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 <u>teams.microsoft.com</u>.

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 <u>Microsoft Teams page</u> on our website.



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



3. 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.



4. 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.

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| | | | | |
| | \triangle This person is from outside your organization | | | |
| | Messages from unknown or unexpected people could be spam or phishing attempts. Never share your account information or authorize sign-in requests over chat. | | | |
| | Note: This person is not sharing their email in Teams. To be safe, | | | |
| | preview their messages. | | | |
| | Block Accept | | | |
| B | y selecting Accept, you agree to receive future communications and share some account information such as your name and status with Brian Tutor OWC (External). To limit communications, you can block them at any time. Learn more | | | |

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".

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7. 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.

| TIP Hey Brian! You're early. The organizer will let you in when the meeting starts. Microsoft Teams meeting | | | | | | | |
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| | Cancel | Join now | | | | | |

8. 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."

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| | Brian Tutor OWC (External) 🔌 | | | | | | | | | * | | |