

How to Meet with Your Writing Coach in Microsoft Teams



As a Liberty student, you have access to Microsoft Teams (<https://teams.microsoft.com>).

1. The morning of your writing appointment, you will receive a meeting invitation in your Liberty email with a link to join your appointment.

You will use the “Click here to join the meeting” link to access your virtual Writing Center appointment today at 11 AM. For instructions on how to navigate your appointment, please refer to our [Microsoft Team Appointment Instructions](#).

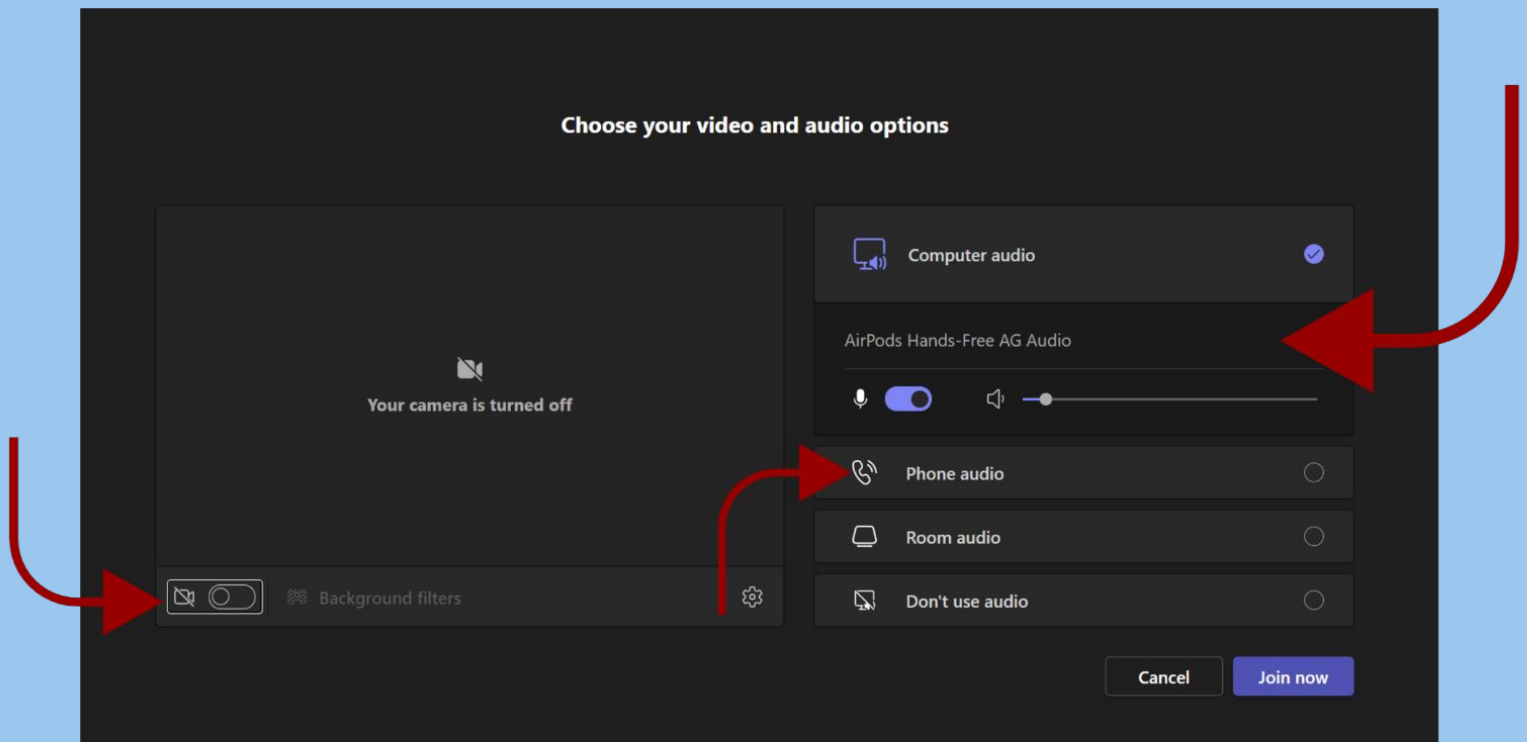
Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

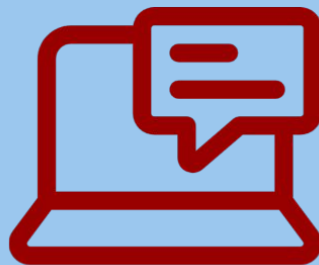
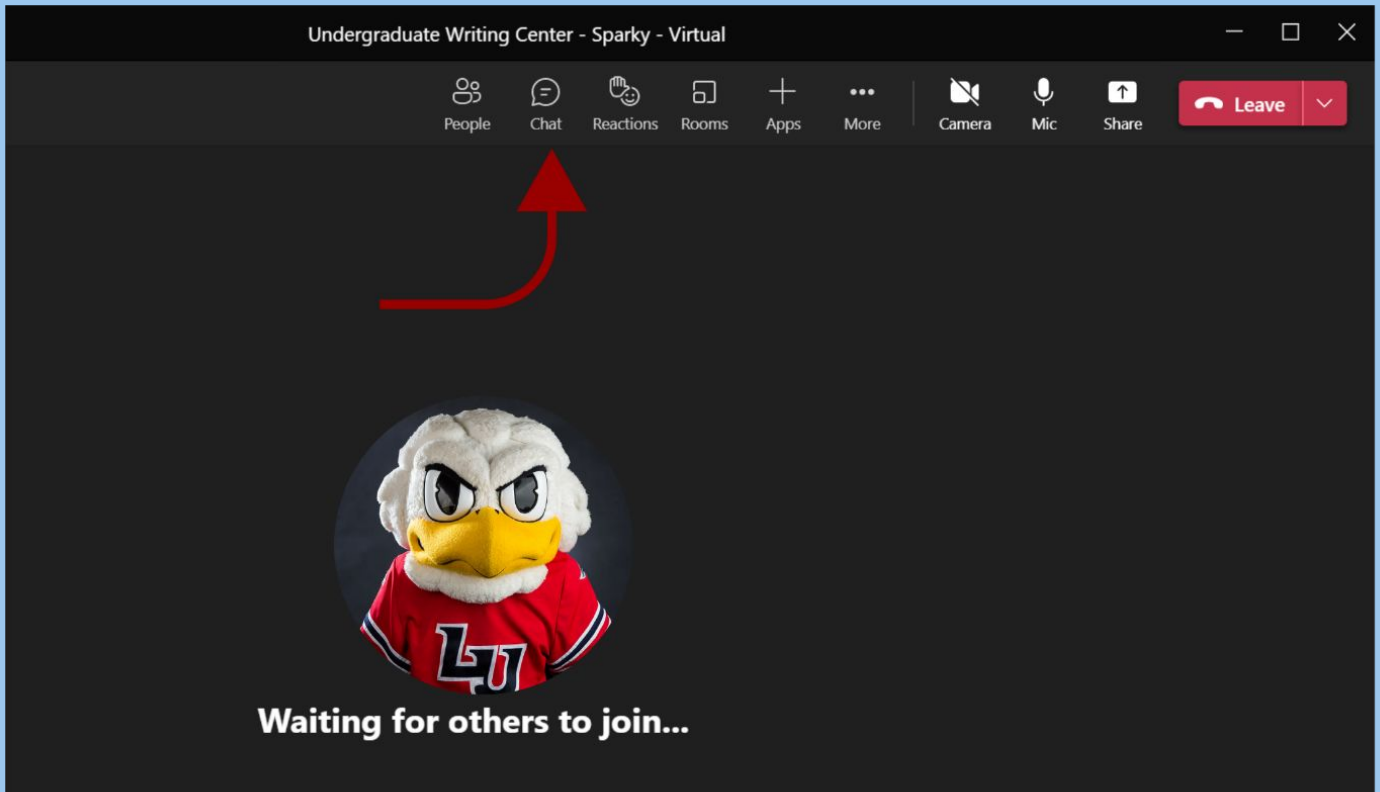
2. At the time of your appointment, click on the link in the email.

3. Once in Teams, you will have the option to join with video and/or audio on. Choose your preference. (If using computer audio, headphones are recommended to increase sound quality.)



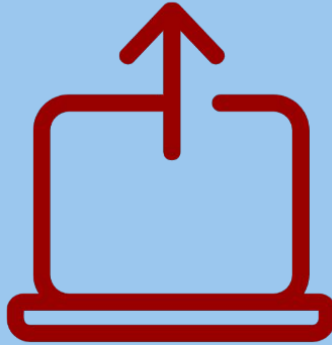
If you are having issues with your computer audio, you may also use phone audio (where you have video/chat through your computer, but audio through your cell phone).

4. Once you are in the meeting, you can click the "Chat" button to access the chat feature.

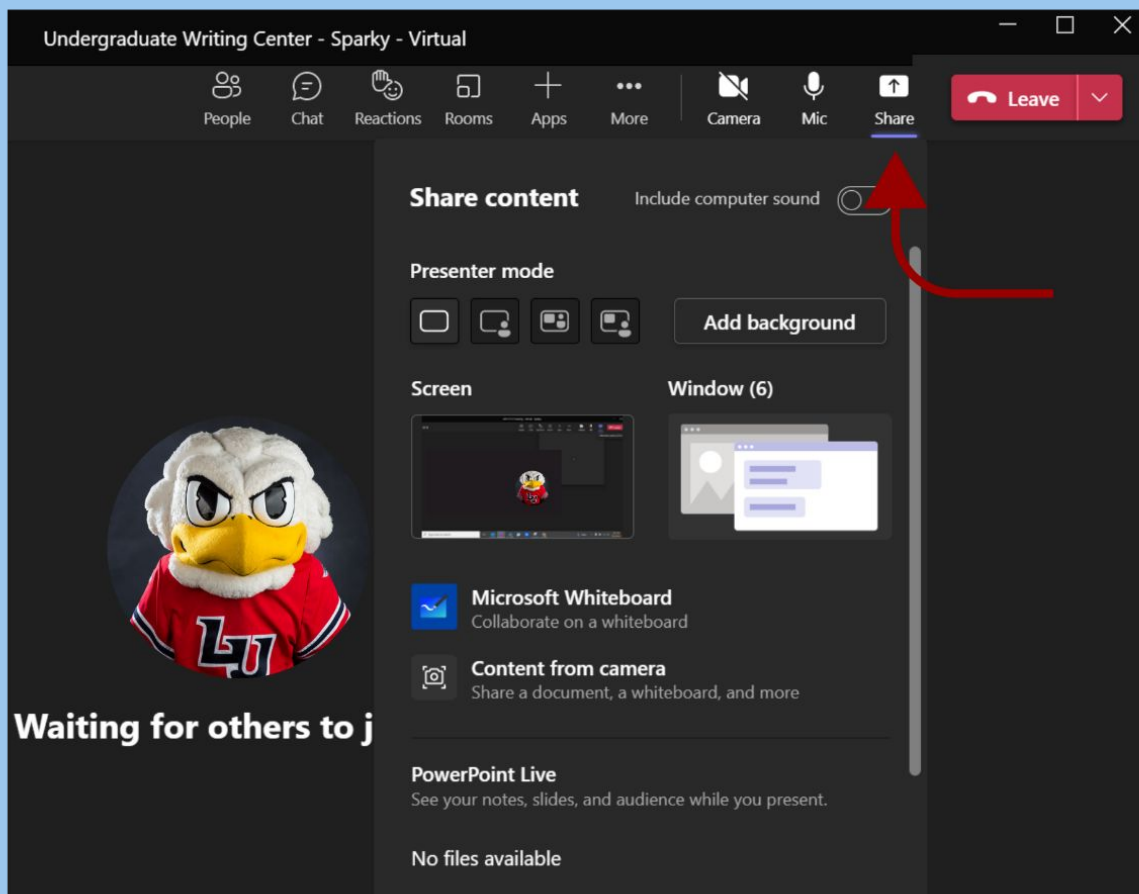


If you would like to share any documents with your coach, you can attach them in the meeting chat using the paper clip icon.

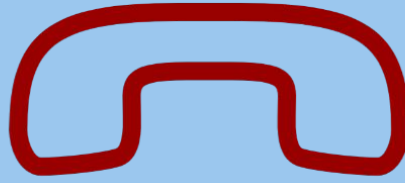
Sharing Your Screen



1. If you would like to share your screen with your coach, you can do so by clicking the “Share” button in the meeting toolbar. You will have the option to share your entire screen or a specific window.



Ending Your Appointment



1. At the close of your appointment, your coach will chat you a link to a brief satisfaction survey. We ask that you fill out this survey to give us valuable feedback on our services.
2. Click the “Leave” button to officially end your call.

