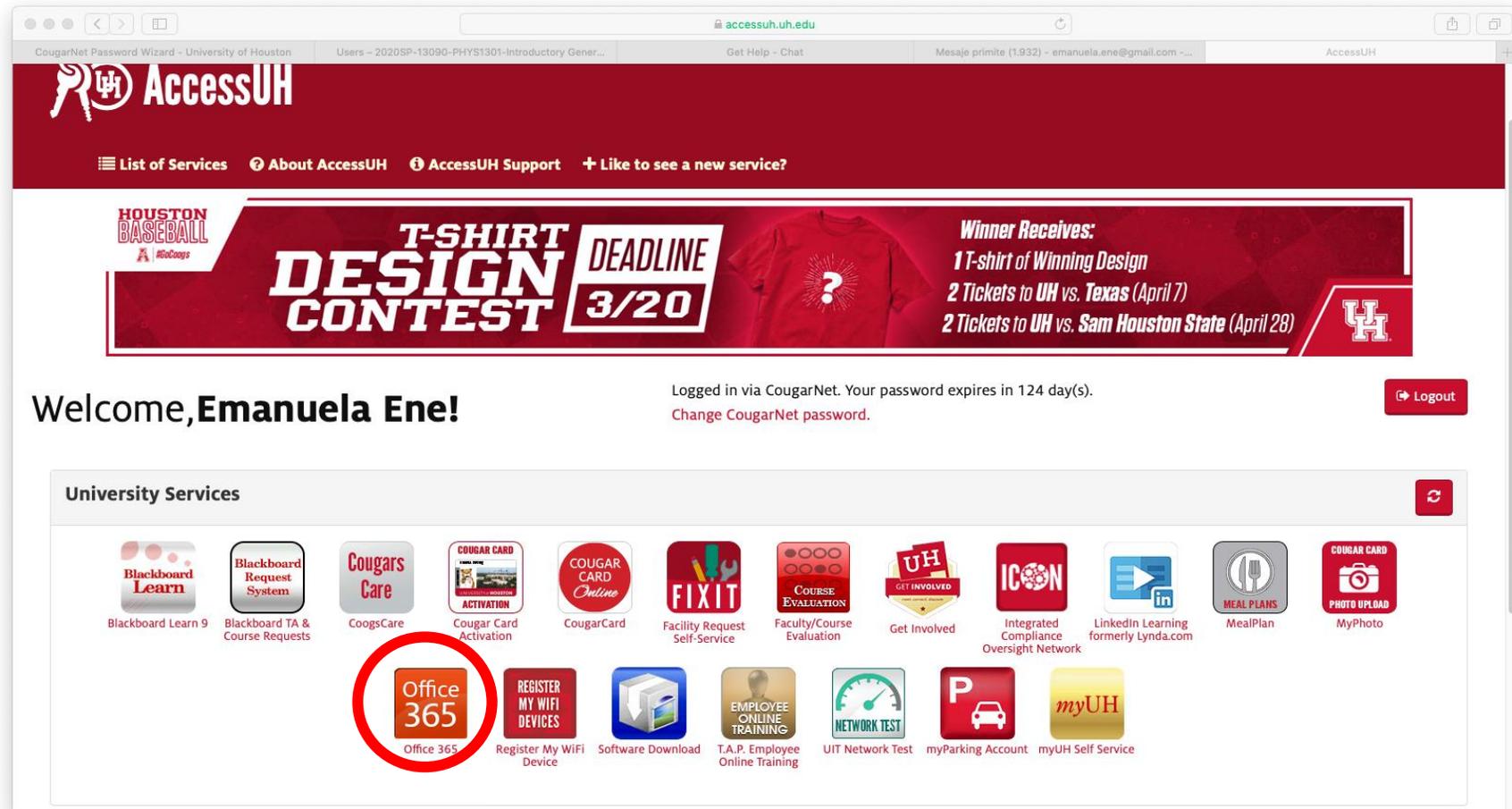


# STEP #1

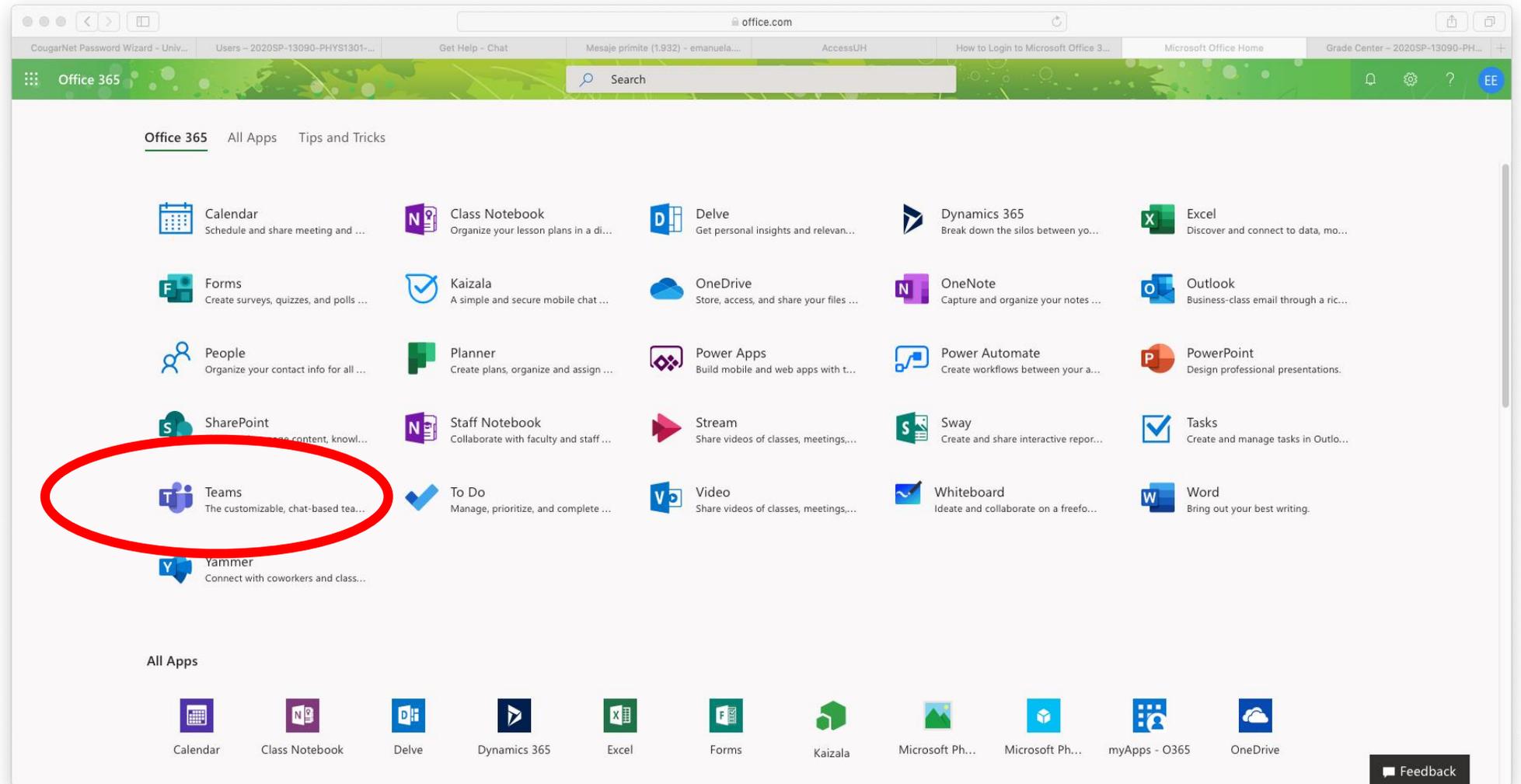
Login in the AccessUH webpage then double-click on the icon “Office 365”, circled in red in the upper screen shot below . **Do not** use Safari!

<https://accessuh.uh.edu/login.php>



# STEP #2

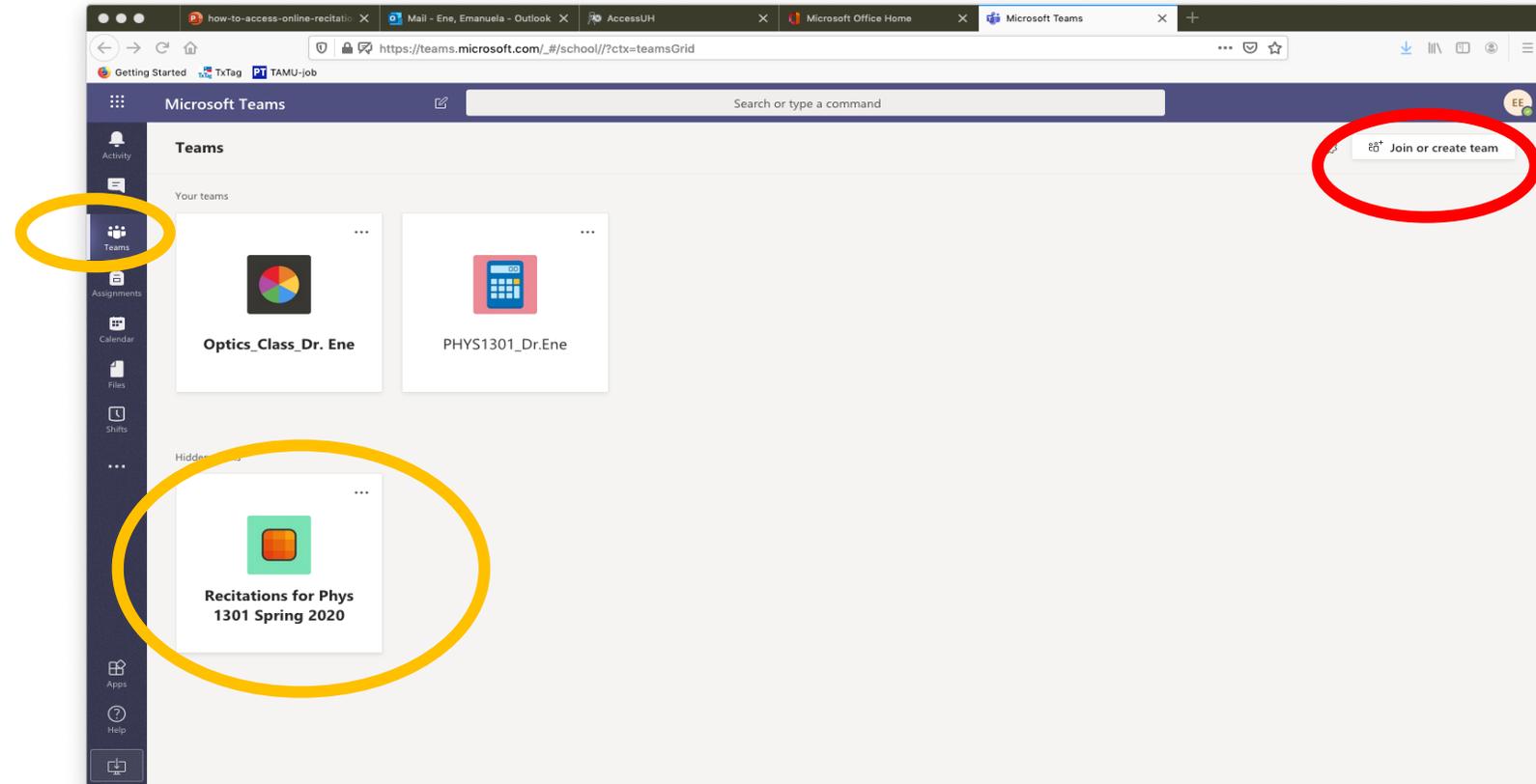
From the “Office 365” lost of “All Apps”, choose TEAMS (circled in red in the screen shot below)



# STEP #3

The app TEAMS looks like the screen shot below. It has a left hand side panel. Each of the icons in that panel has a name. Click on the icon “Teams” circled in yellow. You should be able to see there your recitation team (also circled in yellow).

Now **click on the box “Join or create team”** circled in red for **activating the Learning Center (LC)**. The Learning Center is served by graduate students and is opened from 9AM to 5:30PM Mon through Thu and from 9AM to 3:30PM on Friday .

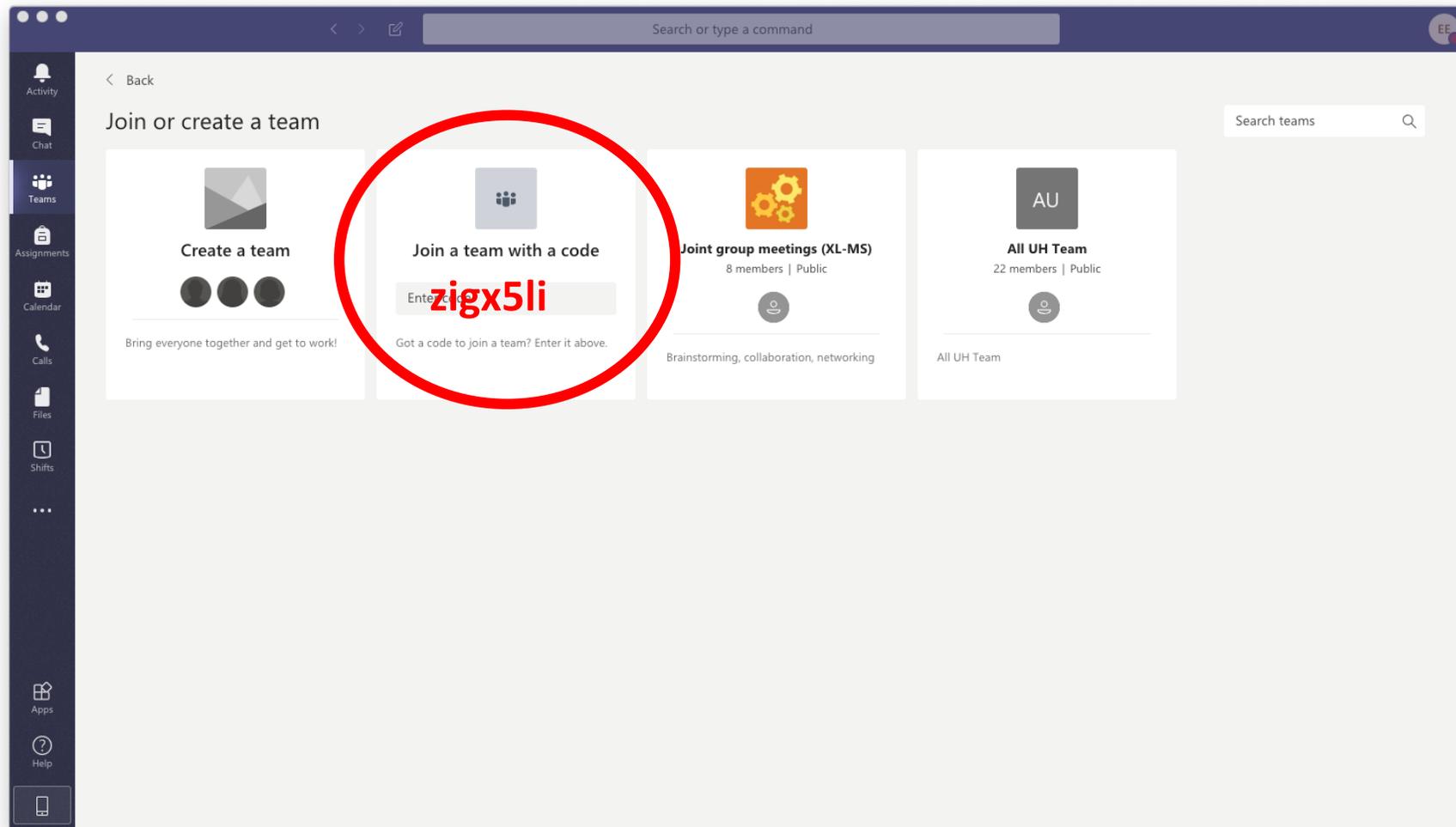


# STEP #4

In the box “Join a team with a code” enter

**zigx5li**

all in lower case letters, no space.



# STEP #6

Inside the virtual class “LC\_S21” select the screen “General→ Posts” shown below and start a new conversation. Type the symbol “@” followed by the name of the Graduate student whom you want to discuss with.

