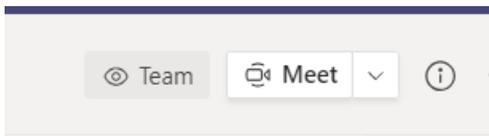


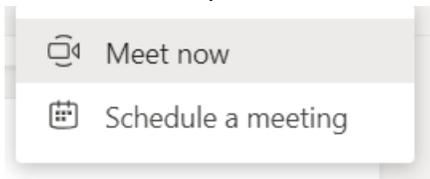
## Using Teams for Virtual Office Hours

If you want to set up office hours in Teams you can use the following steps:

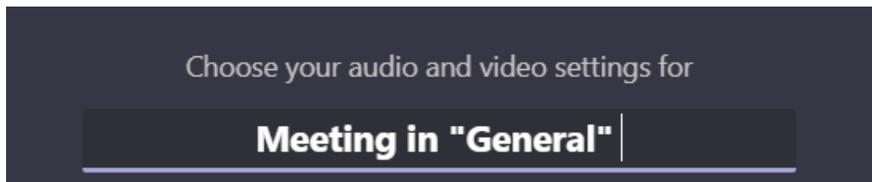
1. Decide on your office hour day(s) and time(s) and notify your students that you will be available via TEAMS during that timeframe.
2. At the decided time, go to your course Teams site. If your course does not have a Teams site contact Bridget Moore to have one set up for you and your students, or if you are teaching in a course that has a Teams site but you do not have access please contact Bridget to add you to the site.
3. Make sure you are in the general session for your course and click on the Meet icon in the upper right of the screen.



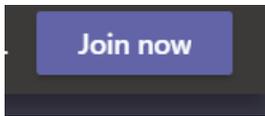
4. Click on the dropdown arrow and select meet now.



5. A meeting window will open. Where the title of the meeting is shown, change Meeting in "General" or whatever text might appear, to your name and office hour. To change the title, just backspace over the current text and add your text. This will let students know which faculty member is conducting office hours.



6. After putting in the new title, click on Join now. This will open up a Teams meeting.



7. Students will be able to join the meeting when they enter the Teams site for your course. They will see a screen similar to the one below.



8. You can then meet with the students who have come to office hours. Remember everyone will be able to hear each other, so this is not an individual meeting unless there is only one student participant.

**Other Tips:**

- If you select “schedule a meeting”, a meeting invitation will be sent to everyone in the Team, including all faculty, students and any other participant. Following the instruction in this handout will also eliminate the need for students to find the invitation and prevent you from getting lots of responses that you don’t need.
- If you send a meeting invite via Outlook and check to meet in Teams, be aware that this meeting will be in a private room. Students will need the link to join that meeting and will not be able to find it in the Teams course site.
- This set up can also be used for exam reviews, question and answer sessions or other meetings that are optional for students to attend.