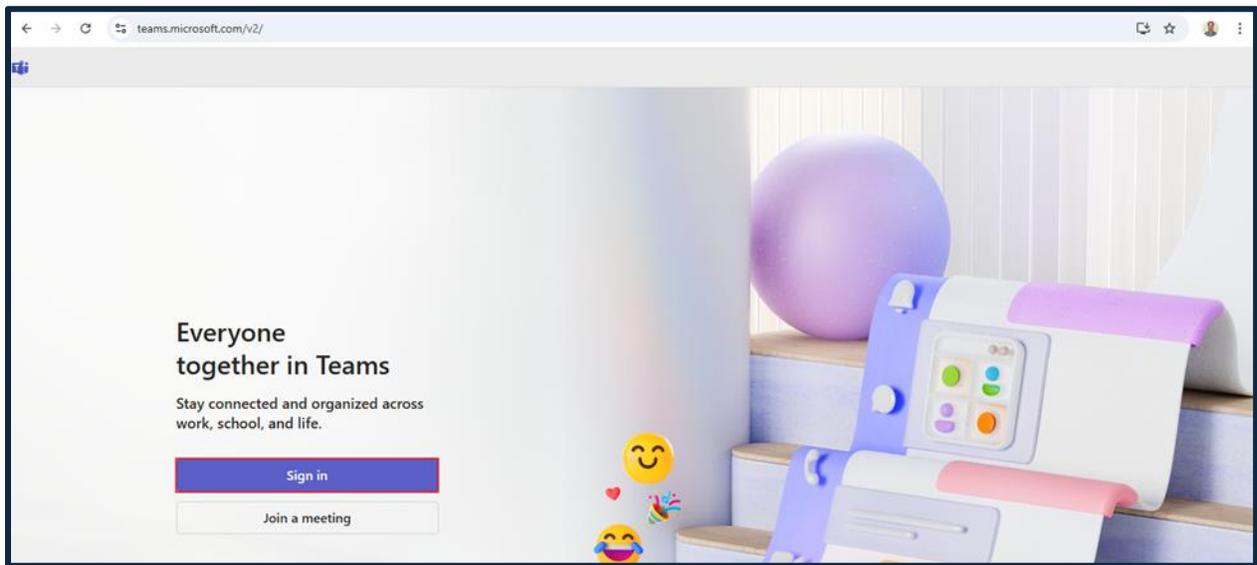


How to Join an Online Writing Center (OWC) Tutoring Session

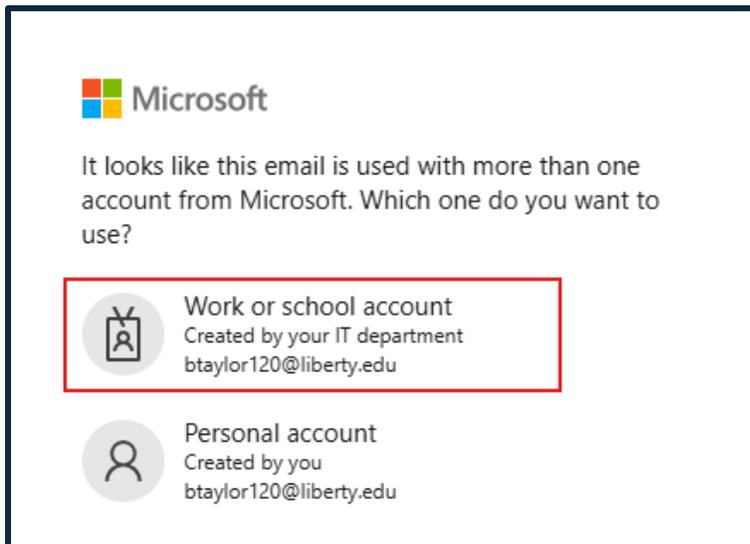
This tutorial walks through the steps to join your scheduled Microsoft Teams meeting with an OWC tutor. It is recommended that you follow these steps 5 to 10 minutes before your scheduled meeting time to ensure that everything is setup and ready.

1. Log into Microsoft Teams online by going to teams.microsoft.com.

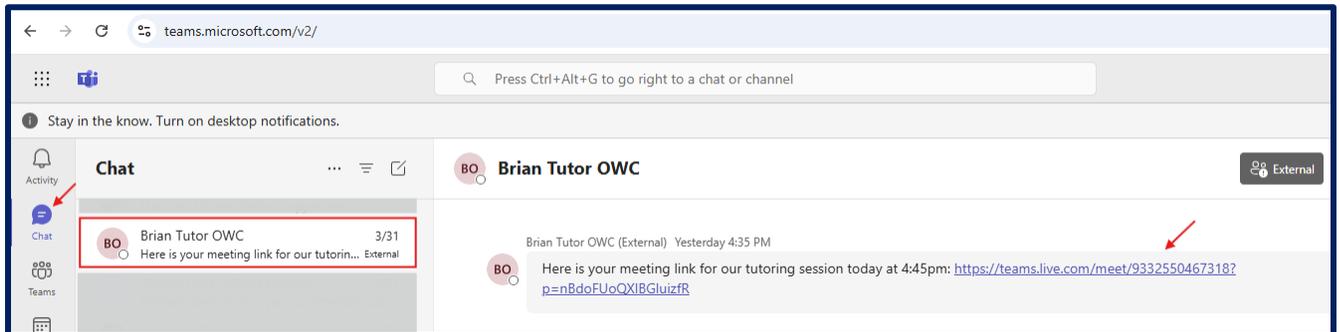
You can also use the desktop version if you already have that downloaded on your computer. Additional resources for using Microsoft Teams can be found on the [Microsoft Teams page](#) on our website.



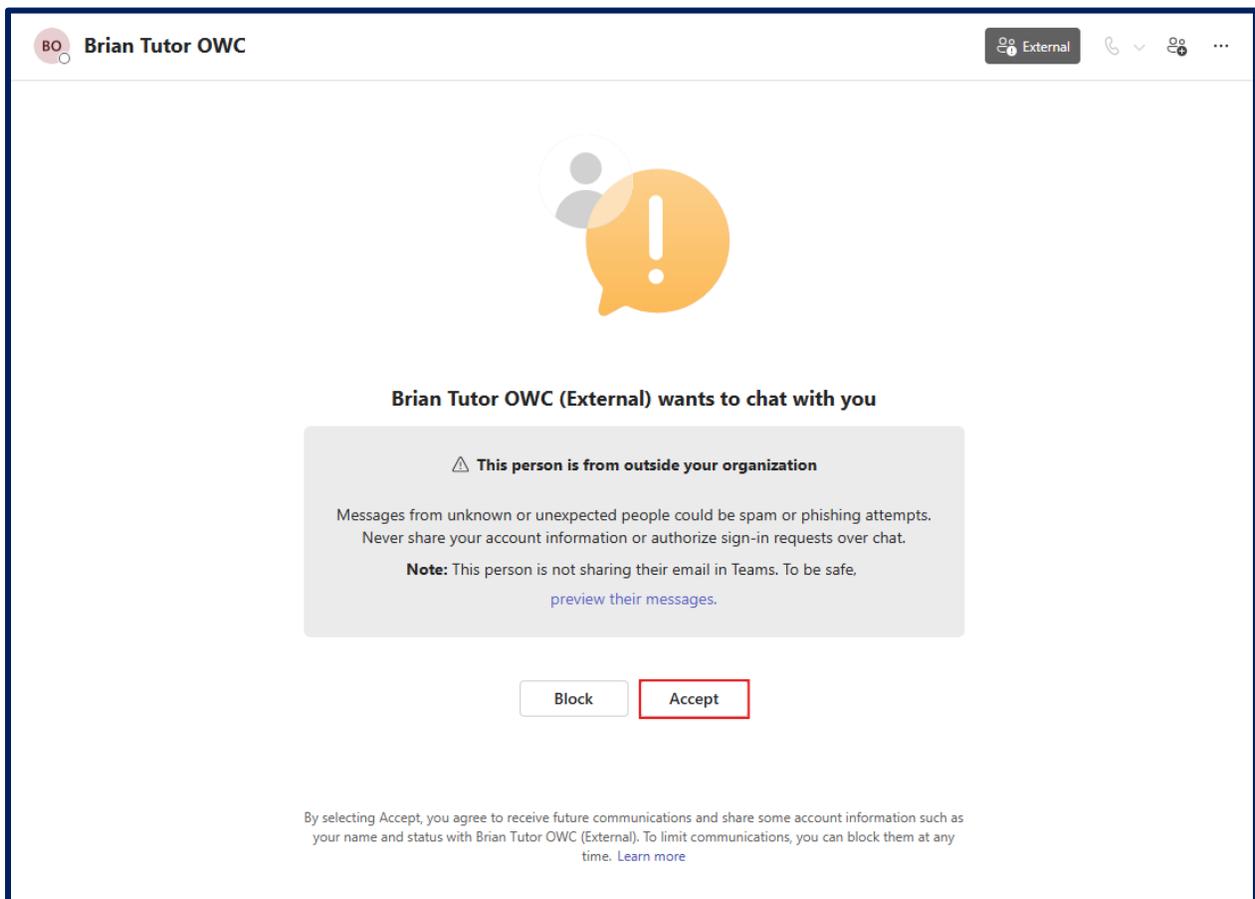
2. Select the “Work or school account” option and use your Liberty email and password.



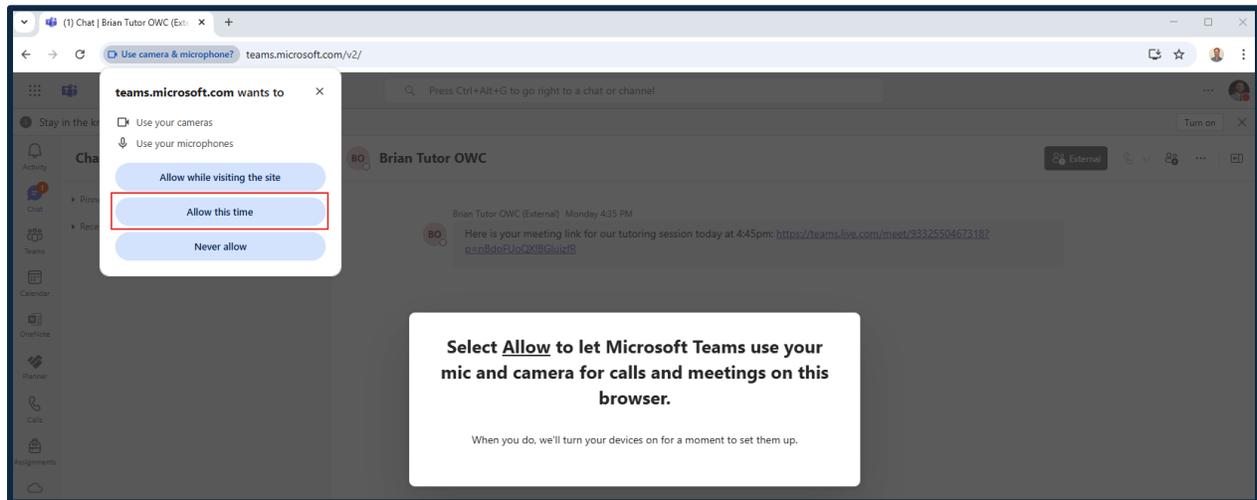
- Once logged in, select the “Chat” option from the left-side menu and wait for the OWC tutor to send you a link to the meeting. Click on the meeting link.



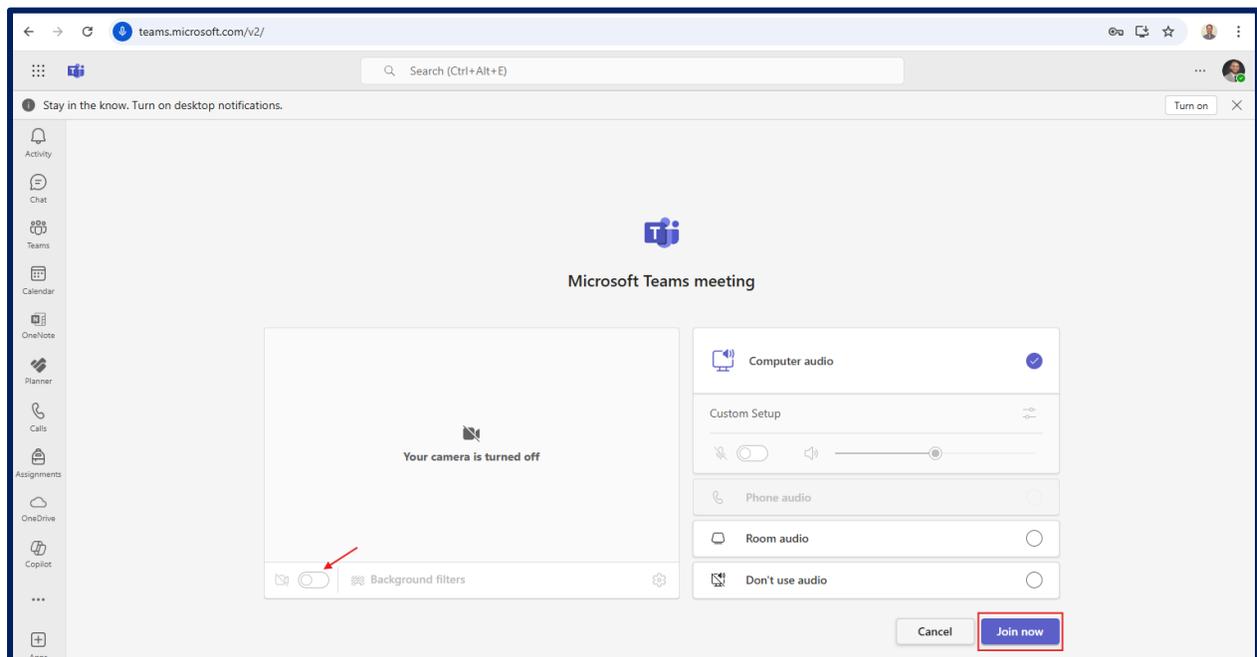
- You will receive a notification that the OWC tutor chatting you is from outside the organization. This is expected behavior, and you will want to choose “Accept” to continue into the meeting.



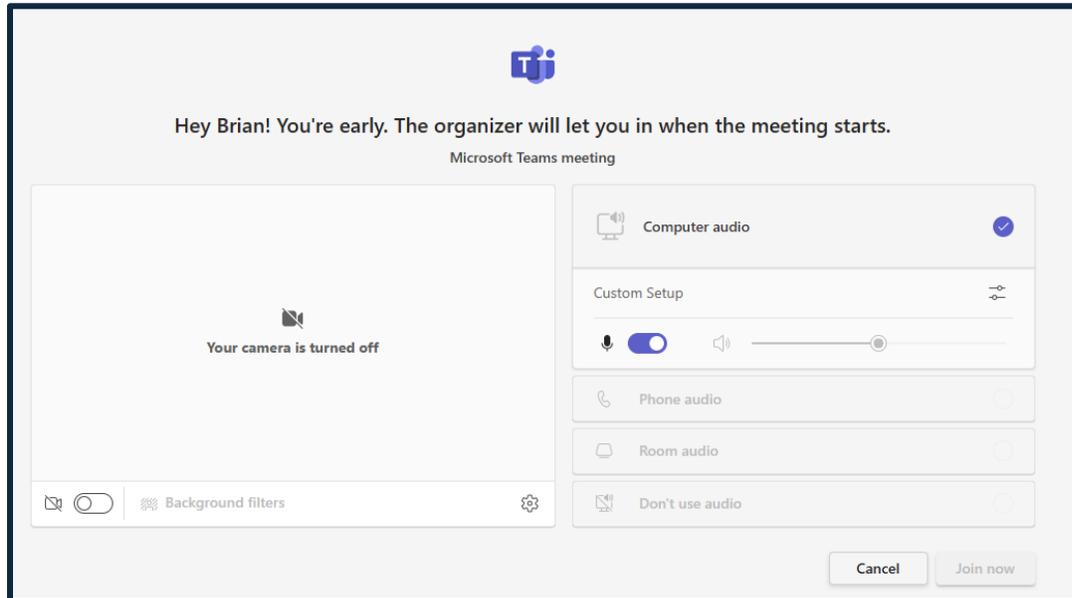
5. A pop-up window will appear asking for Teams to have permission to use your computer camera and microphone. Select “Allow” or “Allow this time”.



6. This page will give you more settings you can turn on or off before joining the meeting. You will want to ensure that your computer audio is turned on so that you can hear and speak with your tutor. When ready, select “Join Now”.



- The below notification lets you know that you have joined the meeting but that the OWC tutor needs to allow you to join. When the tutor is ready, they will admit you into the call.



- You have successfully joined the tutoring session meeting. The menu across the top gives you the ability to send chats, raise your hand, send reactions, customize your view, toggle your microphone to muted, and share your screen. When the meeting is over, simply select “Leave.”

