

Using Microsoft Teams for your Advising Appointment

To hold a video or voice advising appointment with your advisor on Microsoft Teams, you will need:

- Access to the internet
- A computer with a microphone
- To use Google Chrome as your web browser (Safari may not support the application)

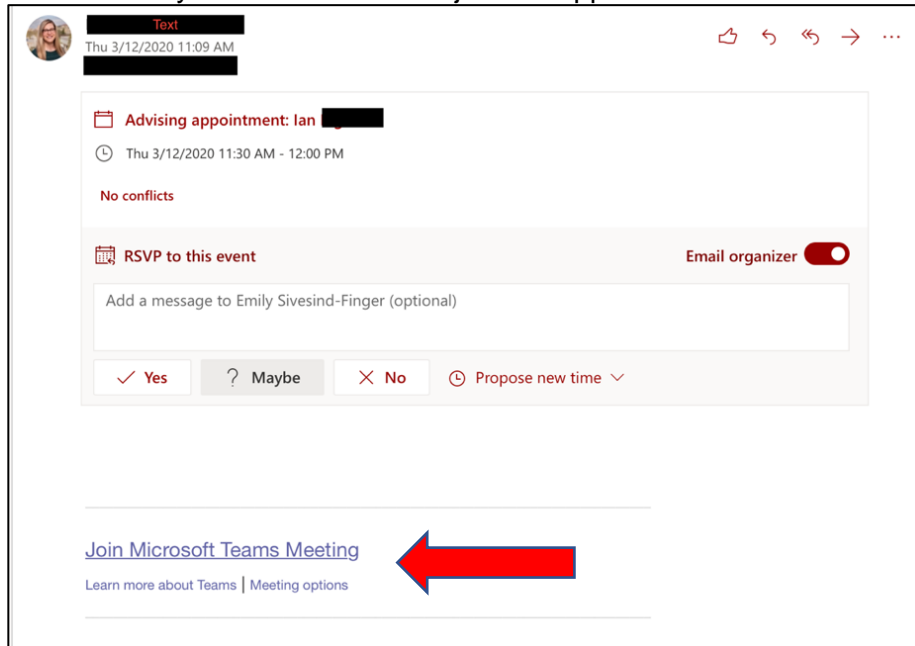
If you do not have access to these things, please contact your advisor about other ways to meet virtually.

Once you have scheduled an appointment with an advisor, you will receive an email in your wisc.edu email inbox that includes a link to the virtual appointment.

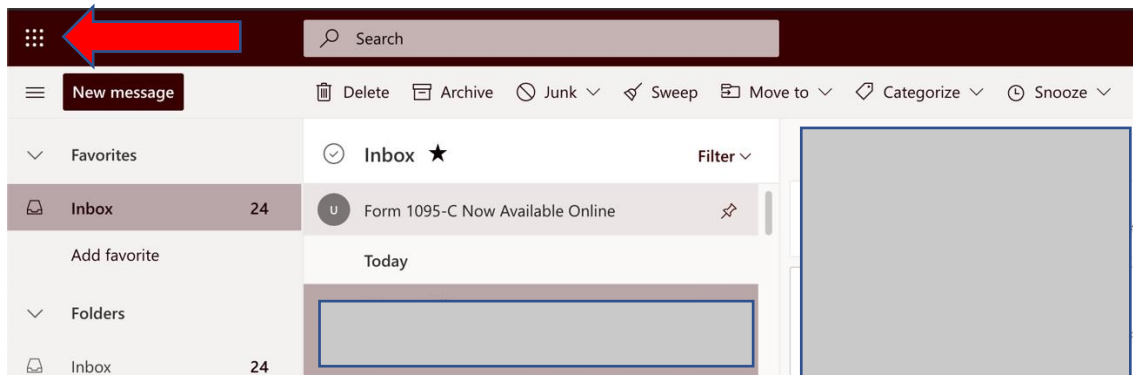
- **Read this email carefully and save it** so you can access it for your appointment.
- **Do not RSVP for this event** – as it will then delete the email.

Before your appointment time, open Google Chrome (other browsers may not work). There are two ways you can access Microsoft Teams for your appointment during your scheduled time:

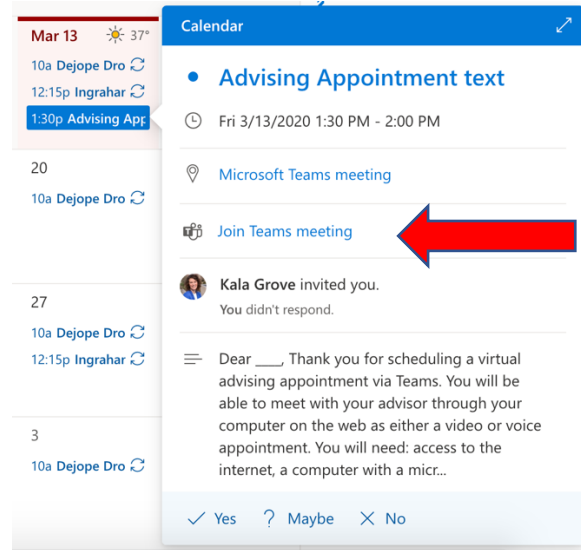
1. You can click the link in your advisor email to join the appointment.



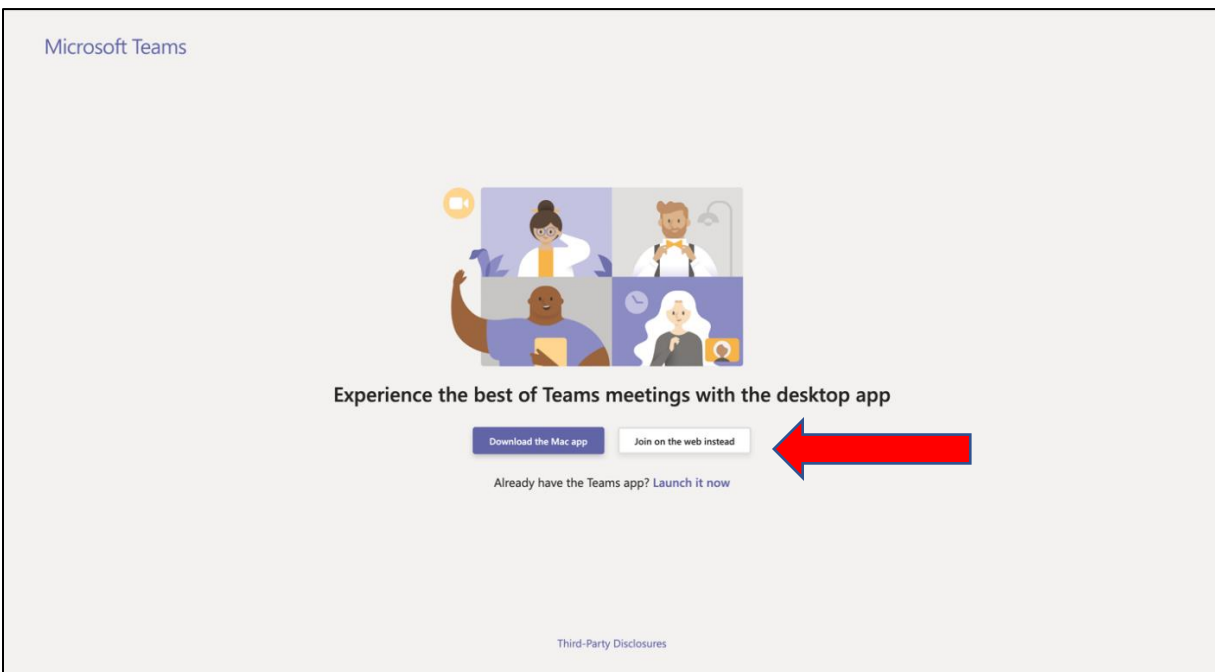
2. Or, you can find this appointment link in your Outlook calendar. To find this, click the upper left dotted square.



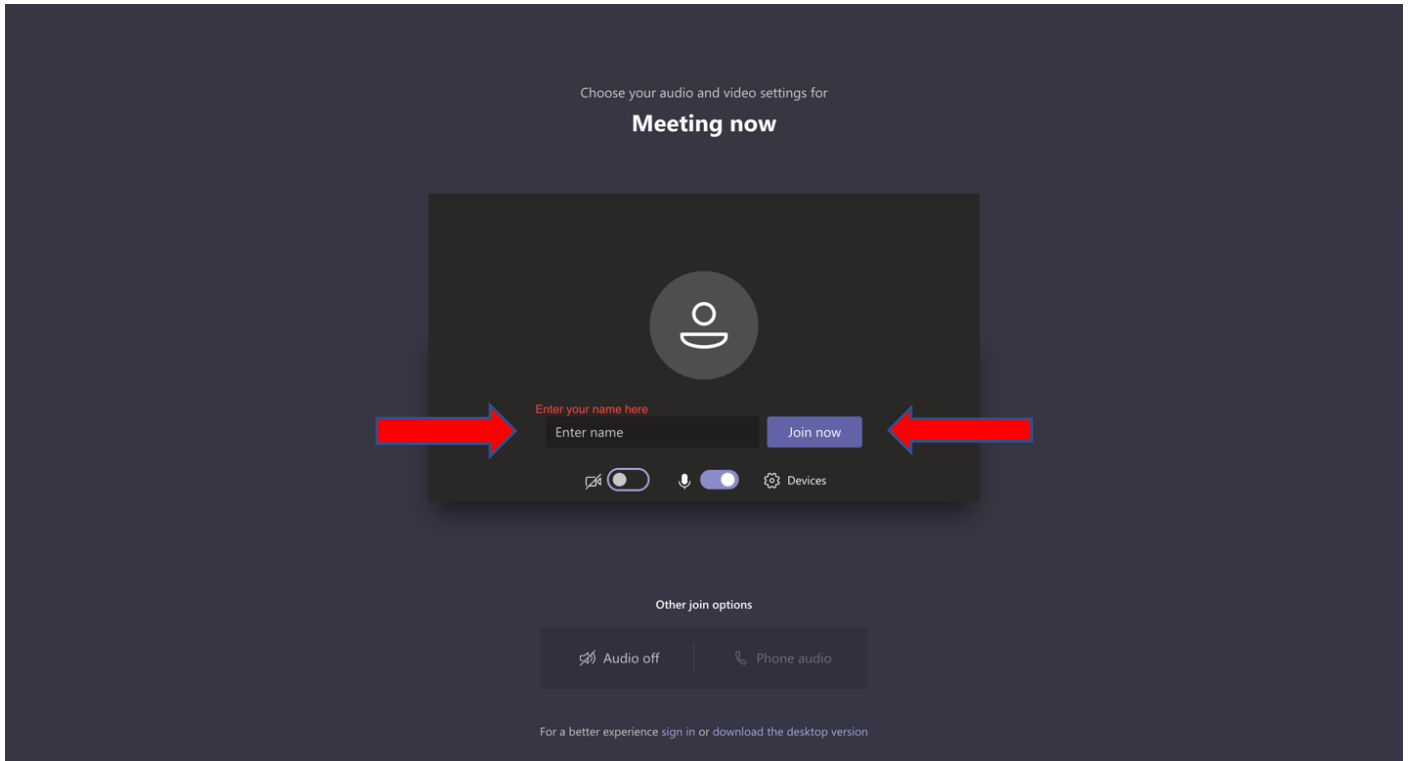
Find the appointment on your Outlook calendar at the day & time of your appointment. Click the **Join Teams meeting** to get started.



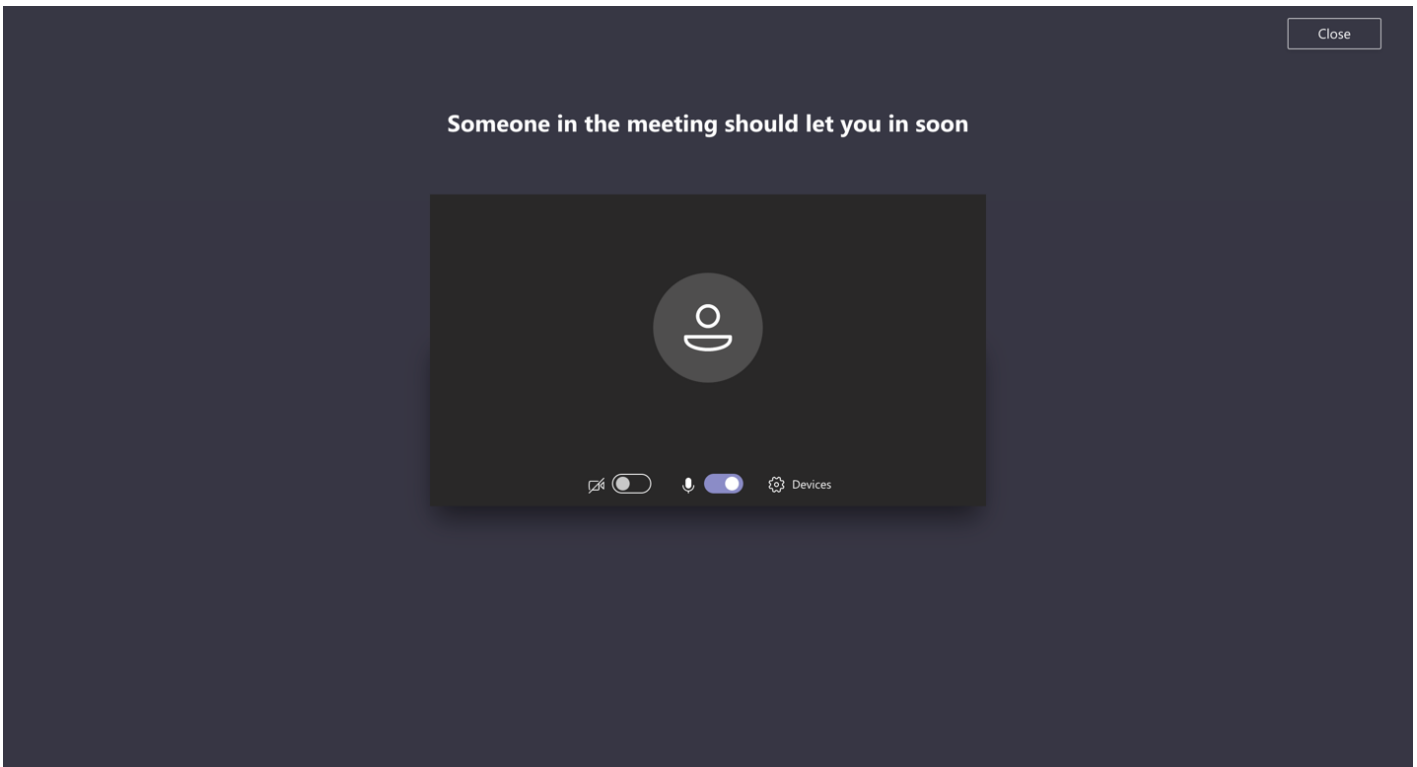
You will be prompted to continue via the web browser or app. **You do NOT need to download the app to continue, simply click Join on the Web Instead.**



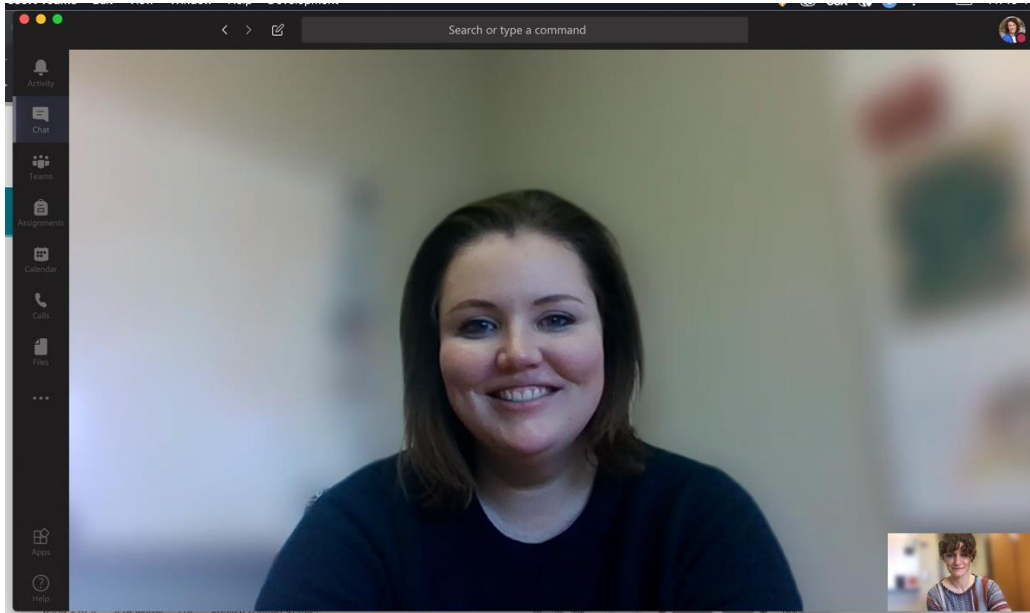
You will be prompted to enter your name and join:



You will land in the “lobby”. Your advisor will start the session shortly after.



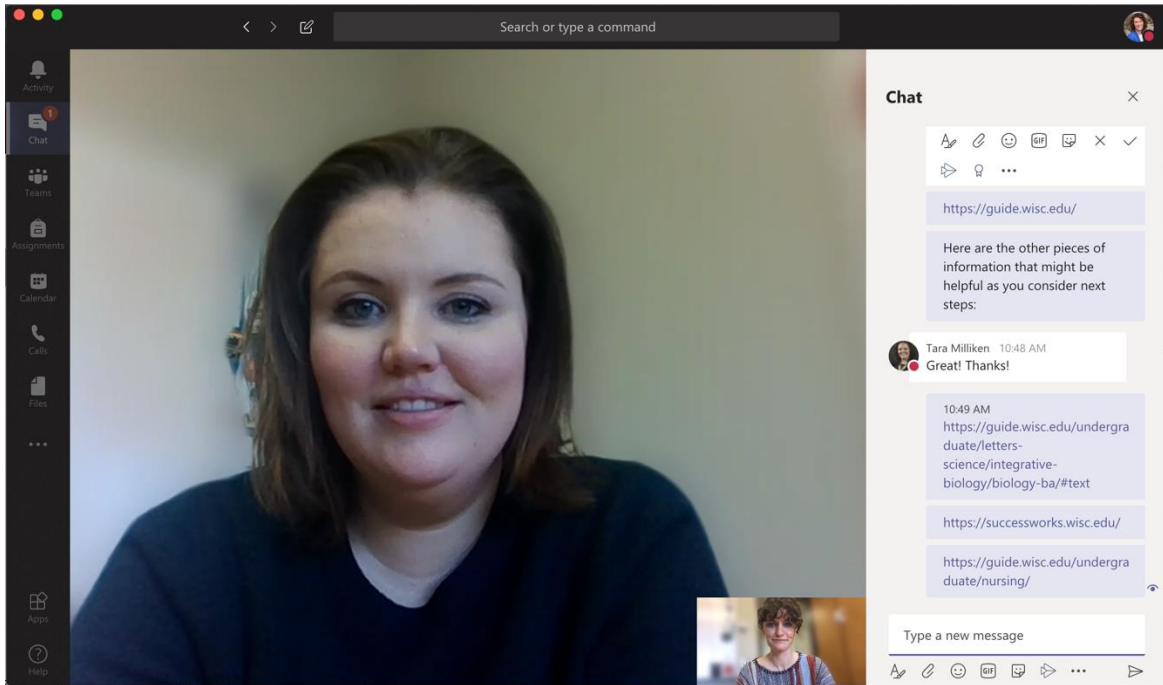
You will then be able to see your advisor. Please make sure your microphone and camera are turned on. If you do not have a webcam, you can still use audio to speak with you advisor. Microsoft Teams requires you to have a reliable internet connection to use most effectively. If that poses a challenge for you, please email your advisor to discuss alternative meeting options.



Your advisor may want to send you text during your appointment. If that happens, you will receive a chat notification.



If you click on that “note” icon, a chat box will appear on the right side of the screen. This is a way for your advisor to share websites or other information during your appointment.



At the end of your appointment, simply hang up – and you’ve had a virtual advising appointment via Microsoft Teams!

Please note: If you are planning to use Microsoft Teams on your smartphone, the web browser version may not work and you will instead have to download the Microsoft Teams app.