

How to Access Microsoft Teams for Staff and Faculty

Microsoft Teams is used for virtual meetings, collaboration, and communication across departments. Follow the steps below to access Teams using your WLU account.

Option 1: Access via Web Browser

1. Go to <https://teams.microsoft.com>
 2. Sign in with your WLU email address and password.
 - Example: yourusername@westliberty.edu
 - Your password is your SSO password
 3. If prompted, choose "Work or school account".
 4. You will be taken to your Teams dashboard, where you can:
 - Schedule or join meetings – currently scheduling should be done through your Google Calendar
 - Collaborate with colleagues
 - Share and access documents
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Option 2: Use the Desktop App

1. Download Teams from <https://www.microsoft.com/en-us/microsoft-teams/download-app>
 2. Install and launch the application.
 3. Sign in using your yourusername@westliberty.edu email and WLU password.
 4. You now have full access to Teams features through the desktop app.
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Option 3: Use the Mobile App

1. Go to the App Store (iOS) or Google Play Store (Android).
2. Search for "Microsoft Teams" and install the app.

3. Open the app and sign in with your WLU credentials (yourusername@westliberty.edu).
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Tips

- Always sign in using your full WLU email: yourusername@westliberty.edu
- Ensure you are connected to the internet.
- For login or access issues, please contact the IT Help Desk.