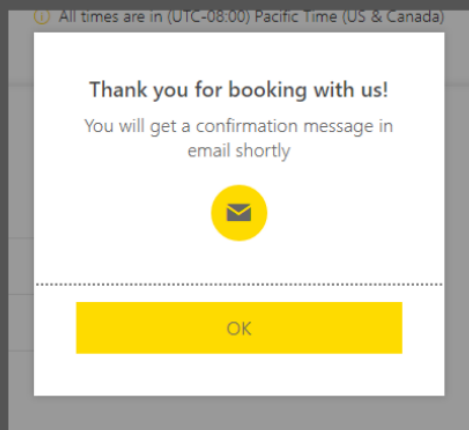


## How to Access Microsoft Teams

1) After scheduling your appointment, a confirmation email from NewSchool Academic Advising will be sent to the email you entered



## How to Access Microsoft Teams

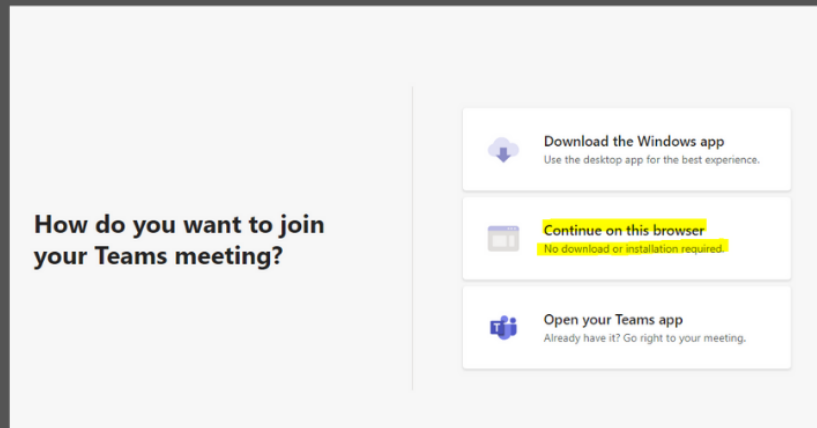
2) The email includes a Teams meeting link for you to click on your meeting day and time

The screenshot shows an email interface with the following content:

- Subject:** New Student (M-Z) Advising Appointment
- From:** NewSchool Academic Advising <NewSchoolAcademicAdvising@newschoolsd.onmicrosoft.com>
- To:** me
- Time:** 9:51 AM (4 minutes ago)
- Calendar Card:** A card for the event "New Student (M-Z) Advising Appointment" on Wednesday, June 16, 2021, from 1pm to 2pm (PDT). It includes a "View on Google Calendar" link and response buttons: "Yes", "Maybe", "No", and "More options".
- Agenda:** A section titled "Agenda" for Wednesday, June 16, 2021, listing "1pm New Student (M-Z) Advising Appointment" and "3:30pm Continuing Student (M-Z) Advising".
- Text Body:**
  - Message: "Your appointment will be with Heather LaPerle."
  - Sender: "NewSchool Academic Advising" with a link to <https://newschoolarch.edu/campus-life/division-of-student-affairs/academic-advising/>.
  - Link: "Manage Booking"
  - Join Teams Meeting:** A highlighted section with a Teams meeting link: [https://teams.microsoft.com/join/19%3ameeting\\_Zj4NDZINWitMzIQNy00YjNlWjZjgYTA3NGlwtAWZmMTkz%340thread\\_v2/0?context=%7b%22id%22%3a%229c09d6c7-5c32-451b-8443-35ec96a9c179%22%2c%22oid%22%3a%227b1db8d7-134d-4e24-ab07-8e7a6f6dda6d%22%7d](https://teams.microsoft.com/join/19%3ameeting_Zj4NDZINWitMzIQNy00YjNlWjZjgYTA3NGlwtAWZmMTkz%340thread_v2/0?context=%7b%22id%22%3a%229c09d6c7-5c32-451b-8443-35ec96a9c179%22%2c%22oid%22%3a%227b1db8d7-134d-4e24-ab07-8e7a6f6dda6d%22%7d)
  - Local contact info: "If you need a local number, get one here. And if you've forgotten the dial-in PIN, you can reset it." Toll number: +1 929-346-7063. Conference ID: 237 647 229#. Local Number: <https://dialin.teams.microsoft.com/de498e2b-3d5b-4c82-a131-57848922b391?id=237647229> Reset Pin: <https://mysettings.lync.com/pstnconferencing>

## How to Access Microsoft Teams

3) On the day and time of your appointment, click the link to access Teams. You will be taken to Teams and asked how you want to join your Teams meeting. It is recommended that you click on "Continue on this browser"



## How to Access Microsoft Teams

4) Click Allow button so that Teams can access your microphone and camera for your meeting

