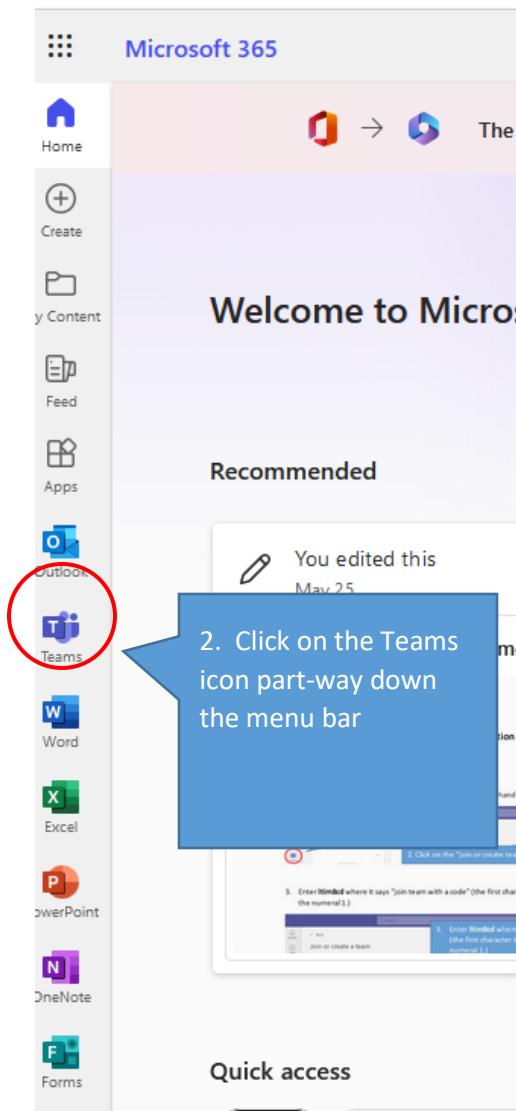
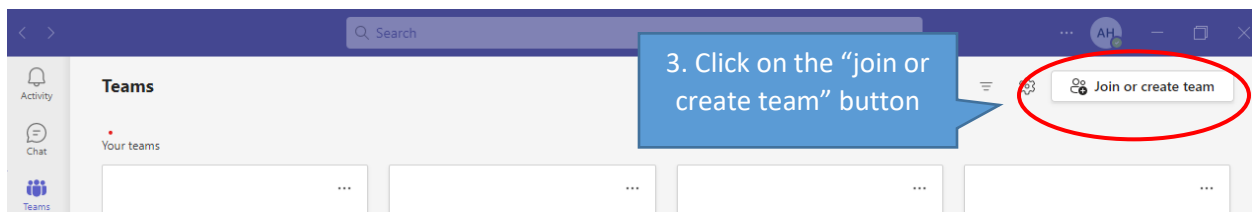


## How to Find and Access the UMSL Faculty Promotion Guidelines and Resources Teams Drive Using a Browser

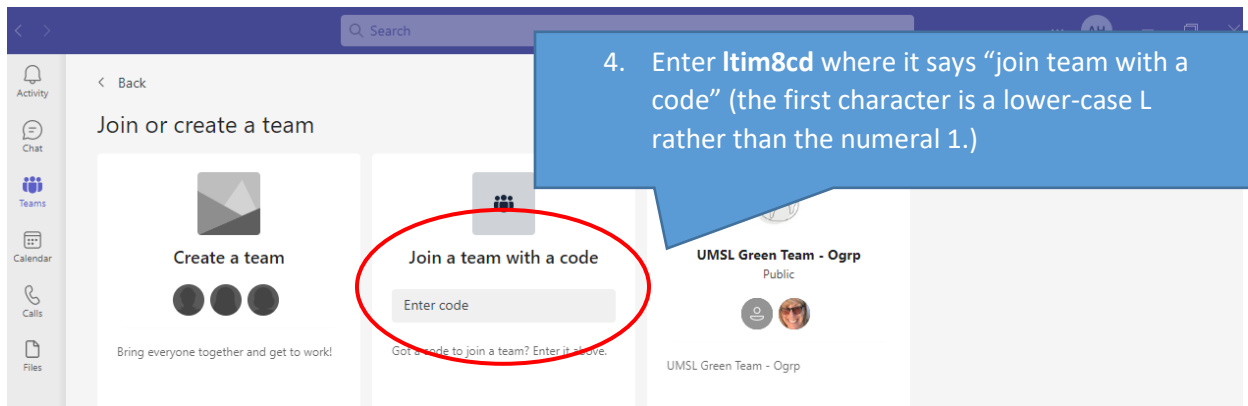
1. Go to the Microsoft 365 Portal: <https://portal.office.com> and log in with the “umsystem.edu” form of your email address and your regular password. Complete the dual authentication process as you normally would.
2. Click on the Teams icon part-way down the menu bar on the right-hand side.



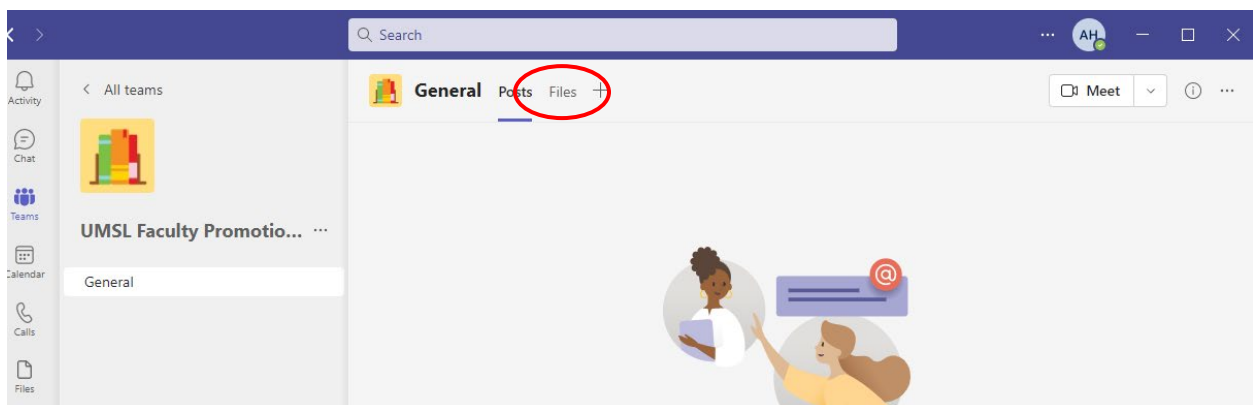
3. Click on the “join or create team” button on the upper, left-hand side.



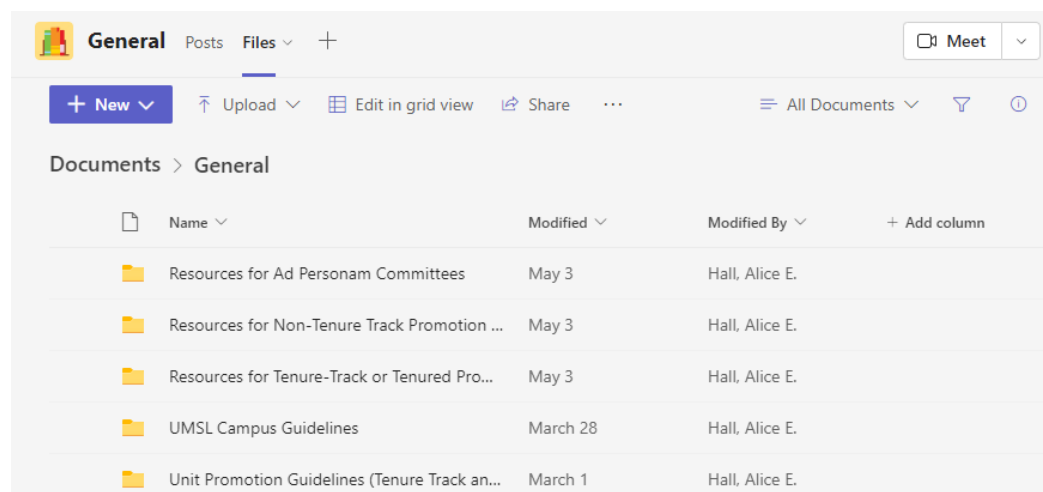
4. Enter **l**tim8cd where it says “join team with a code” (the first character is a lower-case L rather than the numeral 1.)



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



6. And the files should appear.



**Notes:**

- If you'd like to use the Teams desktop application instead, it 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)).