

Knowledge Base: MS Teams: Campus & Health

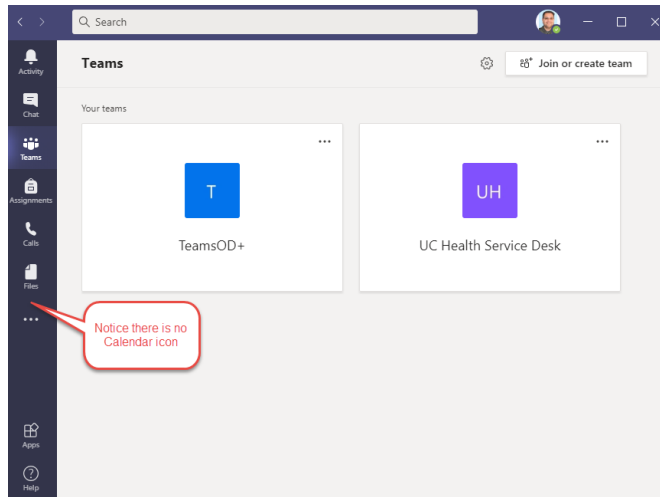
Purpose

The purpose of this article is to guide you in identifying whether you are logged into the Campus or Health instance of MS Teams. There are two practical ways to identify which instance you are in, 1) Calendar Navigator & 2) Login.

It is important to know that you can login to Teams using your @health.ucsd.edu (Health) and @ucsd.edu (Campus). If you are a Campus user, however, you will not be able to login to the @health.ucsd.edu Teams because you most likely will not have been issued a Health email address.

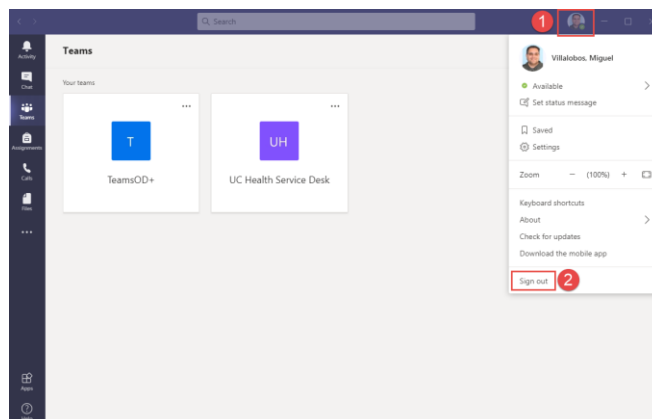
Calendar Navigator

If you are a Health/Health Science user and you are **unable** to locate a Calendar navigator on the left hand side, you are logged into the Campus instance:



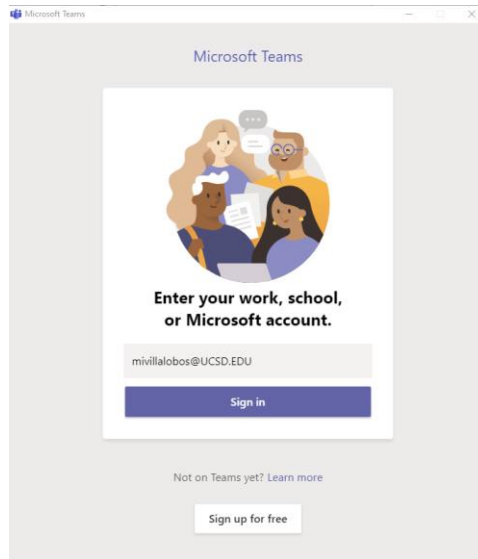
Login

To switch back to our Health instance, simply click on your profile picture located on the top right and select "Sign Out."

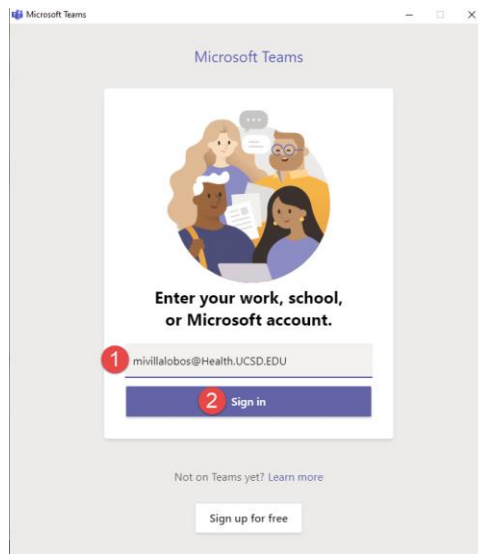


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It is important to note that you will need to enter your Health email address at the prompt. By default, Microsoft Teams uses your Campus email address:

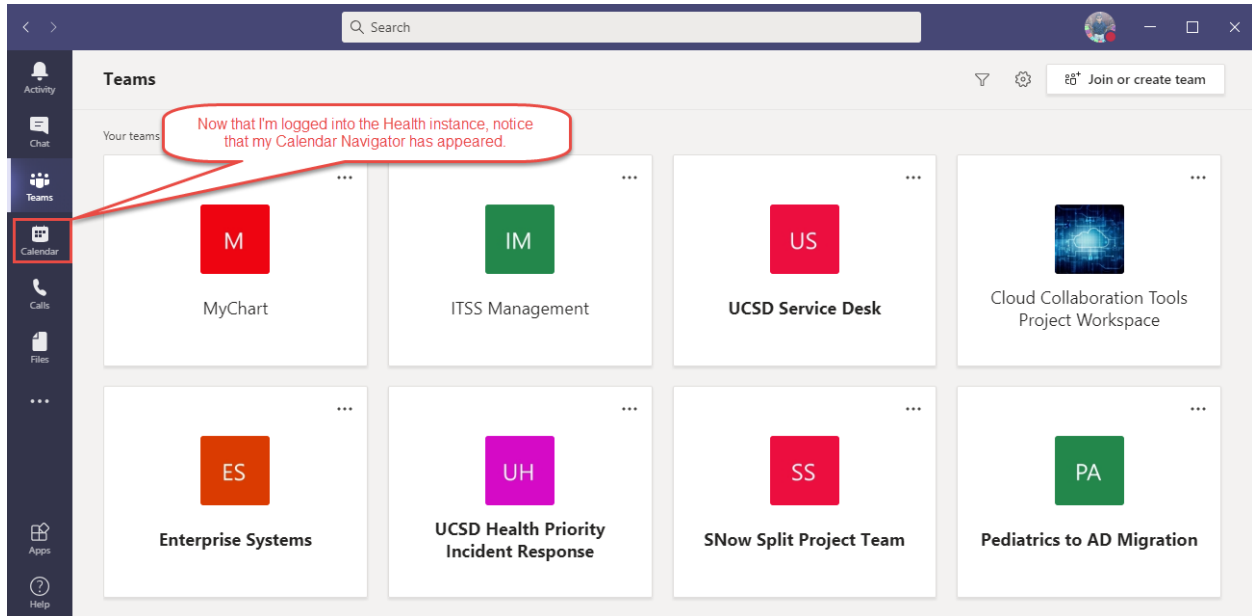


You would just need to click in the email address and change it to your @health.ucsd.edu account and click "Sing In":



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Once you are logged into Health Teams, you will notice that your Calendar icon now appears:



If you require further assistance, please call our Service Desk at (619) 543-4357 or extension 34357 internally.