Residency Program Group (RPG) Microsoft Teams site

Contact RPG.Teams@ubc.ca with questions or comments

How do I access the Site?

Your route to accessing the Residency Program Group MS Team site will be different depending on whether or not you are already using MS Teams. See details below. ***Your Program Administrator(s) have already been granted access so they may be able to assist you in accessing the site.***

Current MS Teams Users

Sometime in the next few days you will receive an email notification that you have been given access to a new MS Teams site. Open MS Teams and click 'Teams' in the left-hand column. When your list of Teams opens you should see 'Residency Program Group'. Click to open and you are in!

Those NOT Currently Using MS Teams

If you are not yet using MS Teams for any of your work at UBC, please start here:
https://it.ubc.ca/services/email-voice-internet/microsoft-teams#facstaff

If you have an UBC-owned device, you can check if you have a MS Teams desktop application shortcut. If you do not, please download Teams from the Software Centre. Note: Please reboot your device for the Teams desktop shortcut to appear.

We do suggest that you **download the MS Teams app**. You can find instructions on setting up an account and downloading the app here:
https://it.ubc.ca/services/email-voice-internet/microsoft-teams/microsoft-teams-faqs#q8

It is possible to access Teams **without downloading the app** and you can find those instructions here:
https://it.ubc.ca/services/email-voice-internet/microsoft-teams/microsoft-teams-faqs#q9

Those using a non-UBC email will be added as a guest. Your access should be the same as those with UBC email addresses.

If you have any **trouble accessing Teams**, please contact MedIT at medit.servicedesk@ubc.ca.

*We want to ensure that everyone has access, so if you believe you were not given access to the team site, please let us know. We will not be able to help you with setting up a MS Teams account, but if you have a MS Teams account and don't see Residency Program Group (RPG) in your list of teams **please contact RPG.Teams@ubc.ca** and someone will assist you.

Setting Up Notifications

Don't forget to set up your notifications. When PGME posts new documents you will be notified ONLY if you set up your notifications. To do this click on the three dots to the far right of each channel. Click 'Channel Notifications', then select the first option or create custom notifications where you can choose to be notified only when new documents are posted. You will need to do this for <u>each</u> channel that you want to receive notifications for.