

# Microsoft Teams Walk-through

As UWL transitions to online classes, SSS wants to make sure you have access to all the same services as before, so, we will use **Microsoft Teams**, a versatile platform fully integrated with your UWL email and calendar, with functions like file sharing and text and video chat that will help you connect remotely with advisors and tutors. Best of all, you all already have it! And it functions equally well on laptops, tablets, and smartphones.

**Please note:** you are **NOT** required to use Teams. We can connect over the phone, via email, Facebook Messenger, or any number of other ways. Just tell your advisor or tutor how you prefer to connect, and we'll do our best to accommodate you.

The following walk-through shows you how to use Teams to attend an advising meeting over video chat.

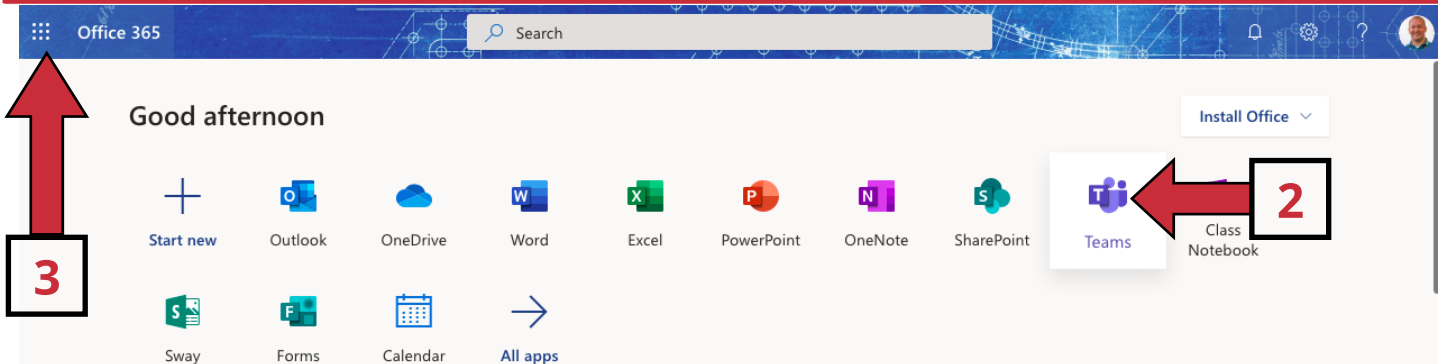
Go to [uwlax.edu/sss](http://uwlax.edu/sss) and make an appointment with your advisor as you normally would, by clicking "Make an Appointment" and choosing their name (they also have a link in their email signature). Choose a day and time that works for you, and be sure to indicate how you'd like to connect (1).

The screenshot shows the 'Enter Details' form for scheduling a meeting. On the left, there is a profile card for 'mgosse' with a 45-minute meeting scheduled for 9:00am - 9:45am, Monday, March 30, 2020, in Central Time - US & Canada. The main form has the following fields:

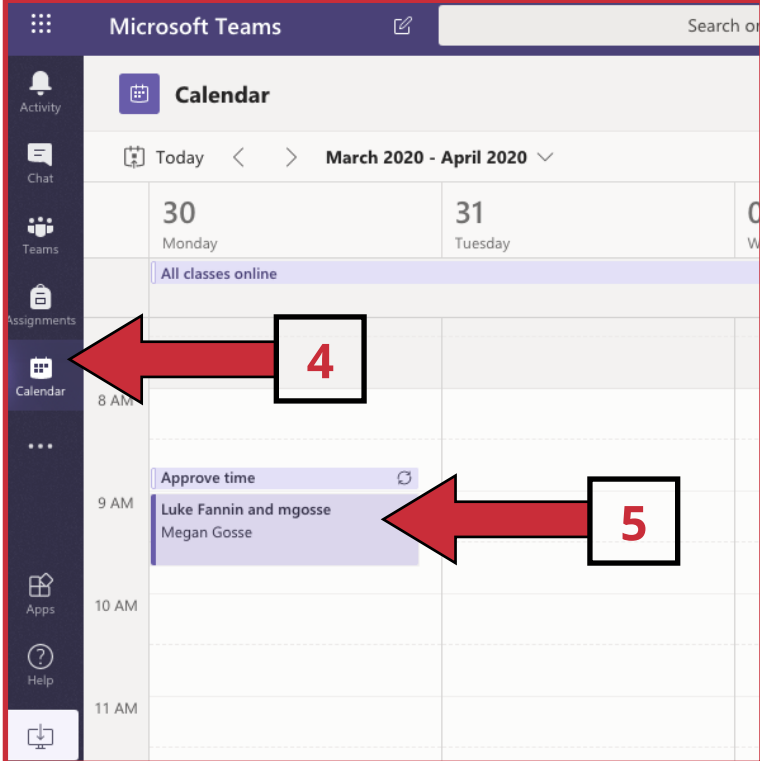
- Name \***: Luke Fannin
- Email \***: lfannin@uwlax.edu
- How would you like to meet?**: Microsoft Teams, phone call, Facebook messenger video call, email, etc. \*

A red arrow labeled '1' points to the 'Microsoft Teams' option in the meeting preference dropdown. A blue 'Schedule Event' button is at the bottom.

When it's time for your appointment, log in to your UWL email, and on the Office 365 homepage, open Teams (2). If Teams isn't showing up there, open the App Launcher (3) in the corner and find it there. You can also download the Teams app (free!) from the app store for your phone or tablet.



In Teams, open your calendar (4) and find your scheduled appointment (5). Click to open.



Click the "Join" button (6) to open the video chat. Be sure to enable your camera and microphone. If you're having technical difficulties, click "Chat" (7) to send your advisor a text message.

