How to Access Microsoft Teams Courses in Skillsoft

1. Go to [Skillsoft](https://www.skillsoft.com).

2. Choose **The University of Texas at San Antonio** as your organization. Select **Remember for session** from the drop-down box. Click on **Select** to continue.

3. Enter your myUTSA ID and password, then click on the **Login** button.
4. When you get to the Skillsoft homepage, open the **UTSA Telecommuting Workforce and Staying Productive** courses by selecting the **Launch** button under the **Featured Content** section.

5. Select the **Telecommuting and Working Remotely Category** on the left-hand side panel.
6. Select the **Microsoft Teams** on the left-hand side panel.

![Microsoft Teams on left-hand side panel](image1.png)

7. Enjoy the available courses on Microsoft Teams in Skillsoft.

![Available courses on Microsoft Teams](image2.png)
Important Tips:

- You can start and stop any training at any time.
- You can jump right back in from where you left off in any course.
- The system will capture your progress in any training you take.
- When you complete a course, it will be recorded and show up in your Training History.
  - NOTE: To receive full credit in your UTSA MyTraining history, you must complete the Skillsoft course in its entirety.
- Click on Library at the top to view other topic areas.
- Use key words in the Search Content box at the top to search for other trainings you may be interested in.
- When viewing courses, browse to Books and Resources to view additional resources available to you.