



Microsoft Teams

Student Instructions

Join a Microsoft Teams Virtual Academic Advising Meeting:

(Please note: Downloading Teams to your phone works best. If we are unable to reach you via Microsoft Teams, an advisor will call you at the number listed in your student file. We are unable to call international students.)

➤ Make sure your **mic and camera are set up**, you have **reliable internet**, and you are using the **Chrome browser, only**

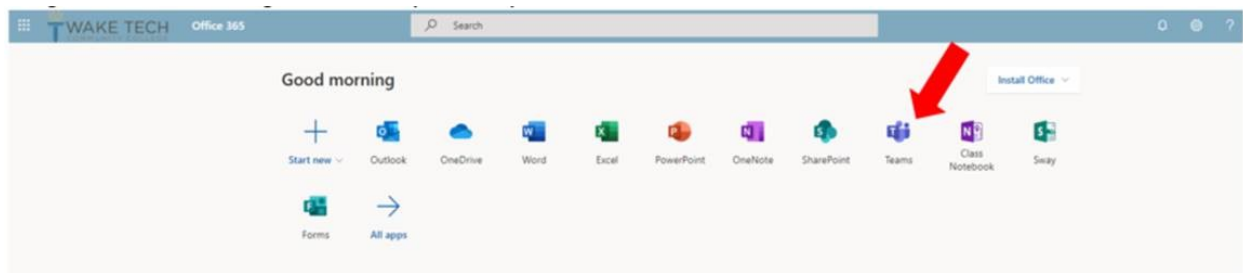
➤ **Mobile devices** and **public wifi** limit virtual functionality

➤ To Join a Microsoft Teams Virtual Academic Advising Meeting:

➤ Using Laptop or Desktop:

-Go into your pre-downloaded Microsoft Teams app several minutes before your appointment

- OR download The Teams application in advance using the download desktop app icon in Teams: **Using the Chrome browser log into Office 365 (office.com) and select Teams.**



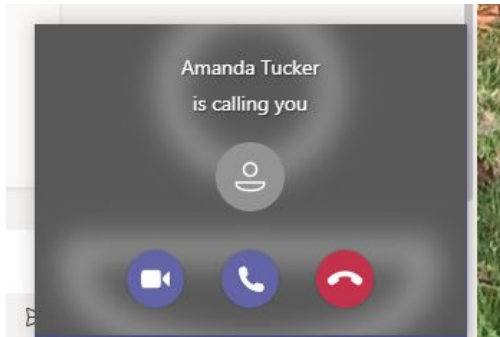
➤ Using a Mobile device:

-Go into your pre-downloaded Microsoft teams app several minutes before your appointment

- To download the Teams mobile app, go to your mobile device and follow the link on [MS download page](#). Or download it from the [iOS App Store](#) or [Google Play Store](#)

➤ At the time of your meeting, enter Microsoft teams and wait for your video call. Please see the following screenshots:

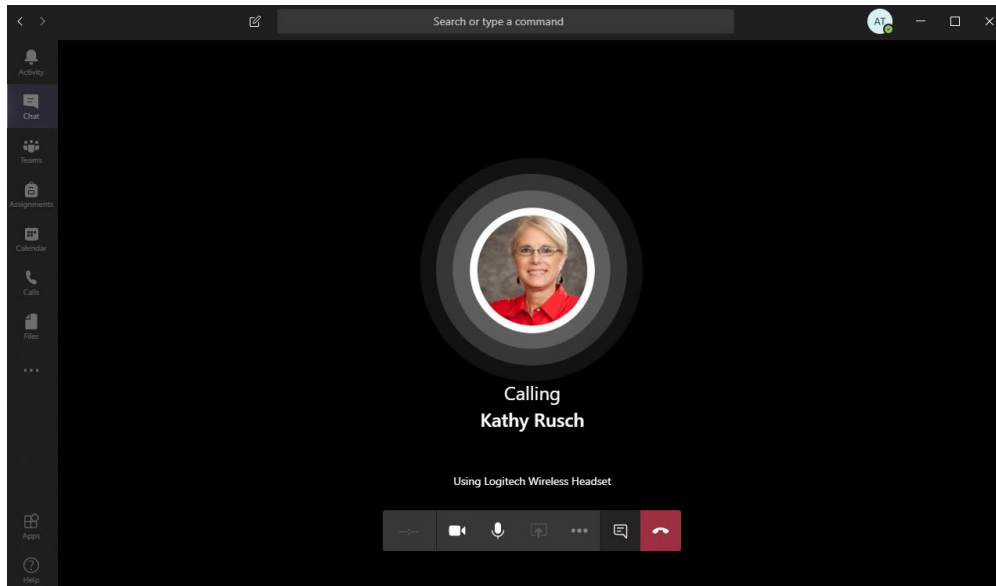
1-Screenshot of what it will look like when the advisor video calls you.
desktop/laptop: You must click on the video camera.



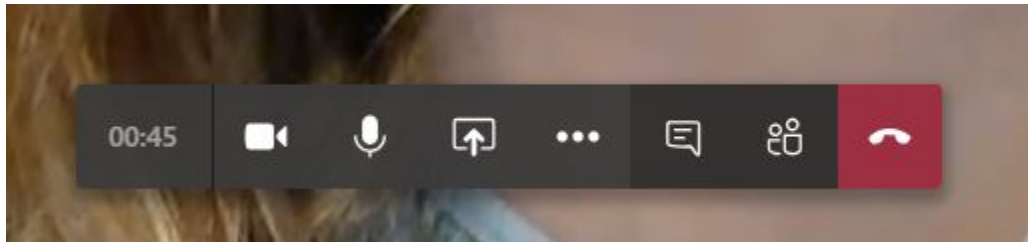
Cell phone: You must swipe "accept"



2-Screenshot of what it will look like for a brief moment once you hit the video camera button or swipe accept before connecting



3- Once in the call, make sure the video camera and microphone are not grayed out.



4-You are ready to begin the meeting!