

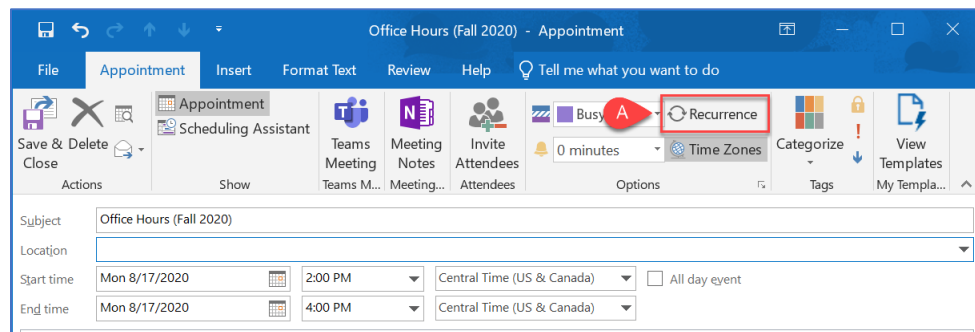
## How to Conduct Office Hours Using Teams

Microsoft Teams enables you to hold weekly one-on-one Office Hours sessions with your students in a secure environment. Below are instructions on how to do this.

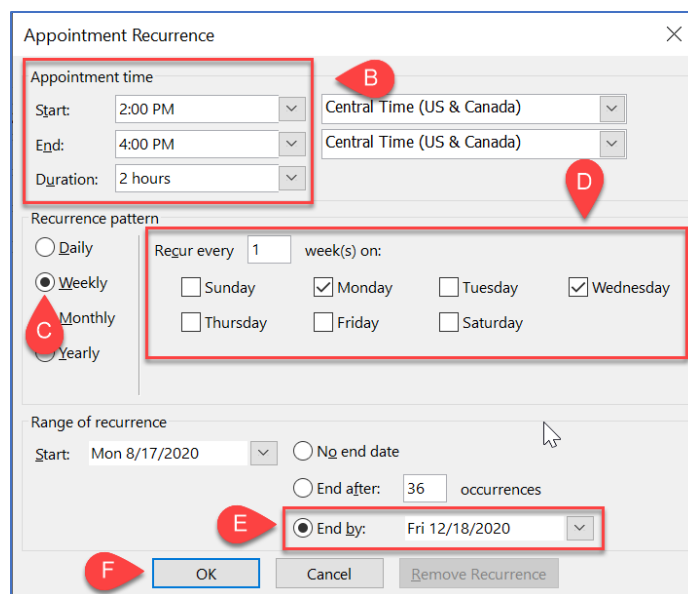
### STEP 1: SET UP YOUR OFFICE HOURS

Before the semester begins, you will need to create a new recurring Teams meeting. The best way to do this for your Office Hours is to create the meeting in Microsoft Outlook. Please follow the instructions below.

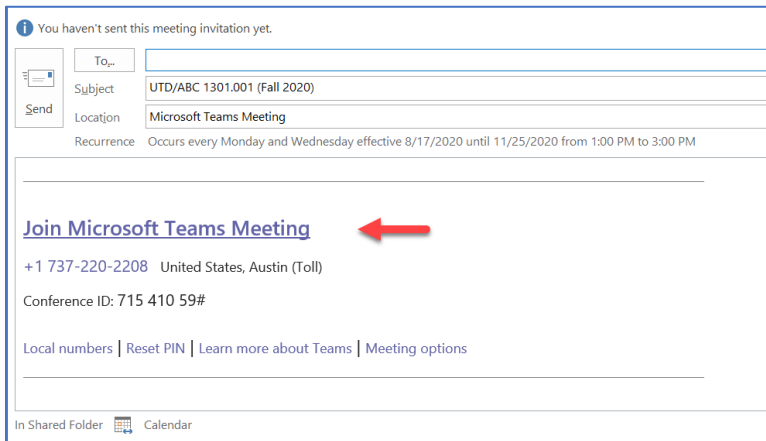
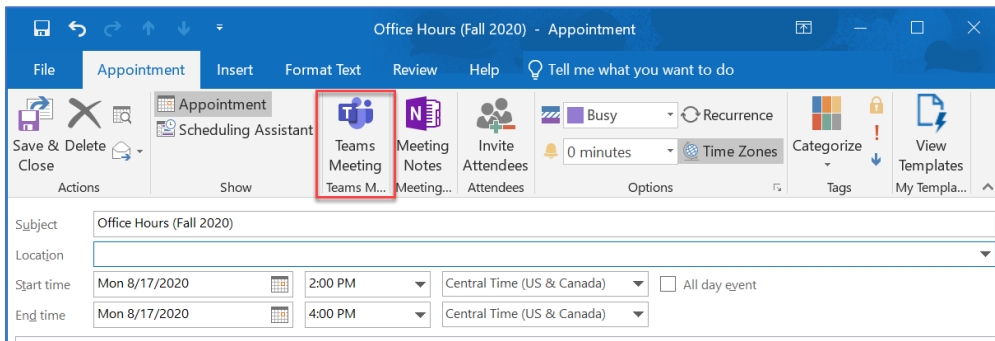
1. Open Microsoft Outlook, and while in the Calendar, create a new calendar event.
  - a. Click the **Recurrence** button



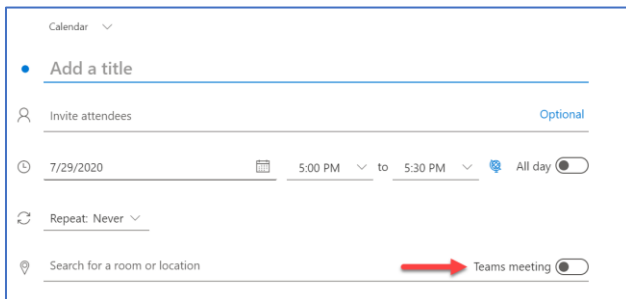
- b. Put in the start/end times.
- c. Select Weekly.
- d. Select what days of the week for your Office Hours (i.e. Monday/Wednesday).
- e. Put the last day of class in the "End by" field.
- f. Click **OK**.



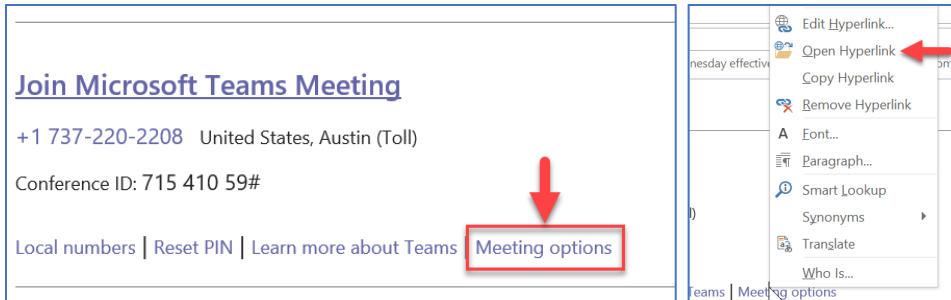
2. Now click the **Teams Meeting** button. This will add a Teams link to your calendar event.



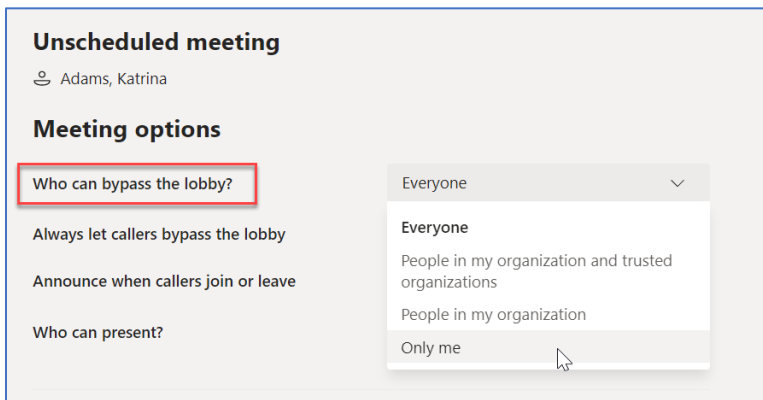
If you are using the web version of Outlook, you can find the Teams Meeting option under **More Options**.



3. Now you need to set your Meeting Options. While you still have the calendar event open, right-click on the "Meeting options" link, and click **Open Hyperlink**.



A browser window will open, and you'll now see the Meeting Options. For the **Who can bypass the lobby?** dropdown, choose **Only me**. This way, students will not automatically enter your Office Hours session. You will have to admit each student to grant them access to the meeting. (This will allow you to hold a confidential meeting with a student without worrying that another student may enter without you noticing.)

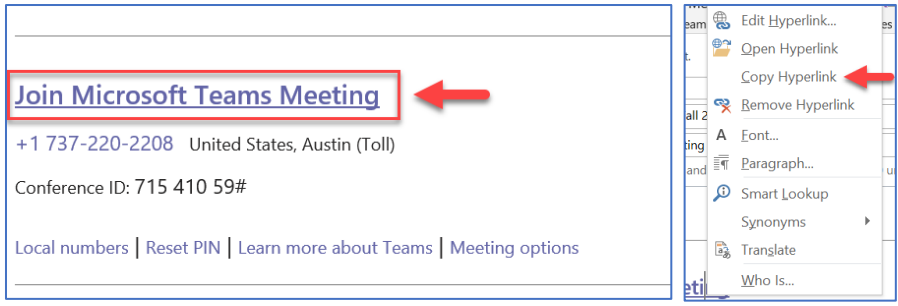


For the **Who can present?** dropdown, go ahead and leave it set to **Everyone**. In a course meeting, you'd most likely want to set this to Only Me; however, in an Office Hours meeting, your student may need to share their screen with you, which this will automatically allow them to do.

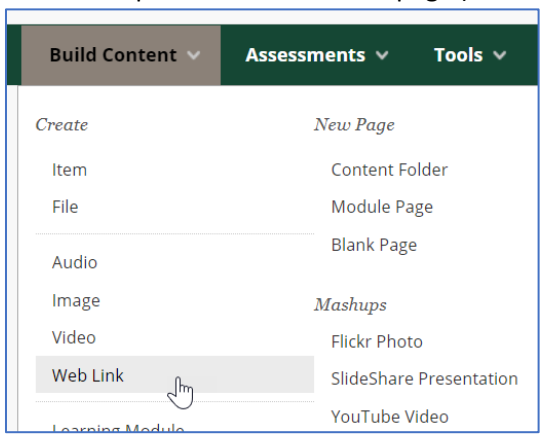
Click **Save**. Close the browser window, and return to your calendar event.

4. Now, you can post the Office Hours link in your eLearning course. (Since you'd most likely use the same Office Hours meeting for all your courses, you can post the same link in all of your eLearning courses for the semester.)

To do this, while still in the calendar event, right-click on the **Join Microsoft Teams Meeting** and click **Copy Hyperlink**.



Now go into each of your eLearning courses, and create a Web Link that directs students to the Office Hours meeting url. (We recommend putting the link somewhere that's easy to find, like near the top of the Course Homepage.)

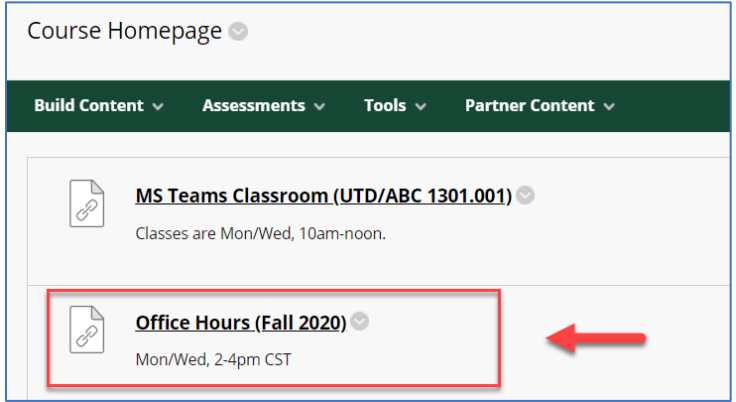


**WEB LINK INFORMATION**

\* Name:

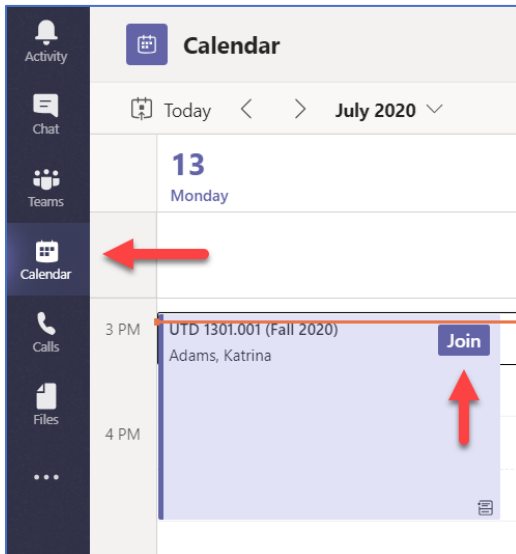
\* URL:   
*For example, http://www.myschool.edu/*

This link is to a Tool Provider. [What's a Tool Provider?](#)



## STEP 2: HOLD YOUR OFFICE HOURS SESSION

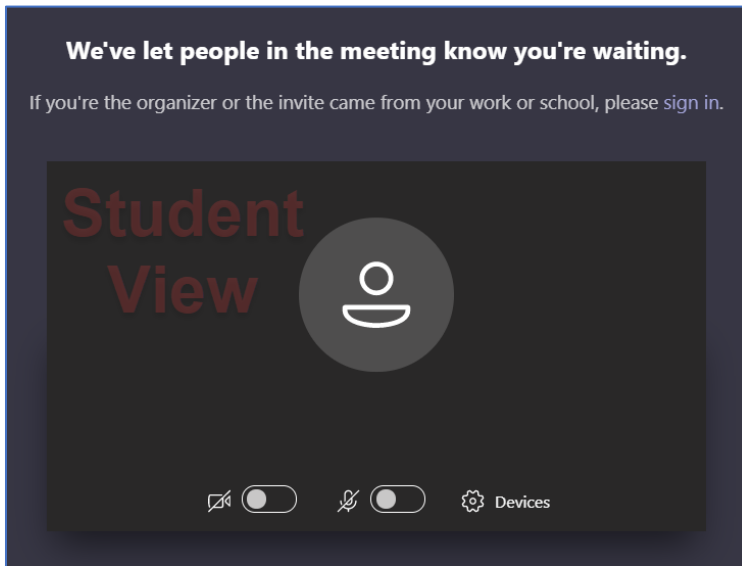
1. Open the Microsoft Teams application. Open the calendar, then click the **Join** button for your course meeting.



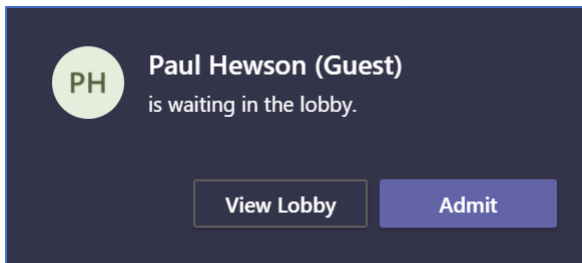
On the window that pops up, A) make sure your webcam is turned on, B) make sure your microphone is turned on, then C) click the **Join now** button.



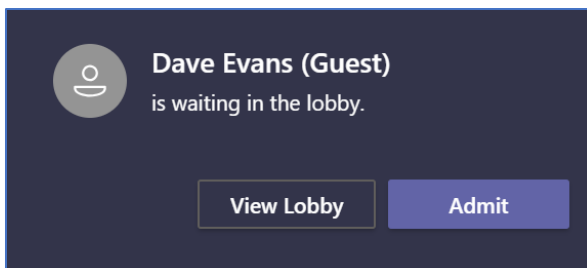
2. When a student attempts to access your Office Hours meeting, they will not automatically enter the meeting (since we set the option earlier to keep everyone in the lobby). The student will initially see the following...



You will see a message letting you know the student is waiting in the lobby. At this point, you can click the **Admit** button to allow the student to access the meeting.

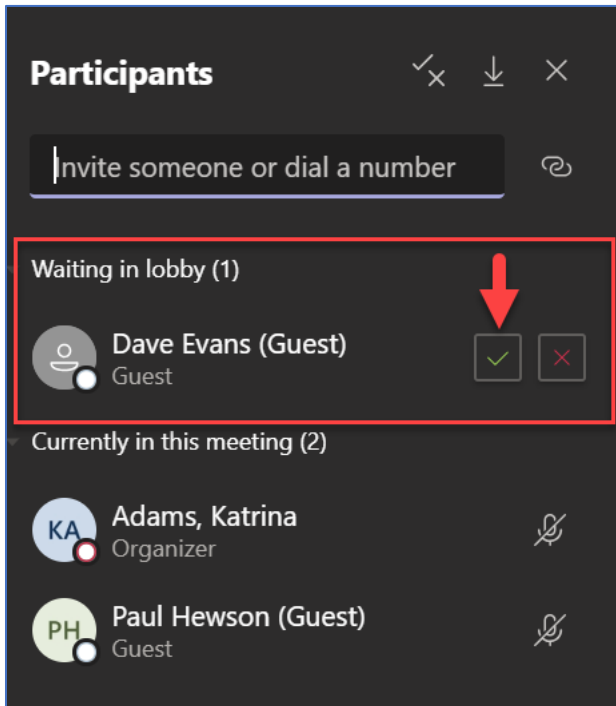


If, however, you're already meeting with one student, and another student tries to enter, you'll see the notification popup; however, this time (since you're still having a private meeting with the first student), you can click on **View Lobby**.



You'll then see the Participants list, which shows you that the second student is waiting to be

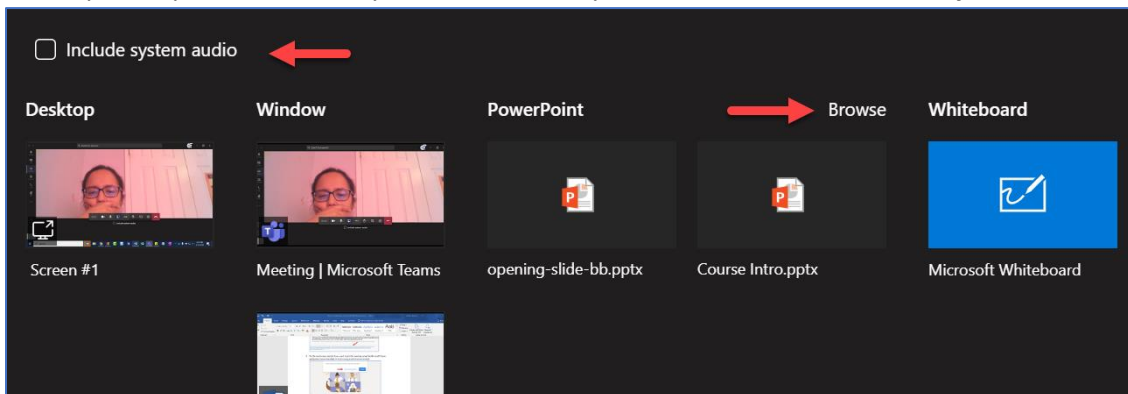
admitted. Once you're ready, you can click the green checkmark to allow the student to access the meeting.



3. Once a student has entered the Office Hours meeting, both you and they have the ability to share content. To do this, you (or the student) would click the **Share** button on the toolbar.



Select you want to share. Notice that Teams lists PowerPoint files you've uploaded into Office 365. If you do not see the file you're looking for, click the **Browse** link. If you are sharing your Desktop or a specific Window, you have the ability to check the box to **Include system audio**.



**PLEASE NOTE: The ability to "Include system audio" is not yet available on Macs.**

Once done sharing, click the **Stop Sharing** button.

