## 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

🖬 5			➡ Office Hours (Fall 2020) - Appointment					<u></u> -					
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En <u>d</u> time	Mon 8/1	7/2020		4:	00 PM	▼ C	entral Time (	US & Canada) 🛛 🔻					

- 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.

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

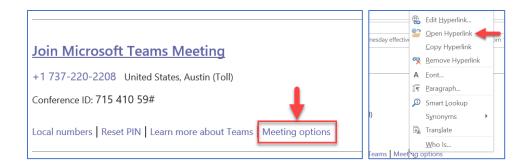
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<u>S</u> end	Location	Microsoft Teams Meeting				
	Recurrence	Occurs every Monday and Wednesday effective 8/17/2020 until 11/25/2020 from 1:00 PM to 3:00 PM				
Join Microsoft Teams Meeting       +1 737-220-2208 United States, Austin (Toll)       Conference ID: 715 410 59#						
Local numbers   Reset PIN   Learn more about Teams   Meeting options						
In Shared Folder 📖 Calendar						

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

	Calendar 🗸					
•	Add a title					
8	Invite attendees					Optional
Ŀ	7/29/2020	5:00 PM	∨_ to	5:30 PM	~ @	All day 💽
C	Repeat: Never $\vee$					
0	Search for a room or location				▶ Team:	s meeting 🔵

3. Now you need to set your Meeting Options. While you still have the calendar event open, rightclick 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.)

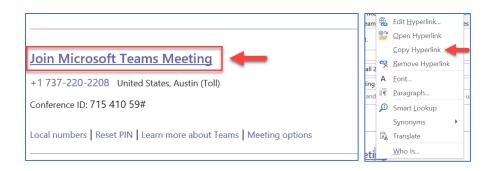
<b>Unscheduled meeting</b> ≗ Adams, Katrina	
Meeting options	
Who can bypass the lobby?	Everyone $\checkmark$
Always let callers bypass the lobby	Everyone
Announce when callers join or leave	People in my organization and trusted organizations
	People in my organization
Who can present?	Only me
	<i>w</i>

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.)

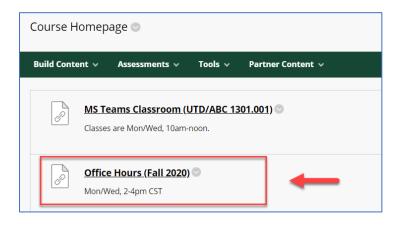
To do this, while still in the calendar event, right-click on the **Join Microsoft Teams Meeting** and click **Copy Hyperlink**.



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.)

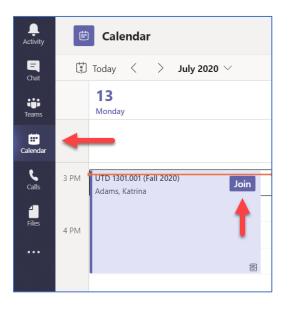
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Audio	Blank Page				
Image	Mashups				
Video	Flickr Photo				
Web Link	SlideShare Presentation				
	YouTube Video				

WE	B LINK INFORMATION	
*	Name	Office Hours (Fall 2020)
*	URL	https://teams.microsoft.com/l/meetup-join/19%
		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...

We ve let people in the meeting know you're waiting.						
If you're the organizer or the invite came from your work or school, please sign in.						
Student View						
A Devices						

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.

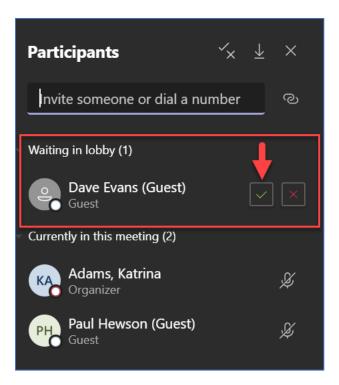
PH	PH Paul Hewson (Guest) is waiting in the lobby.								
	View Lobby	Admit							

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**.

0	Dave Evans (Guest) is waiting in the lobby.	)
	View Lobby	Admit

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**.

Include system audio	-			
Desktop	Window	PowerPoint	Browse	Whiteboard
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Screen #1	Meeting   Microsoft Teams	opening-slide-bb.pptx	Course Intro.pptx	Microsoft Whiteboard

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

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

