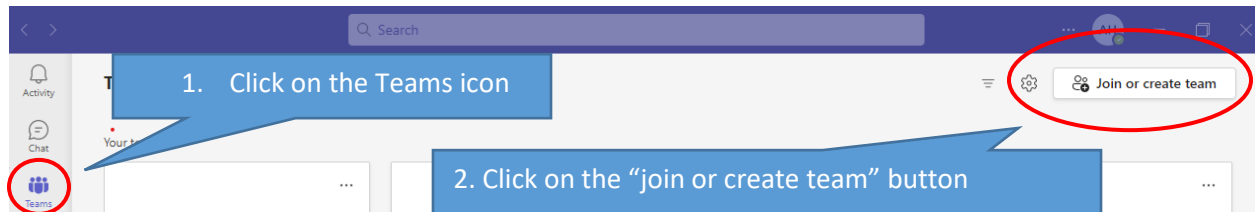


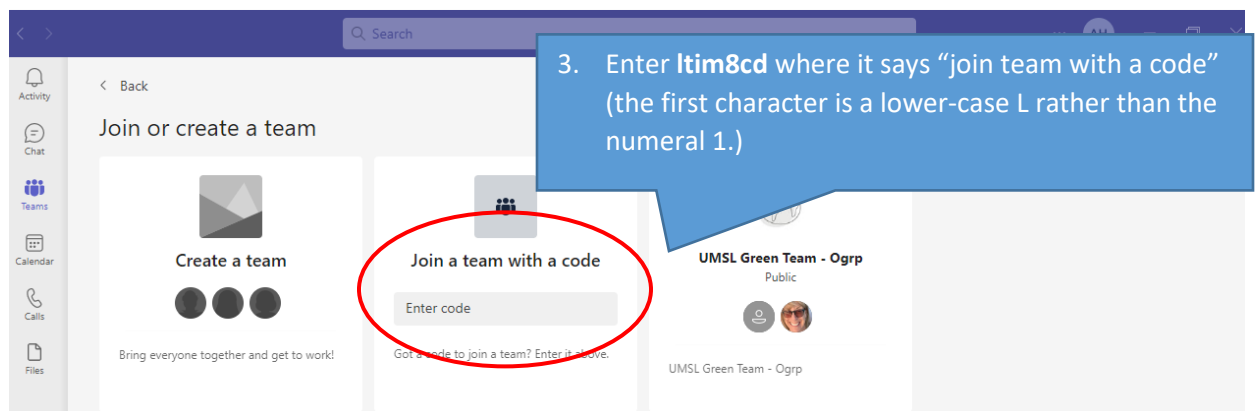
## How to Find and Access the UMSL Faculty Promotion Guidelines and Resources Teams Drive

From the Microsoft Teams App on your computer:

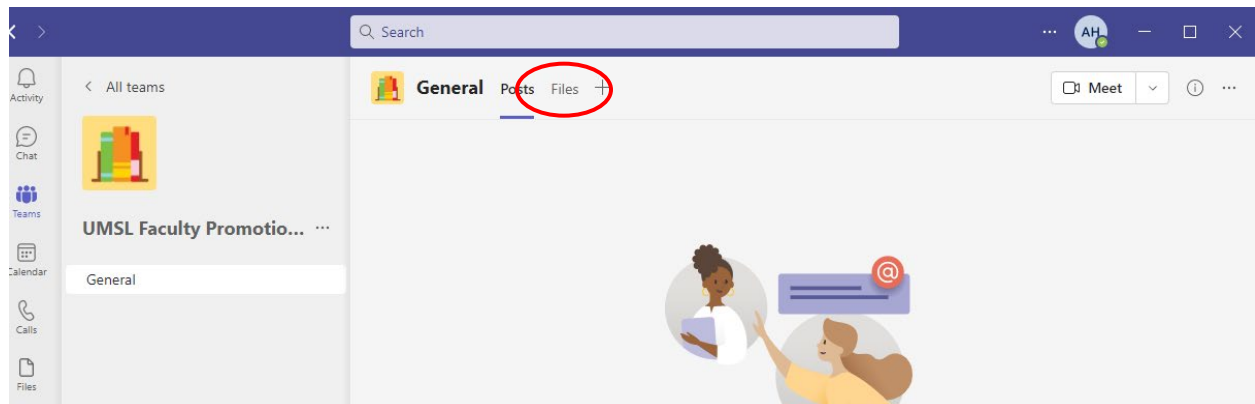
1. Click on the Teams icon on the right-hand side of the page.
2. Click on the “join or create team” button on the upper, left-hand side



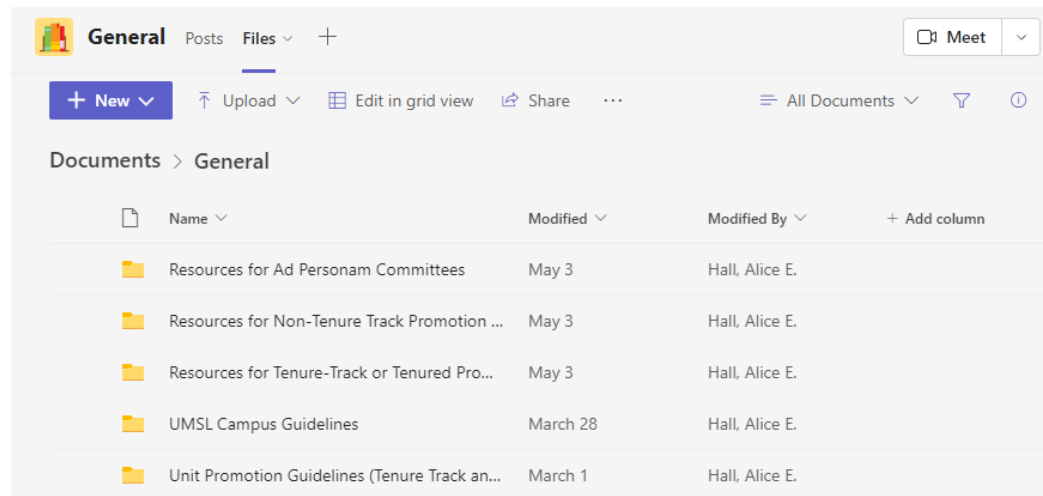
3. Enter **l**tim8cd where it says “join team with a code” (the first character is a lower-case L rather than the numeral 1.)



4. This should bring you to the “UMSL Faculty Promotion Guidelines and Resources” organizational group. To find the guidelines and other materials, click on “files.”



5. And the files should appear.



**Notes:**

- The Teams desktop application can be downloaded from <https://teams.microsoft.com/downloads>. More information about the UM System's use of Microsoft Teams is available here: <https://www.umsystem.edu/ums/is/teams>.
- If you've tried this and still can't find or access the team, email Associate Provost for Faculty Affairs Alice Hall ([halla@umsl.edu](mailto:halla@umsl.edu)) from your UMSL email to request access.
- If your unit's guidelines need to be updated, or you have documents that you'd like to add so that they are accessible to the University's faculty, contact Associate Provost for Faculty Affairs Alice Hall ([halla@umsl.edu](mailto:halla@umsl.edu)).