

Accessing Microsoft Teams for Advising Appointments – Student Instructions

As a WSU student, you have access to Microsoft Teams. If your academic advisor selects this method to conduct an appointment, here are the things you will need to know:

To access the video conferencing capabilities, do one of the following:

- a. Download and install the MS Teams desktop version on your computer or laptop. Your computer or laptop will need a webcam in order for this option to work.

<https://www.microsoft.com/en-us/microsoft-365/microsoft-teams/download-app>

- b. Download the MS Teams app on your tablet or smartphone using any app store.

Please be sure that the application is downloaded prior to the day of your appointment.

Your academic advisor will send you an advising appointment invitation prior to the day of your appointment, please be sure to accept it.

On the day of your scheduled appointment

How to join appointment:

Select **“Calendar”** and you will see your scheduled appointment. Select **“Join”** to begin your appointment.

Note:

-Please be in a quiet space so you can interact with your advisor, feel comfortable discussing confidential information, if needed, and read documents your advisor shares through screen sharing.

-The Art Department asks that you join your appointment 2-3 minutes prior to your scheduled appointment to work out any possible technology kinks.

-If MS Teams, technology issues, etc. arise, a phone appointment may be required.

Thank you,
Art and Art History