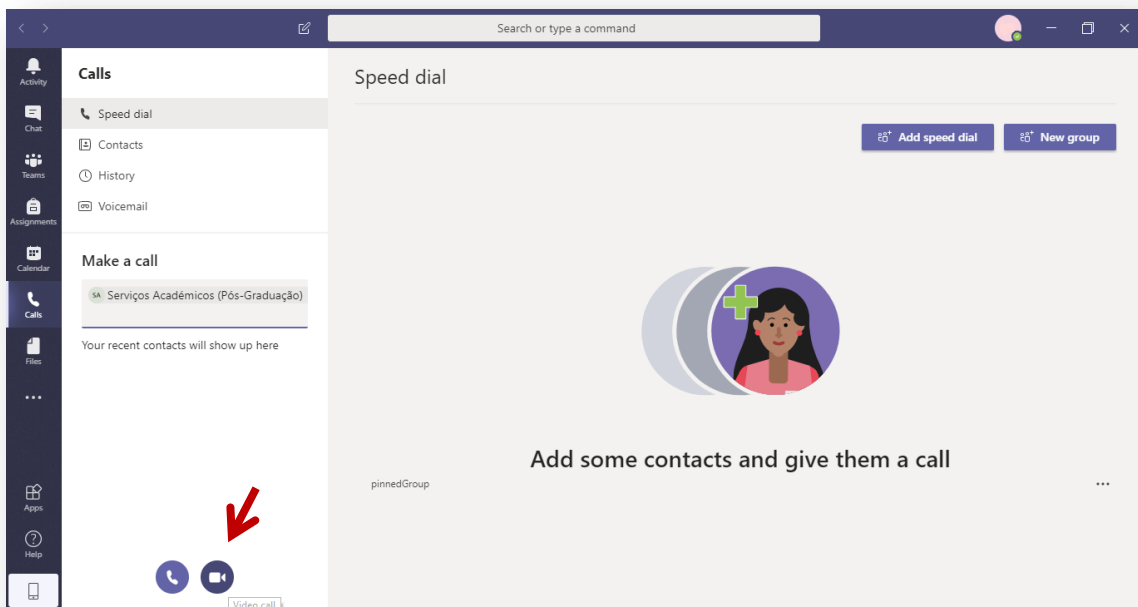
In area *Speed dial* search for the contact name.




To contact the **Academic Management Service**, select the intended contact.



Finally, click video call icon and wait.



If the line is busy, it will be displayed the signal  near the contact, so you should try again later when that signal is green.