

# Preparing for and Attending Your Online Appointment

## After Scheduling an Online Appointment

- Download the Microsoft Teams app onto your laptop or cellphone
- To get Microsoft Teams, [log into Office 365](#) with your UofSC credentials
- Once in Office 365, click on the Teams icon to initiate the download process
- [Microsoft Teams Video Tutorials](#)

## At the Time of Your Online Appointment

- Ensure Microsoft Teams is open on your device
- Go to your Outlook Calendar (found under the calendar icon at the bottom left of the Outlook desktop and web apps)
- Double-click the appointment on your calendar
- Click "Join Microsoft Teams Meeting." This will automatically take you to the meeting in Teams

## At the Time of Your Online Appointment

### Sharing Your Screen

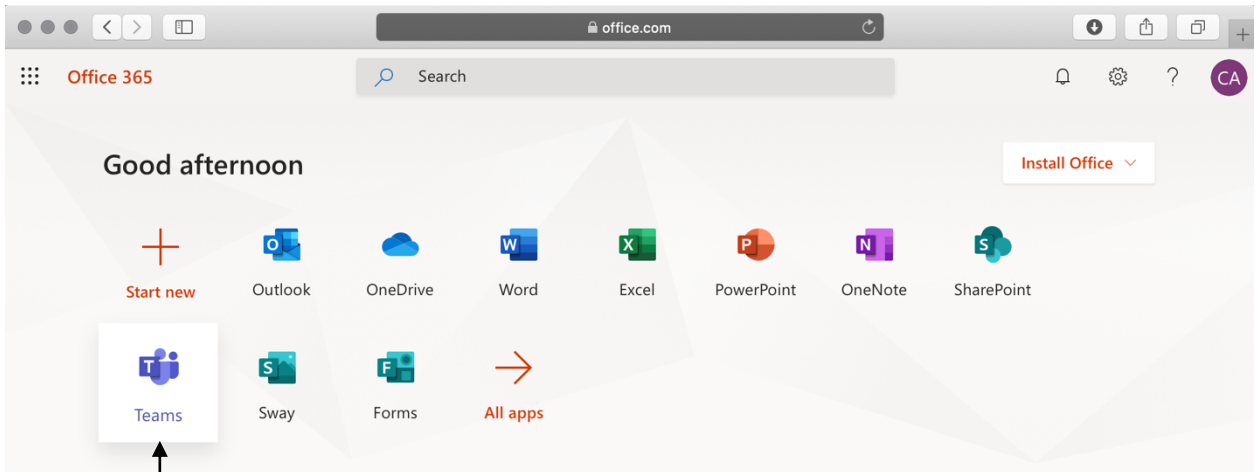
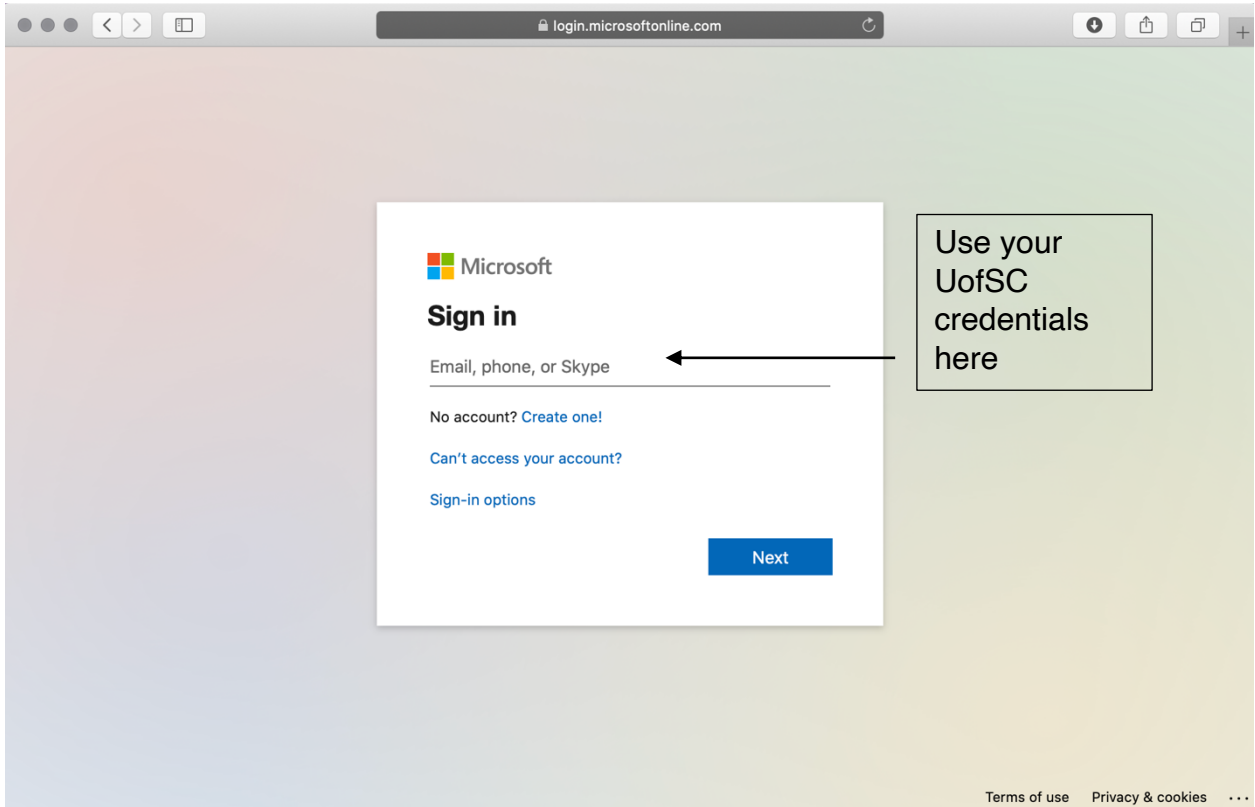
- On the toolbar near the bottom of the video, click the box with an arrow pointing upwards
- The left side shows options to share your whole desktop or a specific window like Word or Google Chrome

### Sharing a Whiteboard

- On the toolbar near the bottom of the video, click the box with an arrow pointing upwards
- The right side has an option to open a whiteboard that both you and your Peer Leader can use simultaneously

### Sharing a Document

- On the toolbar near the bottom of the video, click the chat bubble icon to open the Meeting Chat
- At the bottom of the chat window, click on the paperclip icon to select a document from OneDrive or your device
- Be sure to click send because it does not do so automatically



Click here to start downloading Microsoft Teams

Outlook

Search

New event

Today ← → August 10–14, 2020

School week Share Print

August 2020

10 Mon 11 Tue 12 Wed 13 Thu 14 Fri

8 AM

9 AM

10 AM

11 AM Chem 111 Tutoring Ap

12 PM

1 PM

2 PM

3 PM

4 PM

5 PM

Add calendar

My calendars

- Calendar
- United States holidays
- Birthdays

Outlook Calendar icon

Find your appointment

Yes, I'll attend Reply all Busy Categorize Delete

Chem 111 Tutoring Appointment

Join Teams meeting

You can't forward this invitation. Only the organizer can invite other people to this meeting.

Mon 8/10/2020 10:30 AM - 11:00 AM

Microsoft Teams Meeting

Calendar

Remind me: 10 minutes before

Join Microsoft Teams Meeting

Learn more about Teams | Meeting options

Organizer

- CA COMBS, ALLISON
- Yes: 1
- PS PEER TUTORING, SSC Required

Two options to join the Teams meeting (both work the same way)

