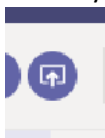


## Advising Using Microsoft Teams – Advisor Information

If you wish to give your students the option of meeting via TEAMS, you may want to send the instructions below. Please feel free to edit them to fit your office’s policies. Here are some other things to consider:

1. You need to use the **desktop** version of Microsoft Teams to access the video conferencing capabilities. Download and install it using your WSU email and password on a device that has a webcam and that you feel comfortable using to advise (can access the other technology you will need).
2. Use the Chat mode and enter your student’s WSU id. You can then video call the student using the **Video Call** icon in the upper right hand corner.
3. You can review online records, documents, transcripts, websites, etc. by “sharing” your computer screen with the student. Once the student has answered, a control panel will appear. Choose the screen sharing icon (below) on the panel and you will be able to select the computer screen you wish the student to see.



You will still be able to see the student, but in a reduced window. This same control panel will then allow you to switch back to video mode and to end the call.

4. You might want to try a video call with a colleague before you “meet” with a student on Teams.

## Accessing Microsoft Teams for Advising Appointments – Student Instructions

As a WSU students, you have access to several of the applications available via Microsoft including Teams. If you choose this method to conduct an appointment with an academic advisor, here are the things you’ll need to know:

1. You **MUST** access Teams from your WSU Microsoft account. Advisors will not conduct virtual appointments using any other software.
2. The online version of Teams (the one you access when logging into your account via Academica) does not allow for video conferences.
3. To access the video conferencing capabilities, do one of the following:
  - a. Download and install the desktop version on your computer or laptop using your WSU email and password: [https://products.office.com/en-us/microsoft-teams/group-chat-software?&OCID=AID725698\\_SEM\\_5dp2XE8Y&lnkd=Google\\_Teams\\_Brand&gclid=Cj0KCQjwg73kBRDVARIsAF-kEH-HQ2UDazBD6-ZjXwCb4Lx3SH2cZt\\_h-bUi42cNn9i6oynuNxT0IEaAvDsEALw\\_wcB#desktopAppDownloadregion](https://products.office.com/en-us/microsoft-teams/group-chat-software?&OCID=AID725698_SEM_5dp2XE8Y&lnkd=Google_Teams_Brand&gclid=Cj0KCQjwg73kBRDVARIsAF-kEH-HQ2UDazBD6-ZjXwCb4Lx3SH2cZt_h-bUi42cNn9i6oynuNxT0IEaAvDsEALw_wcB#desktopAppDownloadregion)
  - i. Your computer or laptop will need a webcam in order for this option to work.
  - b. Download the Microsoft Teams app on your tablet or smartphone and log in using your WSU email and password.

4. Your advisors will always call you at the start of your appointment time so please be ready and by your device!
5. Please be in a quiet space so you can interact with your advisor, feel comfortable discussing confidential information if needed and read documents your advisors shares through screen sharing.
6. It is highly advised that you not conduct your advising appointment via Teams while driving.