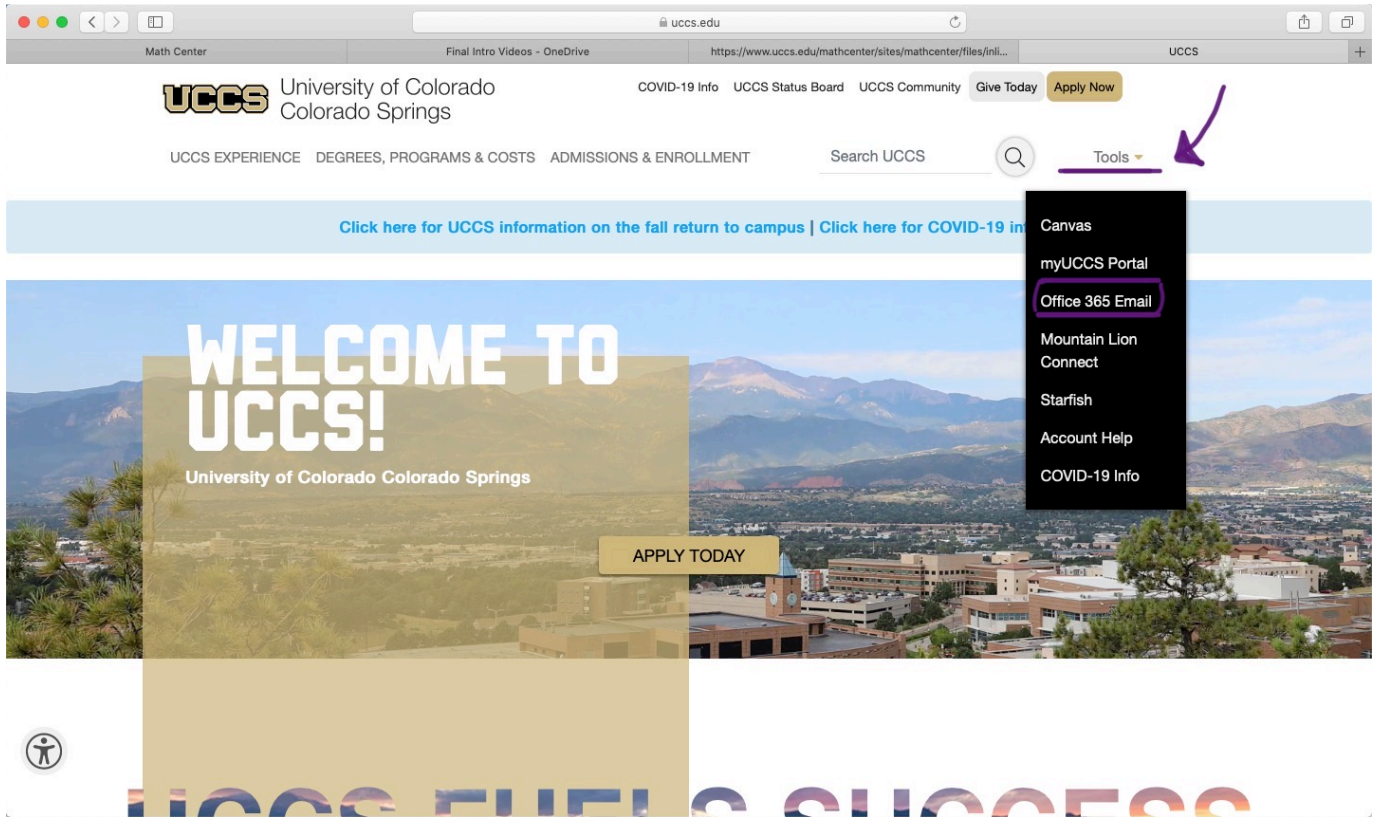
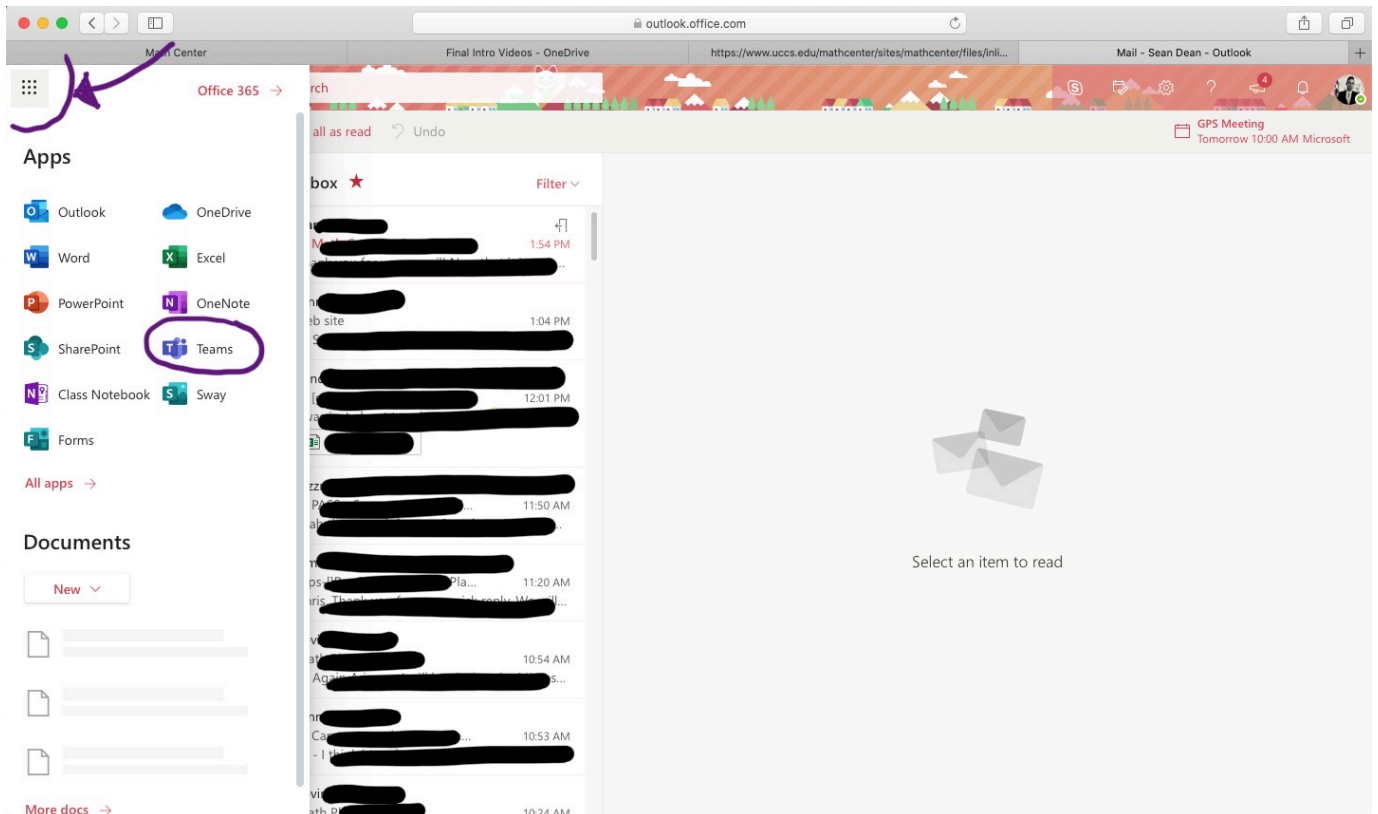


Important: use a browser other than Internet Explorer.

From the UCCS homepage, select tools and then Office 365 Email

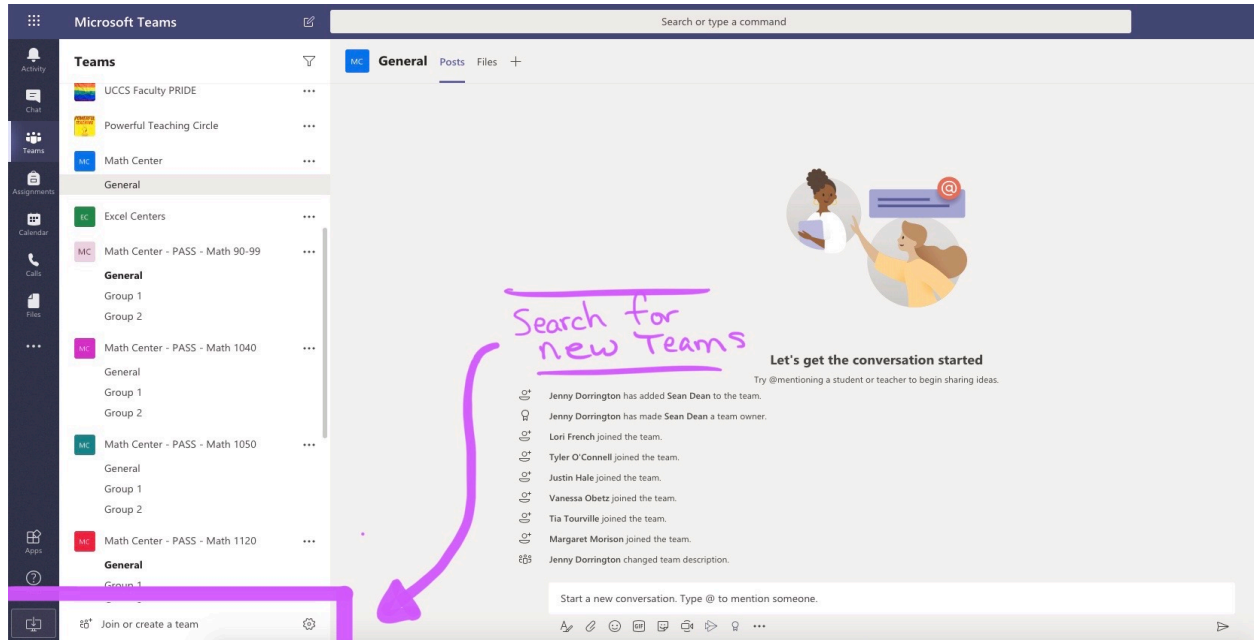


Select the Apps button (top left) and the list of apps will appear. Select Teams. You can also download and use the app for a better experience.

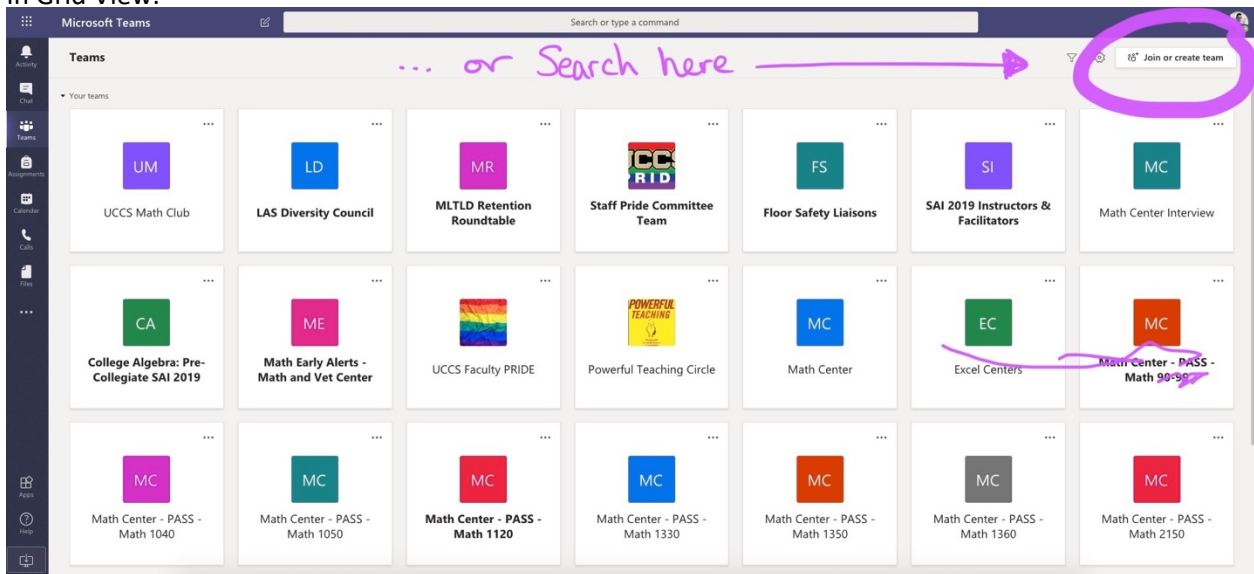


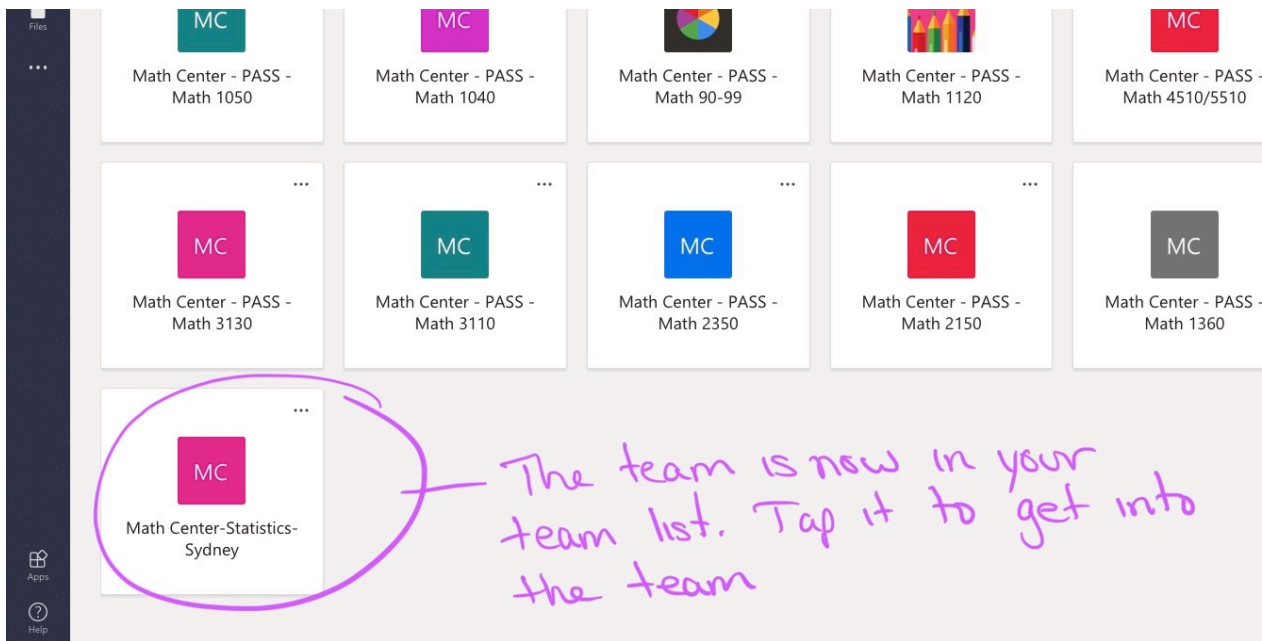
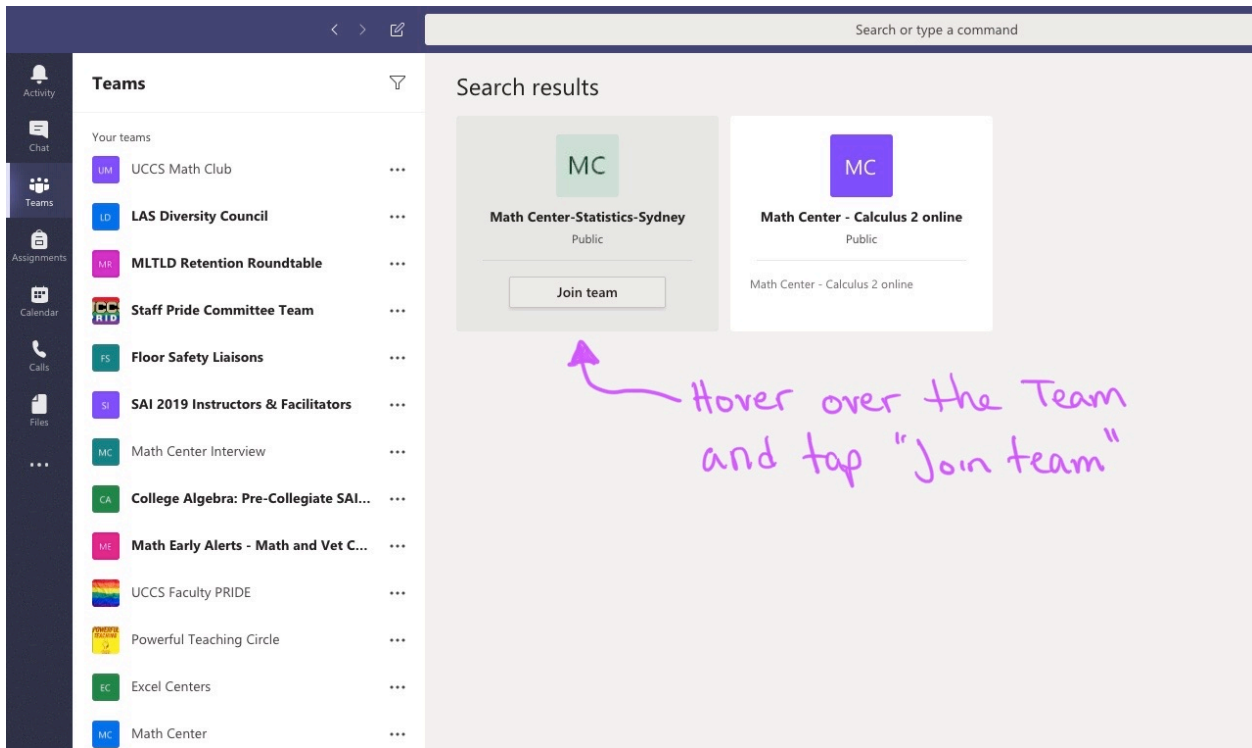
Once you've logged in to Microsoft Teams, you need to search for the Tutor or PASS team. Your teams will be organized as a list or grid. The join or create button is located ...

In List View:

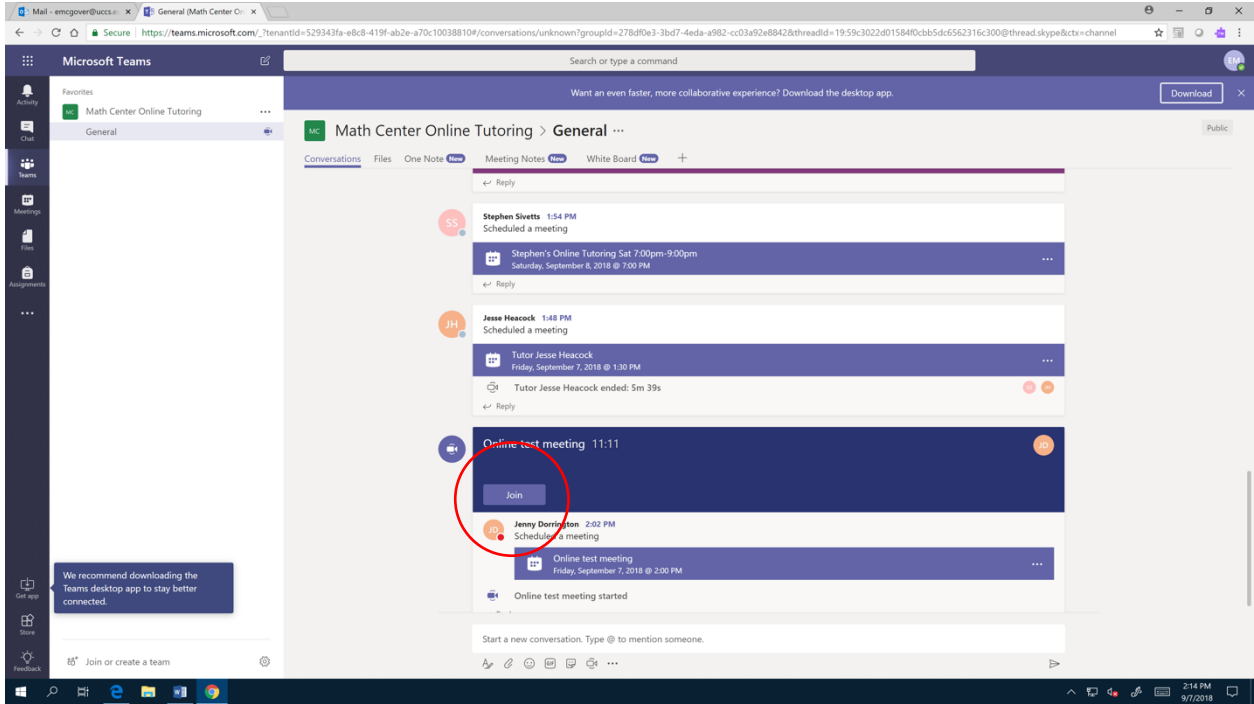


In Grid View:

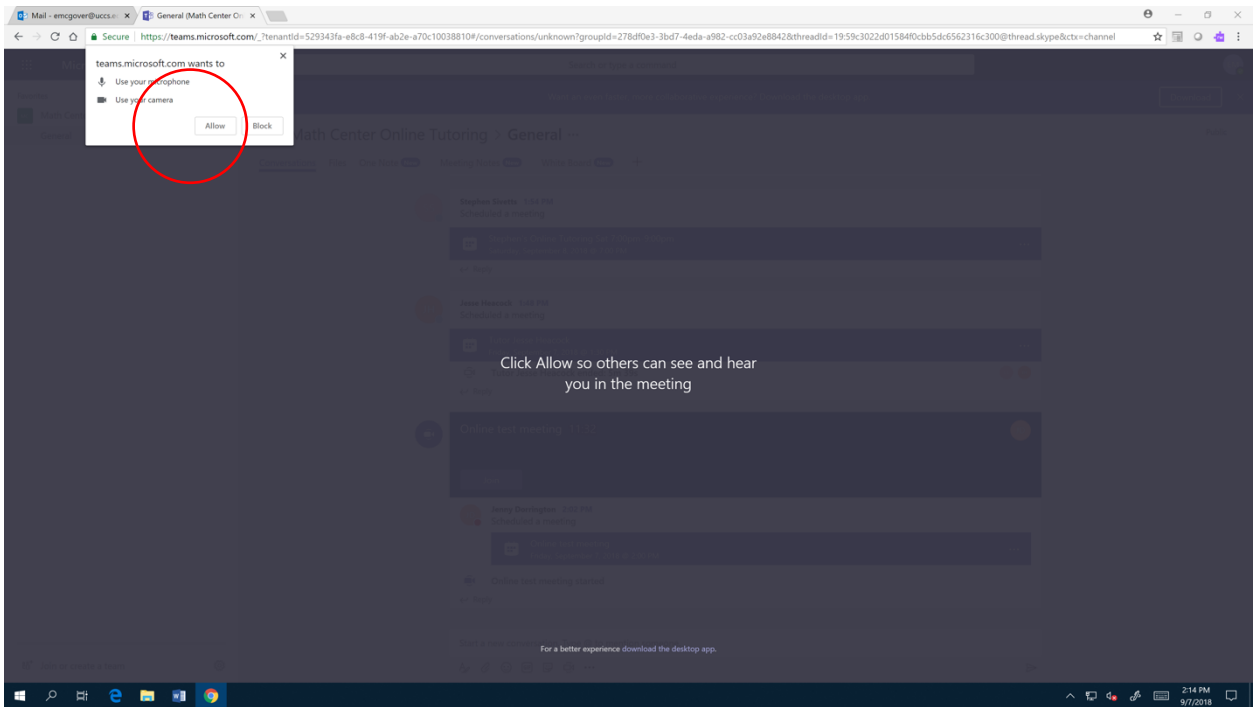




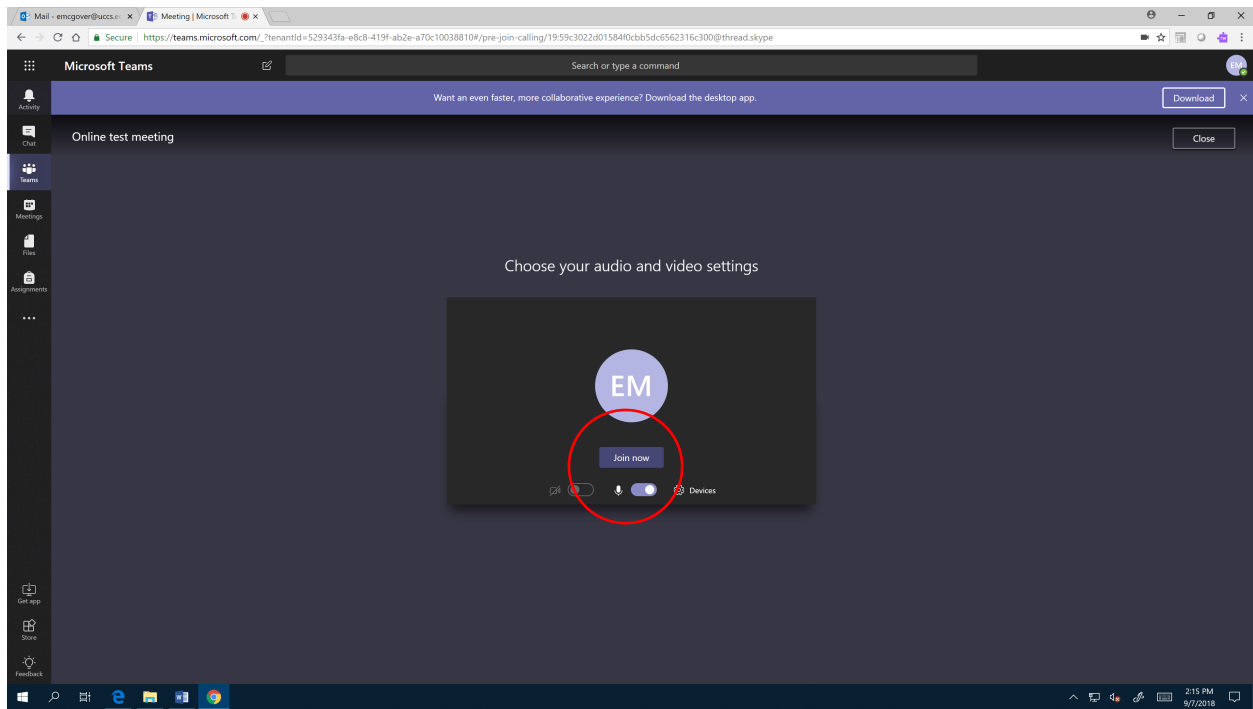
The screen below shows the meetings available. Hit Join to join the current Online Tutoring meeting or PASS.



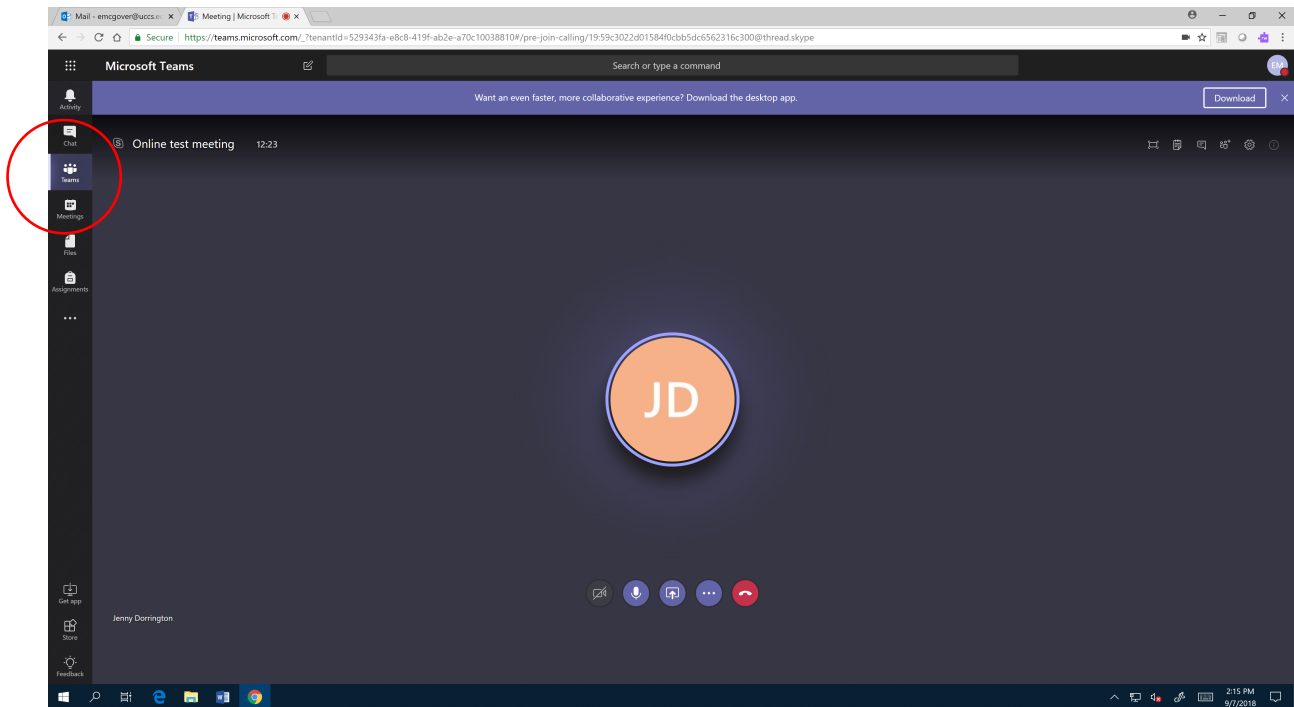
Click Allow so that you can participate in the meeting.



Choose your audio and video settings, then click Join Now.

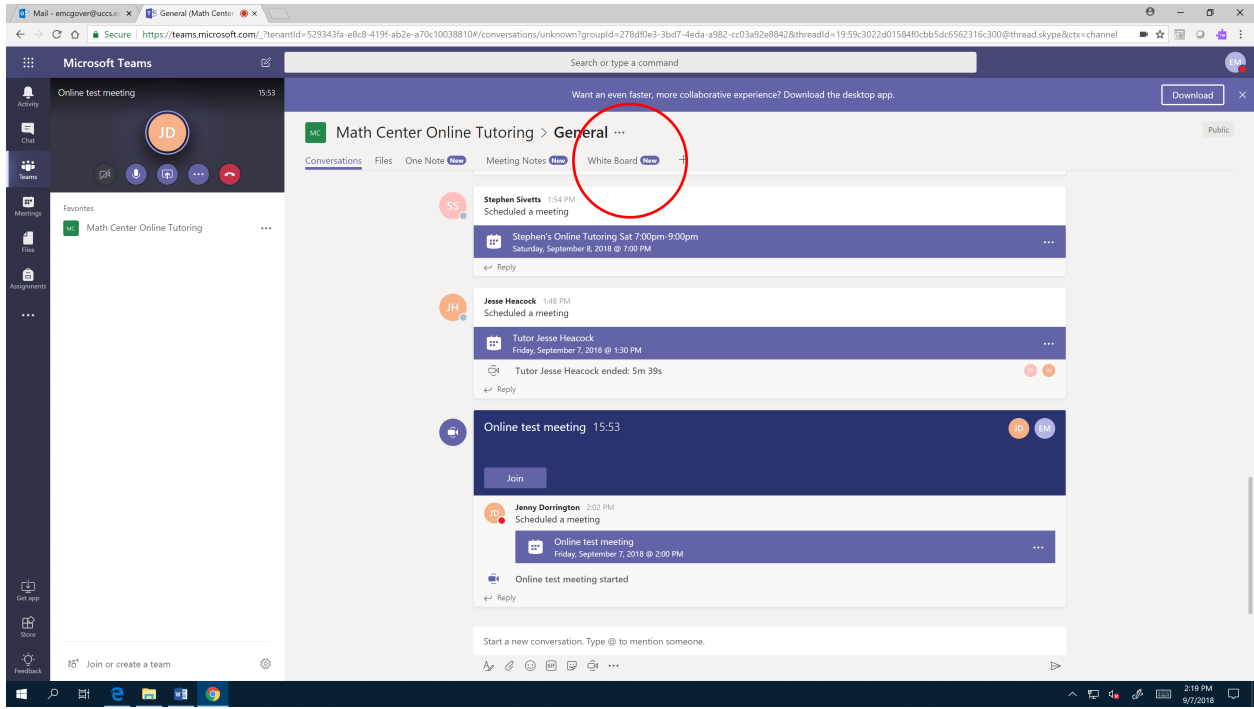


Finally, on the left-hand side of the screen, click on the Teams icon to go back to the conversation.

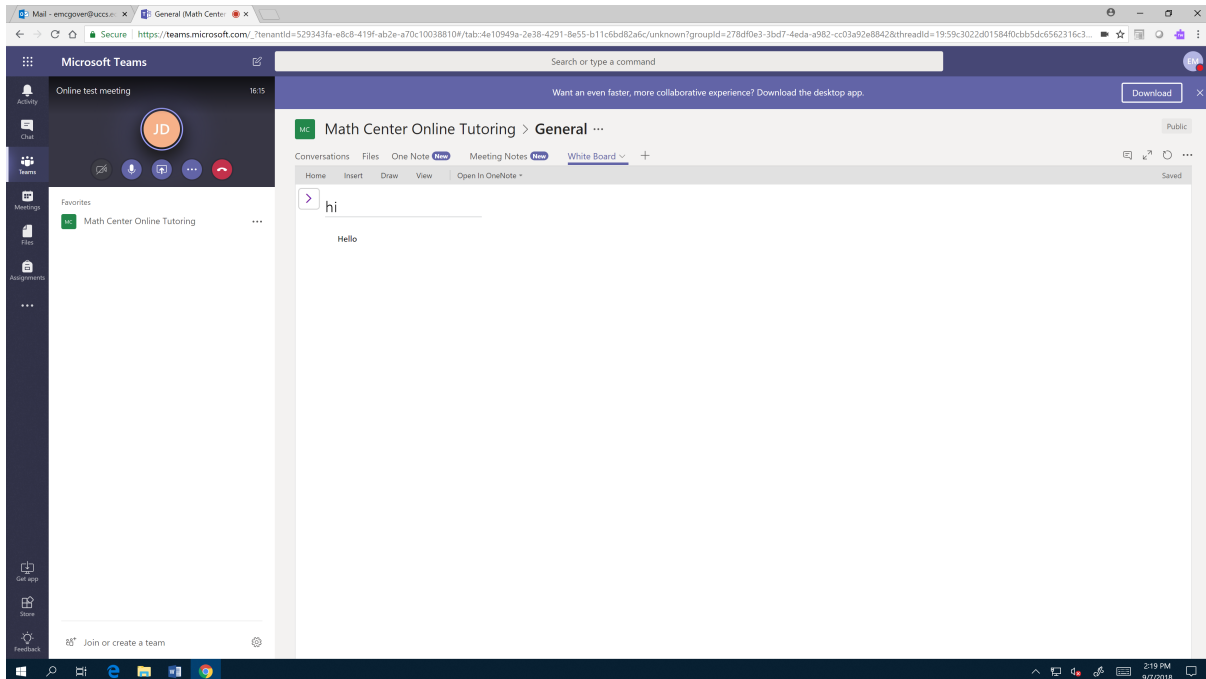


Now you are in the conversation. In the message box, type a message to let the tutor/PASS leader know you're there, and tell him/her your name.

From here, go to the Whiteboard to work with the tutor.



In the Whiteboard, you can type text, open a drawing menu, paste documents (for example, scan your work and upload it to the white board to show the tutor), and more.



Have fun!