

Advising Online via Microsoft Teams

“Teams” is the live conference part of Office365.

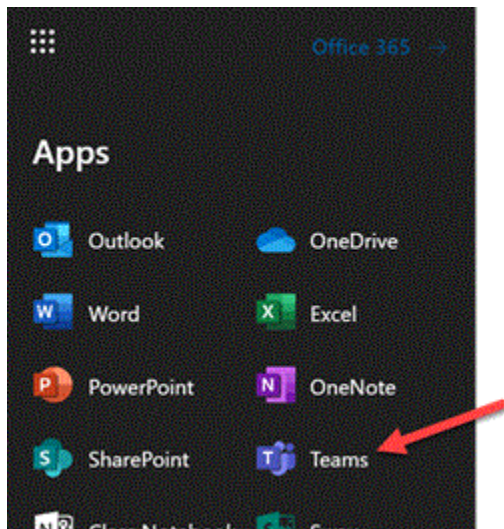
Why Use It?

It works on and off campus. It works in a web browser (no installation required), but it also has desktop or phone app versions you can download. It has a text chat function AND can make calls within the app (i.e. no outside numbers, just a direct audio call to other Teams users).

Connect to Teams

You can use this direct link: <https://teams.microsoft.com/> and log in with your Columbia Email/Office 365 sign-on (the new one from fall 2019, not loop mail).

OR: sign in to Office 365 to check your email via an internet browser (not the mail app), and you can link from there. Click on the “Office 365 Apps” in the upper left corner. It looks like a little box of squares. Once you’ve clicked it, find the Teams Icon and click that.



Once you are in the web version, it should also provide the option to download the desktop or mobile app. Some web browsers may have permissions or plug-in concerns, so downloading the desktop version or app can help ensure all features work as intended.

Via an App (Mobile)

You can connect to Teams via the Microsoft Teams apps available in the Apple and Google Play stores. Sign in using your Columbia (Office365) ID.

Via Desktop Apps ****Recommended****

There are desktop apps for Team available for MacOS and Windows. There’s a download link when you log

in through the website for the first time.

Functions:

Chat – Text chat. If you have an appointment scheduled your advisor should initiate this conversation, as we are not necessarily available at all times. If you’re uncertain how to use this, ask your advisor to send a test message/chat invitation to your Outlook email.

Calls – Please schedule in advance and be logged in on time – calls won’t work unless both parties are already signed in to Teams. If on a computer, please have microphone unmuted and be prepared to adjust volume.

Thanks for your patience during this unprecedented time. We are still here to help! If you have questions, please email your advisor.