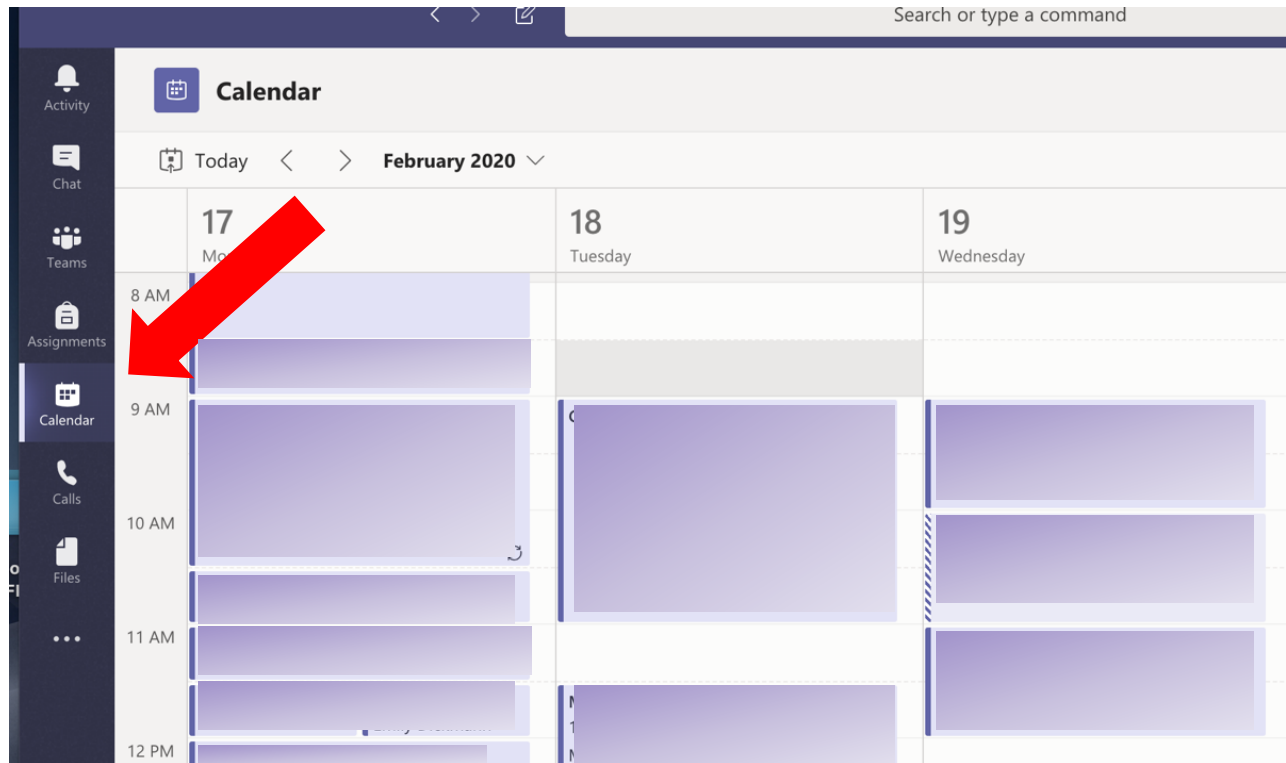


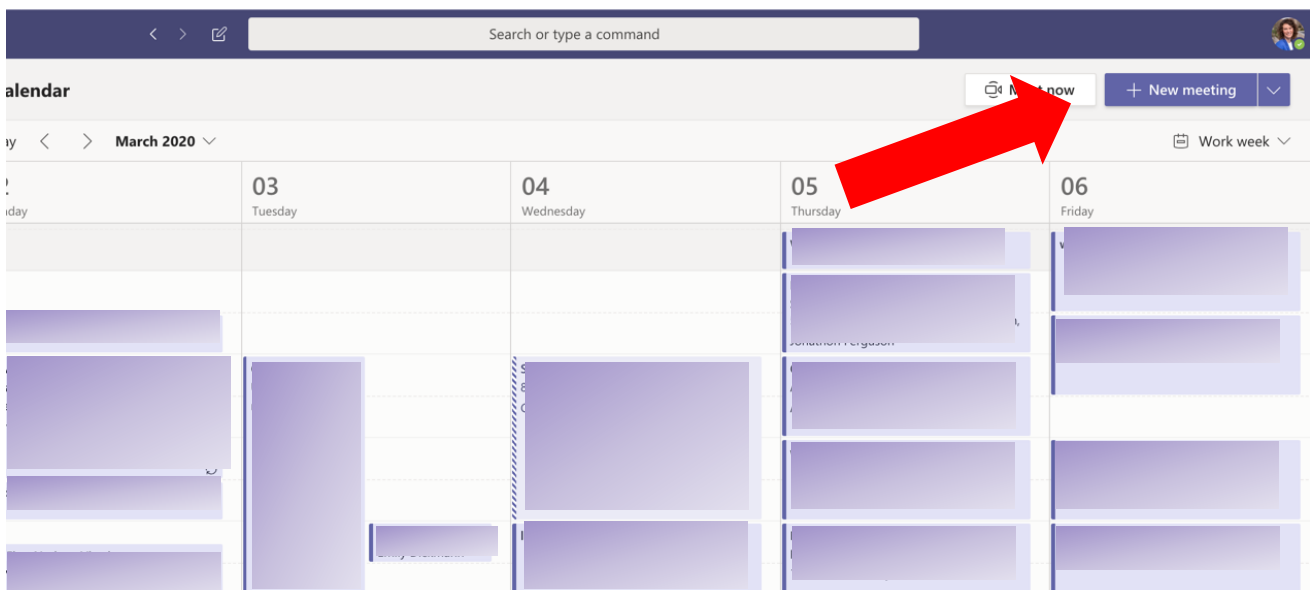
## How to Invite Your Student to a Microsoft Teams Advising Appointment

To invite your students to a Teams advising appointment (video or voice) you will need to create a calendar invite in Microsoft Teams. **This is in addition to the appointment scheduled by the student in Starfish/ by other means.** This invite will include a link to an advising appointment/meeting invitation, which will include a link for your student to join the virtual appointment at the appropriate time.

Open your Teams application, and click on the Calendar button on the left side of Teams.



Click on the New Meeting button in the top right.



The following window will appear for you to add additional details. You will “invite” the student by adding their university email address to the required attendees box (you can also search for their name).

### Sample information:

**Title:** Advising Appointment for (student name)

**Required Attendees:** Student wisc.edu email address (you as the sender will be automatically invited)

**Day / Time / Length:** Adjust according to scheduled appointment time

**Channel:** leave blank

**Location:** Microsoft Teams meeting

The screenshot shows the Microsoft Teams 'New meeting' dialog box. At the top, it says 'New meeting' with tabs for 'Details' and 'Scheduling Assistant'. Below that, the time zone is set to '(UTC-06:00) Central Time (US & Canada)'. There are several input fields: 'Add title', 'Add required attendees' (with a '+ Optional' link), 'Add channel', and 'Add location'. The date and time are set to 'Mar 13, 2020' from '6:00 AM' to '6:30 AM' for a '30m' duration. The 'All day' toggle is off. A 'Does not repeat' dropdown is visible. At the bottom, there is a rich text editor with a toolbar and the placeholder text 'Type details for this new meeting'.

### Sample text for the message box:

Dear \_\_\_\_\_,

*Thank you for scheduling a virtual advising appointment via Teams. You will be able to meet with your advisor through your computer on the web as either a video or voice appointment. You will need: access to the internet, a computer with a microphone, and you should use Google Chrome (Teams may not work on Safari).*

*Use the link below during your scheduled appointment time to access the meeting with your advisor. Your advisor will initiate the meeting, and you should click the link at your scheduled time. Do not download the Teams application - click the **“Join on the Web Instead”** button as you start the appointment with your advisor.*

*If you have any questions, please call \_\_\_\_\_ or email your advisor.*

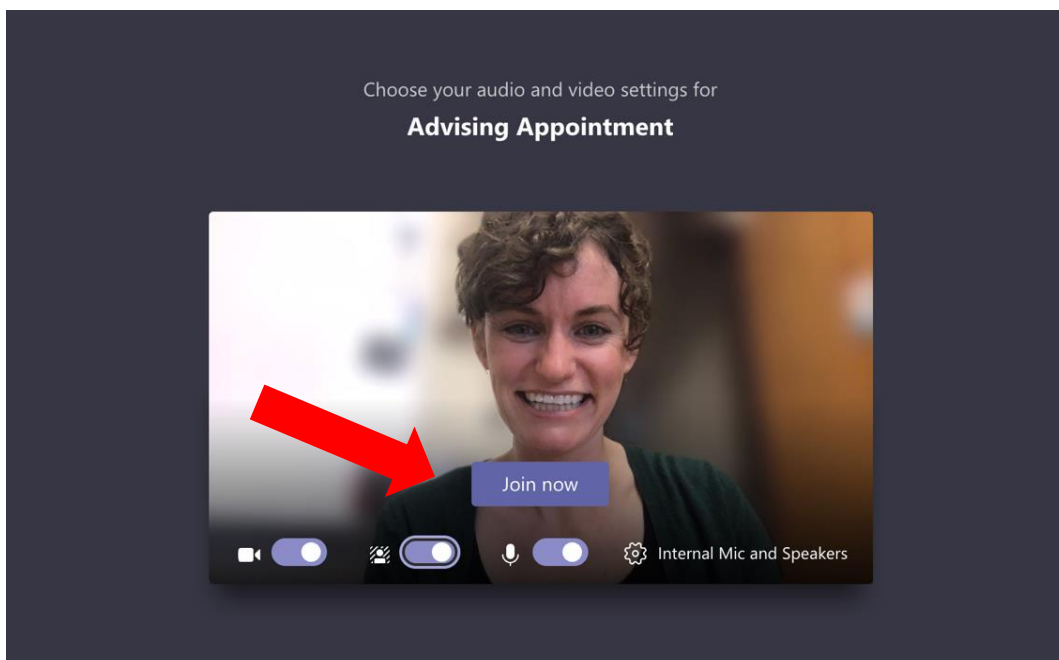
Once you hit save, the meeting invitation will be sent to the student and be added to both your Outlook and Teams calendars.

To access the Teams advising appointment with your student, go to the Calendar tab on the left of your Teams app. When it's time for the appointment to begin, click the Join button as seen below.



After you click the Join button, you'll see the following. Make sure the options below are checked as you need: video, blurred background, and microphone. Make sure your own computer's microphone is working and that the sound is turned on.

Click Join Now to officially begin the advising appointment with your student.



After your advising appointment this is what your students' screen will show. Your individual name will not show in the chat box, but rather the advising appointment.

