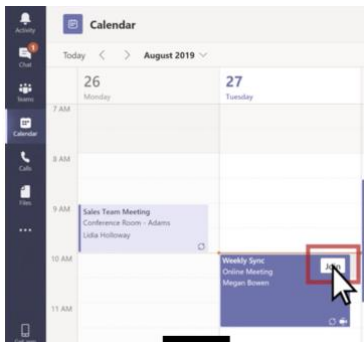# UVM Faculty Senate Meetings on Microsoft Teams

Tips for successful participation

The Faculty Senate meetings are held on the UVM Microsoft Teams platform. Senators must be logged in with your UVM NetID@uvm.edu in order to fully participate in the meeting. Being logged in will give you access to the Chat window and to vote using Microsoft Forms.

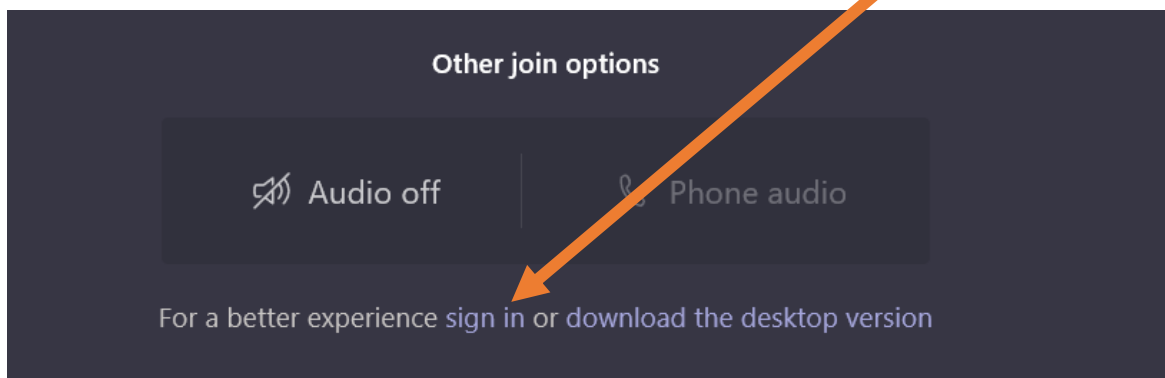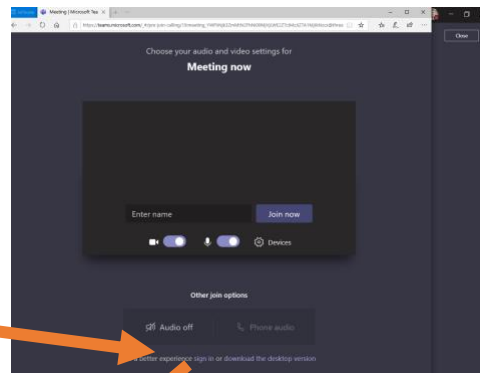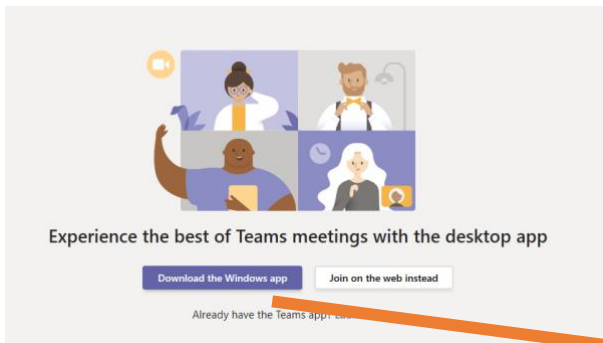## To Login to TEAMS with your UVM NetID@uvm.edu:

The recommended method for joining the meeting:

1. Join in the Teams App - Download and install the Teams client prior to the meeting. You can find instructions here: https://www.uvm.edu/it/kb/article/teams/
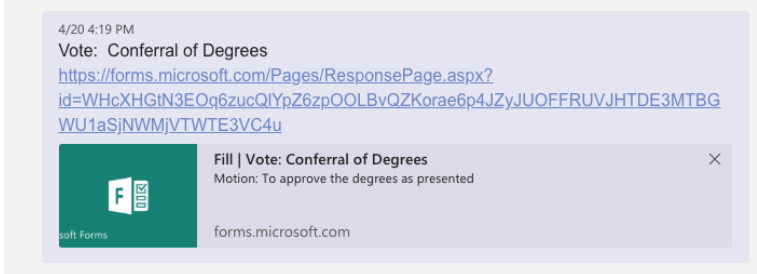

Once you have the app, you just click on the meeting link in email invitation (or from the meeting on your Calendar in Outlook or Teams), and the meeting will open in Teams automatically.

2. If you choose to join from the web, be sure to enter your UVM NetID@uvm.edu to sign in

Other join options

🔇 Audio off | 📞 Phone audio

For a better experience sign in or download the desktop version

To Login to FORMS with your UVM NetID@uvm.edu:

Attendance and Votes will be conducted using FORMS.   Here is an example from the April meeting:
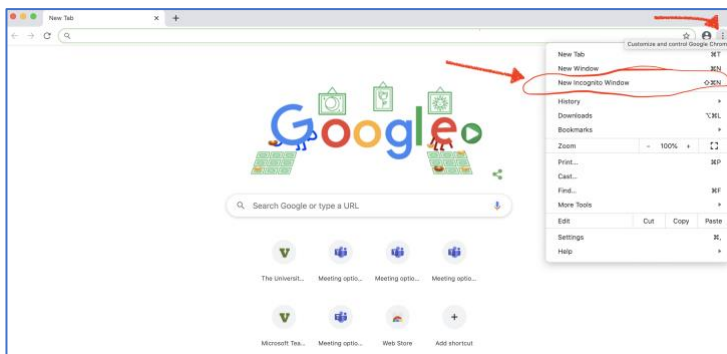The link to the form will be provided in the Chat window of the meeting:

The link will take you to the form where you will enter and submit your vote:

In order for us to validate the vote, the form is restricted to **UVM users only**. You must be logged in using your UVM NetID@uvm.edu. If you try to access the form and receive the message "you do not have permission to access the form", your browser is probably defaulting to your med.uvm.edu login

Here is the workaround if your browser window remembers and defaults to your med.uvm.edu credentials:

If you open an "incognito window" in Chrome or the equivalent (InPrivate window) in Firefox or Explorer, and then paste the form link into the address bar in that window, you will get prompted to sign in.

Use your UVM NetID@uvm.edu, and that should get you to the form. Keep that browser window open for upcoming votes.