

Transitioning Senate Meetings to MS Teams FAQ

Why is the Senate changing the hosting of their hybrid meetings to MS Teams instead of WebEx?

On June 1, 2026 the University of Connecticut began transitioning away from WebEx and did not renew the licenses of University affiliates such as the Senate due to rising costs. Please refer to the [ITS announcement](#) for further details.

Where can I find more information on using Microsoft Teams for meetings?

UConn ITS has put together some helpful trainings and has some [available resources online](#).

How can I access Senate Meetings in MS Teams?

All Senators will receive calendar invites for Senate meetings that will include links to the meeting, which you can open directly from your calendar or via the MS Teams app. When clicking to open a MS Teams meeting link, you can join using one of several ways:

- **App:** Open the link in the MS Teams app (best experience). You can access this from your UConn issued Laptop or download the Teams app to your mobile device (if joining meetings via mobile).
- **Browser:** Alternatively, you can join from any browser. When joining a MS Teams meeting via browser, it is easiest to do if you are logged into your MS 365 account via your browser when joining. You can join as a “guest” (i.e. not logged into your account), but you will need to enter your name when joining so that we can identify Senators during meetings.
- **Phone:** You may also join via phone following the instructions included in the meeting information available in the calendar invite. Anyone who joins via phone will only appear on the list of attendees as their phone number; we request that anyone joining the meeting by phone please email universitysenate@uconn.edu to identify yourself for the purpose of attendance and the meeting minutes.

If I have accessibility needs, how can I turn on live captions in MS Teams?

- Any attendee can turn on live captions for their own viewing by clicking on the following options from the top menu during an active meeting:
 - Select “more” (the three dots)
 - Select the “Language & Speech” option from the drop-down menu
 - Select “show live captions”
- Note: activating live captions will apply only to that individual viewer and not the group

How can I learn more?

CETL is hosting a series of “WebEx to MS Teams” trainings, which are available [online](#), and ITS is the best source of information for technical questions.

The University Senate Office will also be hosting a series of “office hours” via MS Teams where Senators can pop in at any time during these scheduled “office hours” to ask questions and try out different features in MS Teams in the context of how they will run for Senate meetings. These sessions will be less technical but are an opportunity to interact live using the Teams meeting platform. This is also a great opportunity to ask any general questions about the Senate. We will also host a hybrid Senate Orientation on Monday, September 14th starting at 3 p.m., but this orientation will focus on Senators’ role rather than technology. All general Senate information is also available on the [Senate Resources Page](#) and in the [Senate Handbook](#).

Drop-In “Office Hours” Schedule & Links to Register:

- [Tuesday, September 8th 10 a.m. – 11 a.m.](#)
- [Wednesday, September 9th 2 p.m. – 3 p.m.](#)
- [Thursday, September 10th 2 p.m. – 3 p.m.](#)