

# **Instructions for Students: Virtual Advising Through Microsoft Teams**

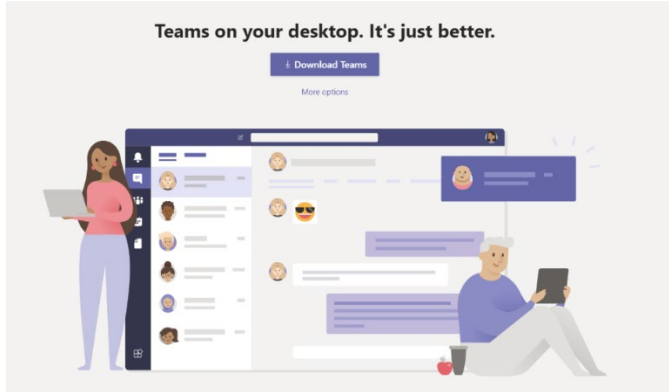
All appointments with your academic advisor will now be completed remotely for the time being. Please review this handout carefully to prepare yourself for your appointment and to get all your questions answered! The following topics are covered in this handout:

- 1. How to Download and Use Microsoft Teams (page 2)**
  - 2. How to Schedule An Appointment With Your Advisor (page 3)**
  - 3. What to Do At Your Appointment Time (page 4-5)**
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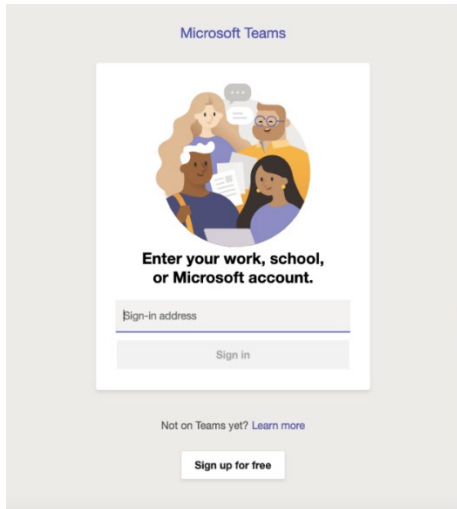
## HOW TO DOWNLOAD AND USE MICROSOFT TEAMS

### Download Microsoft Teams:

- Step 1: Go to <https://teams.microsoft.com/downloads>.
- Step 2: Click “Download Teams.” (An example of what your screen should look like is below.)



- Step 3: Once the application has finished downloading, you will be prompted with the following page:



Sign in using your **(lastname).(firstinitial)@northeastern.edu** and your email password. Your Husky email will not allow for a login. If you're having issues with this, please contact ITS (<https://its.northeastern.edu/support/>).

Once you are logged in, you are ready to use Teams!

### General Teams Usage:

Microsoft Teams has many functions. For more information on how to use Teams, please visit <https://teams.northeastern.edu/training/> and utilize the resources there.

## **HOW TO SCHEDULE AN APPOINTMENT WITH YOUR ADVISOR**

Scheduling your appointment remains the same for students via Navigate. You can access this under “Services & Links” via [myNortheastern](#). Please click the following link if you need further instructions:

<https://cssh.northeastern.edu/undergraduate/academic-advising/make-an-appointment>

**When scheduling an appointment, please keep the following things in mind:**

1. Students will have two "Appointment Reasons" to choose from when making their appointment:
  - Meet w/ My Academic Advisor (Phone/Virtual)
  - Meet w/ an Advisor in Another College /Program (Phn/Vrtl)
  
2. In the “Comments” box, please include the following information:
  - Which is your preferred appointment format, phone or virtual.
  - Share what you want to talk with your advisor about. Some sample reasons might be:
    - Course Registration
    - Future Course Planning
    - PlusOne
    - Grad Clearance
    - Leave of Absence
    - Study Abroad

*The more information you include in the “Comments” section, the more helpful it is for both student and advisor to prepare for the meeting! Please be as detailed as possible!*

## WHAT TO DO AT YOUR APPOINTMENT TIME

### PHONE APPOINTMENT DIRECTIONS:

- Step 1: Look for the Microsoft Teams Meeting invitation email from your advisor with your appointment information. It should look like this:

[Join Microsoft Teams Meeting](#)  
[+1 555-867-5309](#) United States, Boston (Toll)  
Conference ID: 123 456 789#  
[Local numbers](#) | [Reset PIN](#) | [Learn more about Teams](#) | [Meeting options](#)

- Step 2: At the start of your appointment, call the phone number listed in the Teams Meeting invitation. An example is highlighted below:

[Join Microsoft Teams Meeting](#)  
[+1 555-867-5309](#) United States, Boston (Toll)  
Conference ID: 123 456 789#  
[Local numbers](#) | [Reset PIN](#) | [Learn more about Teams](#) | [Meeting options](#)

- Step 3: You will be prompted to plug in the “Conference ID” number. An example is highlighted below:

[Join Microsoft Teams Meeting](#)  
[+1 555-867-5309](#) United States, Boston (Toll)  
[Conference ID: 123 456 789#](#)  
[Local numbers](#) | [Reset PIN](#) | [Learn more about Teams](#) | [Meeting options](#)

- Step 4: Wait until your advisor joins the call. *Please note that advisors typically have back to back student appointments, so please wait on the line. They may be wrapping up their previous meeting before jumping on the call with you.*

### VIRTUAL APPOINTMENT DIRECTIONS:

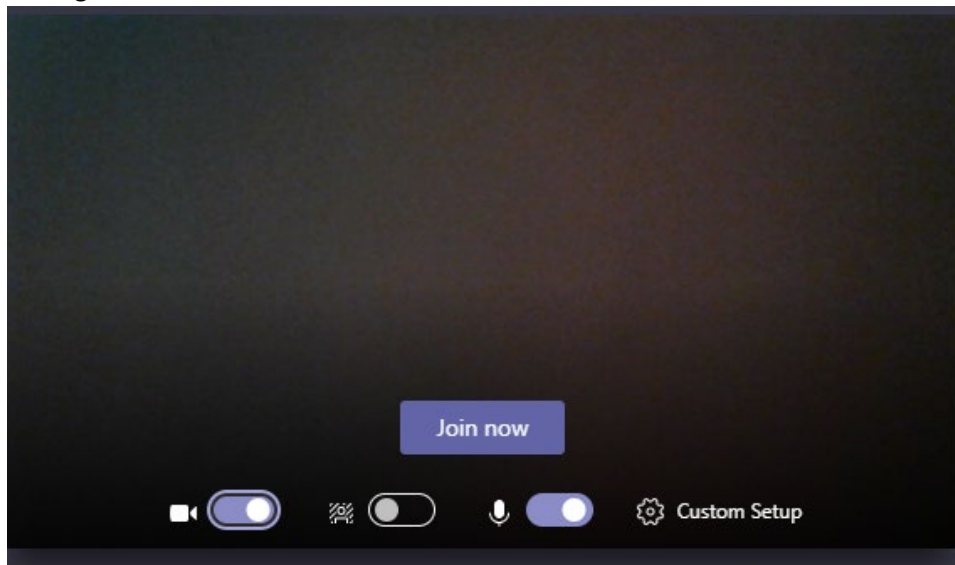
- Step 1: Look for the Microsoft Teams Meeting invitation email from your advisor with your appointment information. It should look like this:


[Join Microsoft Teams Meeting](#)  
[+1 555-867-5309](#) United States, Boston (Toll)  
Conference ID: 123 456 789#  
[Local numbers](#) | [Reset PIN](#) | [Learn more about Teams](#) | [Meeting options](#)

- Step 2: Click the “Join the Microsoft Teams Meeting” link, as highlighted below:

[Join Microsoft Teams Meeting](#)  
[+1 555-867-5309](#) United States, Boston (Toll)  
Conference ID: 123 456 789#  
[Local numbers](#) | [Reset PIN](#) | [Learn more about Teams](#) | [Meeting options](#)

- Step 3: You will then be brought to Microsoft Teams where you can then join the appointment meeting by clicking the “Join now” button.



If you would like this to be just a voice chat, be sure to toggle the microphone  button. If you would

like to video chat, both the microphone and video  buttons should be toggled on.

*Please note that advisors typically have back to back student appointments, so please stay online and wait for their virtual call. They may be wrapping up their previous meeting before jumping on the call with you.*