

TUTORING STUDENT ACADEMIC SERVICES MS TEAMS TUTORIAL

Setting up MS TEAMS:

1. Head to <https://teams.microsoft.com/downloads>
2. You will see this in the center of the page, click on "Download Teams"

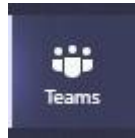
Teams on your desktop. It's just better.

↓ Download Teams

3. Go to where you downloaded the file and install the application (If you receive an error message about a missing .dll file just ignore it and re-attempt the install)
This process is entirely automated so do not worry about any extra steps.
4. At this point, you can log in with your University email address and password. (If you do not have these set up yet, please contact IT Services Help Desk at 303-352-7548)

Joining the Tutoring - Student Academic Services Team:

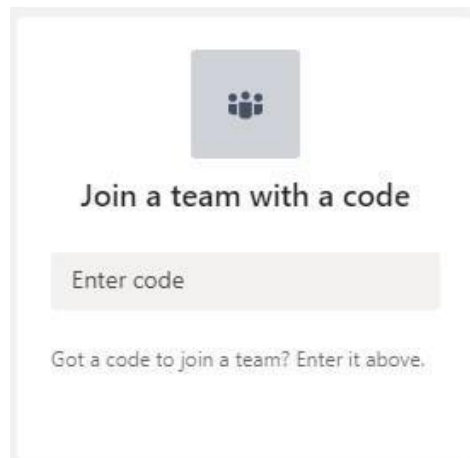
1. Select the "Teams" icon on the left side of the application:



2. In the upper right corner, click on "Join or create team"

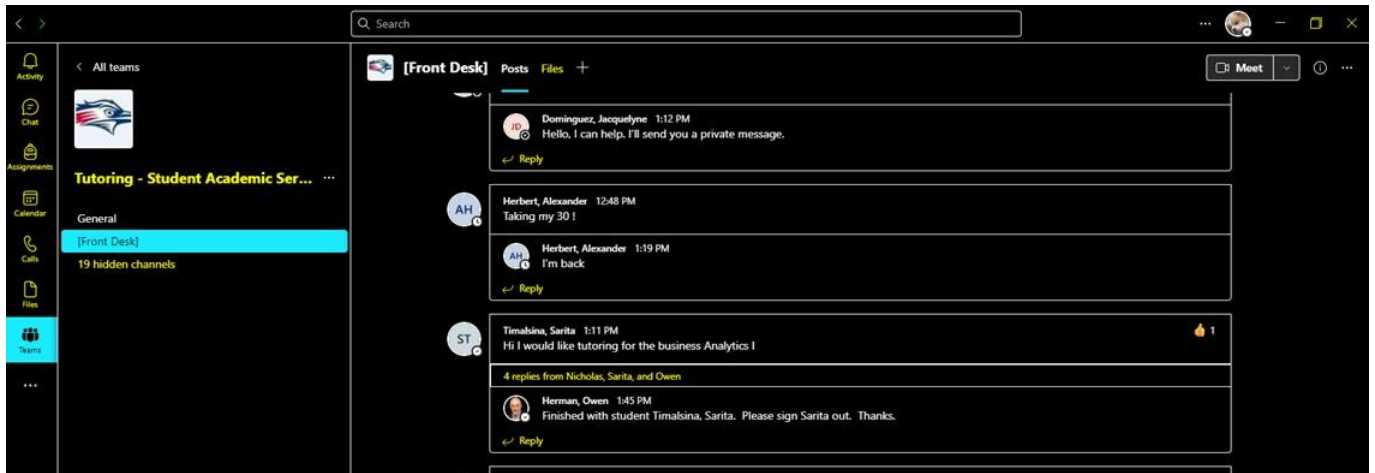
Join or create team

3. In the field "Join a team with a code" enter the following code: **z519wr5** in the grey text area.

The image is a screenshot of the Microsoft Teams interface for joining a team. It features a grey square icon with three stylized people at the top. Below the icon, the text "Join a team with a code" is displayed. Underneath this text is a light grey rectangular input field with the placeholder text "Enter code". At the bottom of the screen, there is a small grey text prompt: "Got a code to join a team? Enter it above."

Navigating the virtual Tutoring - Student Academic Services Team:

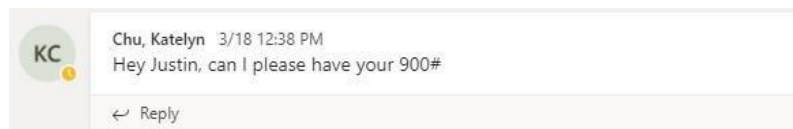
- 1) Once you have downloaded MS Teams and joined the Tutoring Team page, look for the channel titled: **[Front Desk]**. The image below is for what you are looking for upon entry into the team



- 2) The Tutoring Team is set up on a walk-in basis, so please check-in with the channel “[Front Desk]” so that we can assign you to a tutor. (Example below)



Once you post what you need assistance with, a member of our front desk staff will send you a private message prompting you for your 900#.



- 3) If a tutor is available, they will be notified and proceed to add you to a private tutoring channel. If you cannot find this channel, please look for it in “hidden channels” as in the image below.

It will be listed as your assigned tutor’s name.

