MICROSOFT TEAMS FOR ADVISORS:
VIRTUAL ADVISEMENT APPOINTMENTS
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>An Introduction to Virtual Advisement Appointments</td>
<td>1</td>
</tr>
<tr>
<td>Sending an Invitation for Advisement</td>
<td>1-2</td>
</tr>
<tr>
<td>Joining Your Advisement Appointment</td>
<td>3</td>
</tr>
<tr>
<td>Join using Microsoft Teams</td>
<td>3</td>
</tr>
<tr>
<td>Questions and Technical Support</td>
<td>4</td>
</tr>
</tbody>
</table>
AN INTRODUCTION TO VIRTUAL ADVISEMENT APPOINTMENTS

Whether this is a student’s first semester on campus, or their last one before graduation, advisement appointments are as essential as ever. To make sure that students and advisers are able to communicate safely and effectively, we are using Microsoft Teams -- a tool that you may already be familiar with or have heard about recently.

Sending an Invitation for Advisement

Whether a student has an SIU email address or an email from providers such as Google or Yahoo!, the process for sending advisement invitations is virtually the same.

Watch video: https://support.microsoft.com/en-us/office/manage-meetings-ba44d0fd-da3c-4541-a3eb-a868f5e2b137

1. Login to Microsoft Teams with your SIU email address and password. If you are on a University-owned device, Microsoft Teams may automatically open and sign you in.
2. Click the Calendar icon on the left-hand navigation bar. Your SIU calendar will open. Areas on your calendar that are dark purple have already been scheduled. White areas are times that you are free.

3. Click on the time and date slot that you would like to schedule an appointment during. A meeting invitation screen will open.
AN INTRODUCTION TO VIRTUAL ADMISEMENT APPOINTMENTS

Sending an Invitation for Advisement (cont.)

4. Enter a subject line for your meeting. We recommend naming it something that includes the student’s name so you can easily identify when and who you will meeting with.

5. Enter the student’s email address. This can be an SIU or non-SIU address. For new students, SIU email addresses are not generated until 24hrs after they have registered for classes.

6. Verify the time and date are correct, or select different options.

7. (Optional): Add a description.

8. When you are done, click the send button. The meeting will be added to your calendar automatically and the student will receive an emailed invitation. Students will be prompted to accept the invitation, or decline with a reason, so that you may reschedule the appointment. Whether they accept or decline, you will receive an email notification.
JOINING YOUR ADVISEMENT APPOINTMENT

When it is time to meet with a student, you will want to login to Microsoft Teams. Again, if you are on a University-owned device, Teams may automatically open and login you in. If you are on a personal device, you may need to open the application and sign in with your SIU email address and password.

Joining Using Microsoft Teams
You can join your appointment in Microsoft Teams directly from your desktop (think Skype or Zoom). To do this, follow the steps below.

1. Open your calendar in Microsoft Teams (refer to page 1).
2. Click the purple Join Now button below the date and time you scheduled the student for.
3. A screen will appear before your meeting, prompting you to choose whether you would like to use your microphone and/or video camera. Select your preferences. Note: if you or the student have unstable internet, the meeting will proceed more effectively without the video camera feature.
4. Click Join.

If the student has a non-SIU email address...
They will join your meeting as a guest. In order for them to join, you will have to grant them access when prompted. When the student requests access, you will receive an alert similiar to this:

5. Click Admit.

Your meeting/ advisement appointment can begin.
Questions and Technical Support

If you run into a problem or have a question, SalukiTech is your primary resource for assistance. SalukiTech can assist you via live chat on their website, email, or by phone. View the options below to receive assistance in whichever way you prefer.

- Contact the SalukiTech Solution Center at salukitech@siu.edu to receive assistance through email. (Allow up to 24-48 hours for a response).

- Get assistance in real-time by starting a live-chat on the SalukiTech Solution Center website: salukitech.siu.edu.

- Call the SalukiTech Solution Center for assistance over the phone at 618/453-5155.