

# Accessing Microsoft Teams for Advising Appointments – Student Instructions

As a WSU student, you have access to several of the applications available via Microsoft including “Teams”. If you choose this method to conduct an appointment with an academic advisor, here are the things you will need to know:

(NOTE: Your computer or laptop will need a webcam in order for this option to work.)

1. To access the video conferencing capabilities, do one of the following:
  - a. Download and install the desktop version on your computer or laptop: [Download Microsoft Teams](#)

Log in using your WSU email and password.

- b. Download the Microsoft Teams app on your tablet or smartphone and log in using your WSU email and password.

2. Just prior to your appointment time, log-in to Microsoft Teams. Your advisor will message you to see if you are ready and then initiate the video call

3. Please be in a quiet space so you can interact with your advisor, feel comfortable discussing confidential information if needed, and read documents your advisor shares through screen sharing.

4. It is highly advised that you not conduct your advising appointment via Teams while driving.

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**Please remember to prep for your appointments as you usually would, and of course, bring your **HEART** to advising!**