



MICROSOFT TEAMS FOR STUDENTS: VIRTUAL ADVISEMENT APPOINTMENTS

SIU
CARBONDALE

SOUTHERN ILLINOIS UNIVERSITY

OFFICE OF
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AN INTRODUCTION TO VIRTUAL ADVISEMENT APPOINTMENTS

Whether this is your first semester on campus or your last one before graduation, advisement appointments will be different than you might have expected or become accustomed to. 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.

Accepting an Invitation for Advisement

Once your adviser schedules you for an appointment, your SIU email address will receive a calendar invitation. It will look similar to the image below.

1. Click the **Accept** option in **Section B** to send a confirmation notice to your adviser. The appointment will be automatically added to your calendar.

The screenshot shows an email interface with a calendar invitation titled "Virtual Advisement Appointment - Emery, E" from "Emery, Rodney S <remery@siu.edu>". The invitation details are: "When: Monday, July 6, 2020 11:00 AM - 11:30 AM" and "Where: Microsoft Teams Meeting". Below the details are three response options: "Accept", "Tentative", and "Decline". A callout 'A' points to the "When" field, stating: "This is the date and time that your advisor has selected for your appointment". A callout 'B' points to the response options, stating: "You can accept, tentatively accept (and supply a reason), or decline (and send a comment)". Below the invitation is a note: "This meeting could not be found on your calendar." and an attachment "invite.ics" (5.07 KB). At the bottom, there is a "Join Microsoft Teams Meeting" section with a link, a phone number "+1 708-566-6423", and a "Conference ID: 984 395 199#". A callout 'C' points to this section, stating: "You can join the 'meeting' when it's time by clicking the link or dialing in on your phone".



Note: If you do not have an SIU email address, make sure your advisor knows that. New students must register for classes before they receive an email address. Your adviser will need to schedule a time to speak with you over the phone instead of Microsoft Teams.

AN INTRODUCTION TO VIRTUAL ADVISEMENT APPOINTMENTS

Declining an Invitation for Advisement

Although your adviser will try to select a date and time that will work best, they are scheduling appointments with several other students, as well. If you receive an invitation for a time that you will not be available, let your adviser know by declining the invitation and providing a comment.

1. Click the **Decline** option in **Section B** (see *previous page*) to send a notice to your adviser. A dropdown will appear with three options.

Option 1: Edit the Response before Sending (recommended)

This option allows you to send a customizable message back to your adviser so you can indicate days and times that would be best for rescheduling.

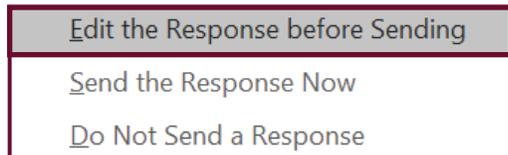
Option 2: Send the Response Now (not recommended, but acceptable)

This option sends an alert to your adviser that you have declined the invitation. Although this is acceptable, it is unideal since it does not indicate the reason why you have declined.

Option 3: Do Not Send a Response (do not use)

This option will **not** alert your adviser that you have declined the invitation. They will be waiting for you during the time they invited you for advisement. Please do not select this option. This prevents us from scheduling time with other students who would have been available during that time frame.

2. Click the **Edit the Response before Sending** option from the drop-down.



The image shows a screenshot of a dropdown menu with three options. The first option, "Edit the Response before Sending", is highlighted with a grey background. The other two options, "Send the Response Now" and "Do Not Send a Response", have white backgrounds. The menu is enclosed in a dark red border.

3. A blank email addressed to your adviser will open. Type a message to your adviser indicating your availability so they can reschedule your advisement appointment.

4. When you are finished, click **Send** to notify your adviser.

JOINING YOUR ADVISEMENT APPOINTMENT

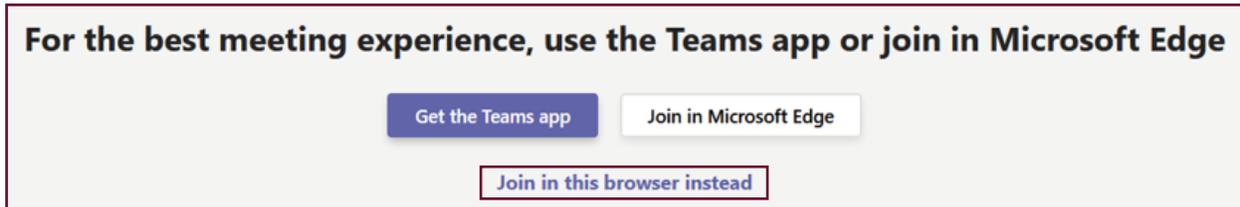
When it is time to meet with your adviser (or preferably, a few minutes beforehand) you will need to login to your SIU email account and join the meeting/appointment.

1. Open your preferred **browser** (Google Chrome and Mozilla Firefox work best).
2. Go to **office.siu.edu**.
3. Login with your **SIU email address** and **password**.
4. Press **Enter** or click **Sign In**.
5. Open your calendar by clicking the **calendar**  icon in the bottom right corner of your screen.
6. Double-click on the **appointment** on your calendar to view your **Join** options.

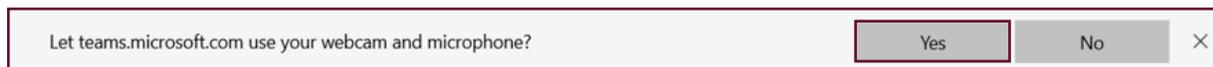
Joining Using Microsoft Teams

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

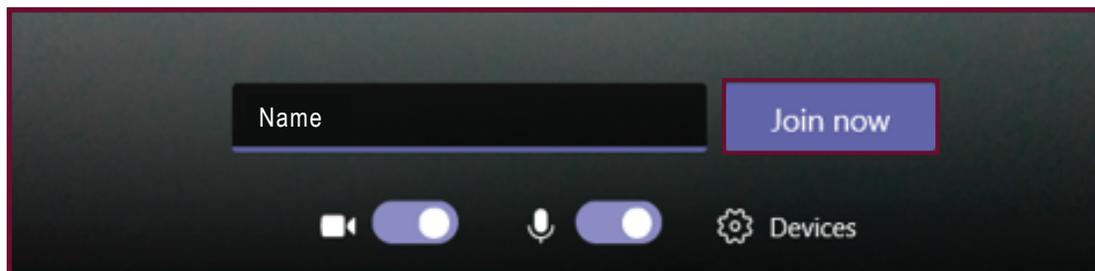
1. Click the purple **Join Microsoft Teams Meeting** text (*refer to page 1*).
2. A screen will pop-up with the option to download Microsoft Teams. Click the **Join in this Browser** text to join your appointment without downloading software.



3. A pop-up will appear asking for access to your microphone and webcam. Click **Yes** to allow.



4. If prompted, enter your **name**.
5. Click the **Join Now** button. You will be connected with your adviser.



JOINING YOUR ADVISEMENT APPOINTMENT

Joining Using Your Personal Phone

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

1. On your phone, dial the phone number listed on the calendar invitation (*refer to page 1*).
2. A bot will answer your call and ask for a conference ID. Enter the **Conference ID** listed in the invitation.
3. You will be prompted to say your name. This will record the name you say and play it back for your adviser.
4. You are now connected with your adviser.

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**.

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