STEP #1

Login in the AccessUH webpage then double-click on the icon “Office 365”, circled in red in the upper screen shot below. **Do not use Safari!**

[https://accessuh.uh.edu/login.php](https://accessuh.uh.edu/login.php)
STEP #2

From the “Office 365” list of “All Apps”, choose TEAMS (circled in red in the screen shot below)
The app TEAMS looks like the screen shot below. It has a left hand side panel. Each of the icons in that panel has a name. Click on the icon “Teams” circled in yellow. You should be able to see there your recitation team (also circled in yellow).

Now click on the box “Join or create team” circled in red for activating the Learning Center (LC). The Learning Center is served by graduate students and is opened from 9AM to 5:30PM Mon through Thu and from 9AM to 3:30PM on Friday.
STEP #4

In the box “Join a team with a code” enter 
zigx5li
all in lower case letters, no space.
STEP #6

Inside the virtual class “LC_S21” select the screen “General→ Posts” shown below and start a new conversation. Type the symbol “@” followed by the name of the Graduate student whom you want to discuss with.