

Using Microsoft Teams to Attend Office Hours

Created by Luciana Marques for English faculty (Luciana.Marques@colostate.edu)

If you want to do well in your class, attending your instructor's office hours is the way to go. Office hours is the time your instructor is available to talk with you personally, so they may be able to offer personalized advice on assignments and other aspects of your class. It is also a chance to get to know your instructor better and build a professional relationship.

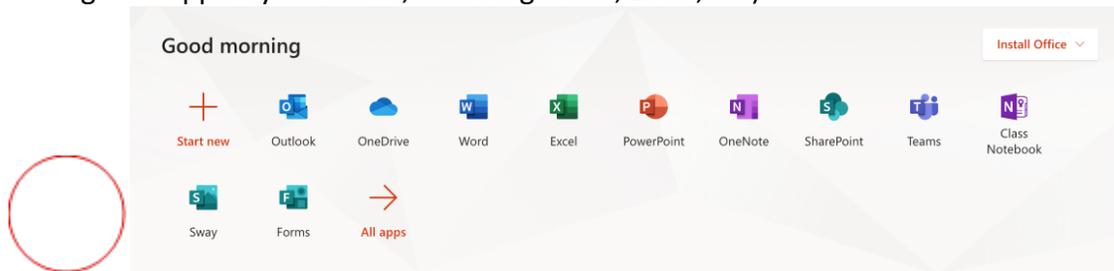
In a face-to-face class, you usually go to your instructor office hours in their campus office, and you sit with them to talk about your work, ask questions, etc. In an online environment, you can do something similar, by using Microsoft Teams.

What is Microsoft Teams?

Microsoft Teams – MS Teams – is a communication platform that can be used in several ways. Most instructors use it to meet with students in office hours and record lectures using the meeting function. The great advantage of using MS Teams is that all students and faculty are connected to it already via their Microsoft Office account (the one with the format firstname.lastname@colostate.edu, or the format eID@colostate.edu). Also, it is free to use, and fully supported by ACNS, so if you have trouble, you can get help.

How to get Microsoft Teams

You can use MS Teams via a web browser, by signing in to office.com with you Microsoft Office account (with the format eID@colostate.edu only). However, we suggest that you download Microsoft Teams to your computer. The greatest advantage is that it is very easy to be notified if someone is trying to reach out with the desktop app than it is with the web browser. To download MS Teams, go to office.com, log in with your eID@colostate.edu email and password and click on the Microsoft Teams icon. You can also get it by clicking Install Office à Office 365 apps (you will get all apps if you do this, including Word, Excel, etc).



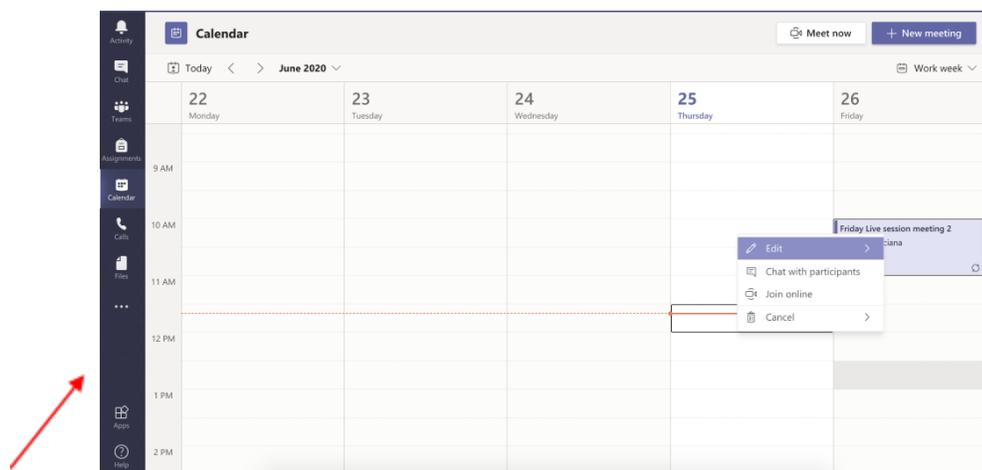
Then, on the next screen, click the “Get the [Operating System] app” button.



How to use Microsoft Teams

Using the meeting function

You can meet with your instructor either in open office hours or by appointment. You will receive an invitation from your instructor to the open office hours meeting or your appointment in your Microsoft email account (the one that looks like this: firstname.lastname@colostate.edu or eID@colostate.edu). Once you accept that invitation, the meeting will be available to you in the Calendar icon on Microsoft Teams. If you use calendar tools, like iCal on a Mac, accepting the invitation may create an event there as well. When the time and date of the meeting comes, you can go to your calendar on MS Teams, right click on the meeting, and click on "Join online" or simply click on the "Join" button.



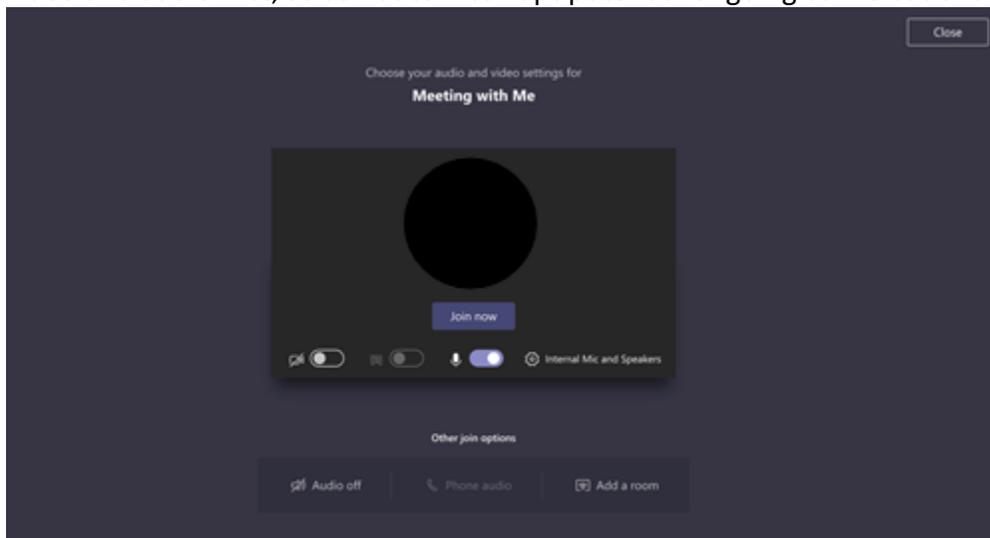
You can also join by clicking the link on the emailed invitation link:

Join Microsoft Teams Meeting

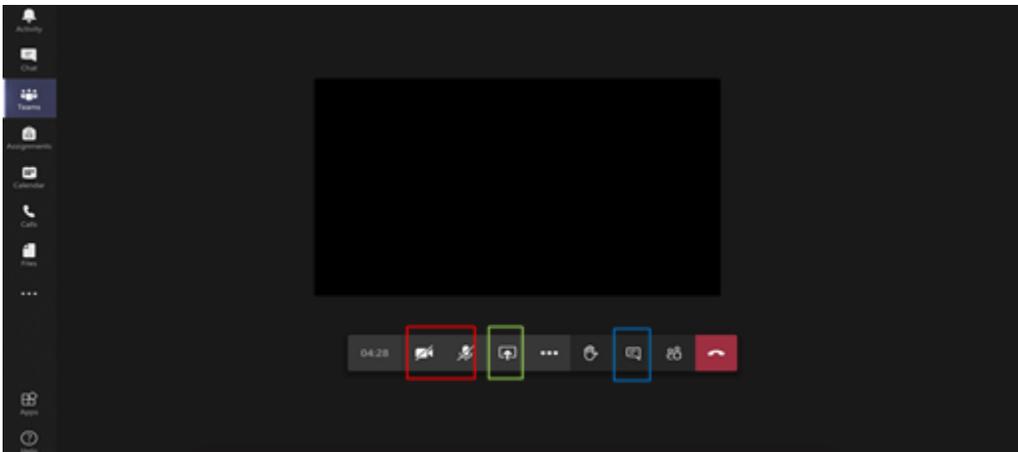
Learn more about Teams

Attention! You may be allowed to join the meeting at any time; however, nobody is going to be there. So, make sure to join the meeting only at the scheduled time.

Once you join the meeting, you will first adjust your video and audio options. If you are joining your instructor's open office hours after it has started, it is best to join the meeting without video and audio first, so as not to interrupt potential ongoing conversations.

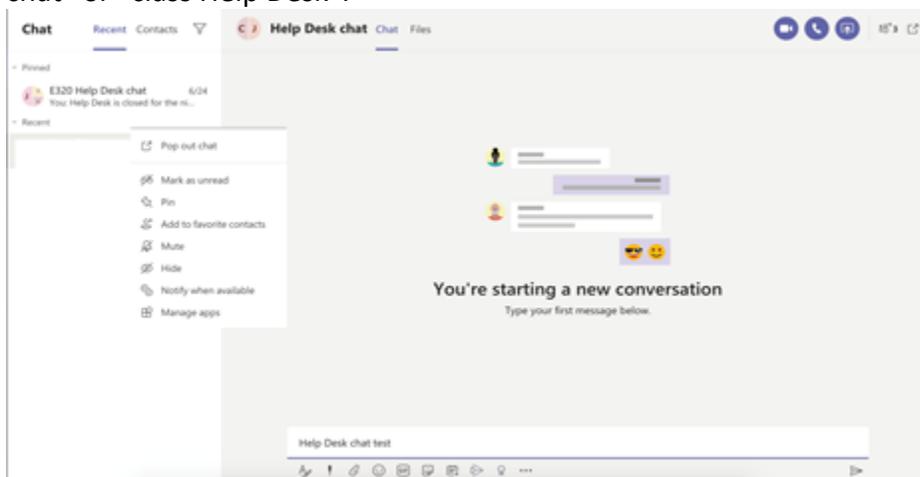


When you join the meeting, then you can change your audio and video settings (red box icons), share your screen with participants (green box icon), and chat with participants using the chat button (blue box icon). When you are finished, you just need to hang up by clicking the red button!



Using the chat function to reach out to your instructor

Your instructor might also establish office hours in a Help Desk style via individual or group chats in MS Teams. All chats will show up in the chat section on the left of your screen, which you can access by clicking the Chat button on the top left of the screen. We suggest you pin this chat by right-clicking on it and selecting “pin”. The chat might be named something like “CO150 chat” or “class Help Desk”.



The times your instructor will be available via this the chat in MS Teams will vary, so check out the times they set up Help Desk office hours on the syllabus and/or Canvas. If you send your instructor a message in the group chat when your instructor is not available, you might not get an immediate answer. It might be a good idea to plan your study sessions while your instructor is available on MS Teams, so you can ask questions. It is also a good idea to be connected to MS Teams even if you don't have a question, as other classmates may ask interesting things in the chat.

Attention! Help Desk group chat is open and visible to all students enrolled in the class, so do not write sensitive or personal messages on it. Also, make sure to be respectful to your instructor and classmates.