

This document will guide you on how to access Microsoft Teams for tutoring.

First, it will be very helpful if you download the Teams app from this link:

<https://www.microsoft.com/en-us/microsoft-365/microsoft-teams/download-app>. Alternatively, you can use Teams in your browser, but this is more prone to technical difficulties, e.g., failing to pick up a mic, formatting issues.

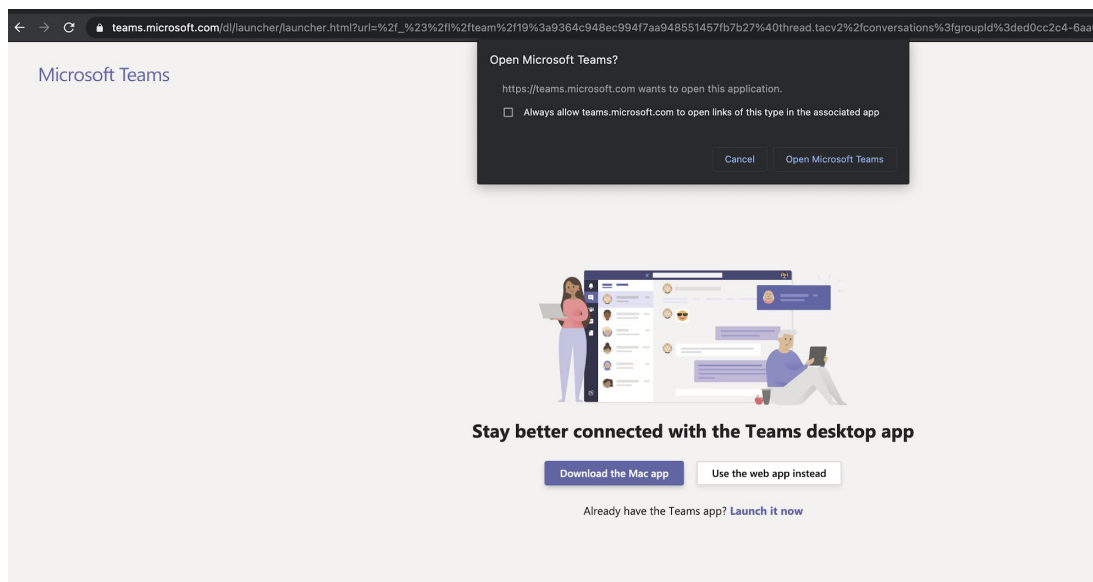
Once you have this downloaded, sign in with your svsu.edu email so that you can access our Teams page.

To join our Teams page, you have two options.

Method 1: Join via our link (Easier).

This is the simpler of the two ways. Click this link (which is also posted on our website), and it'll bring you to our Teams page:

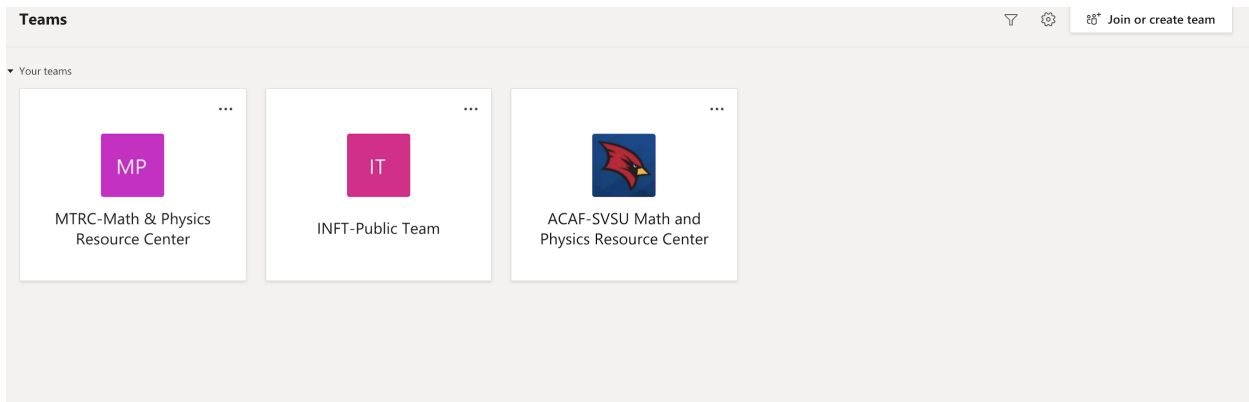
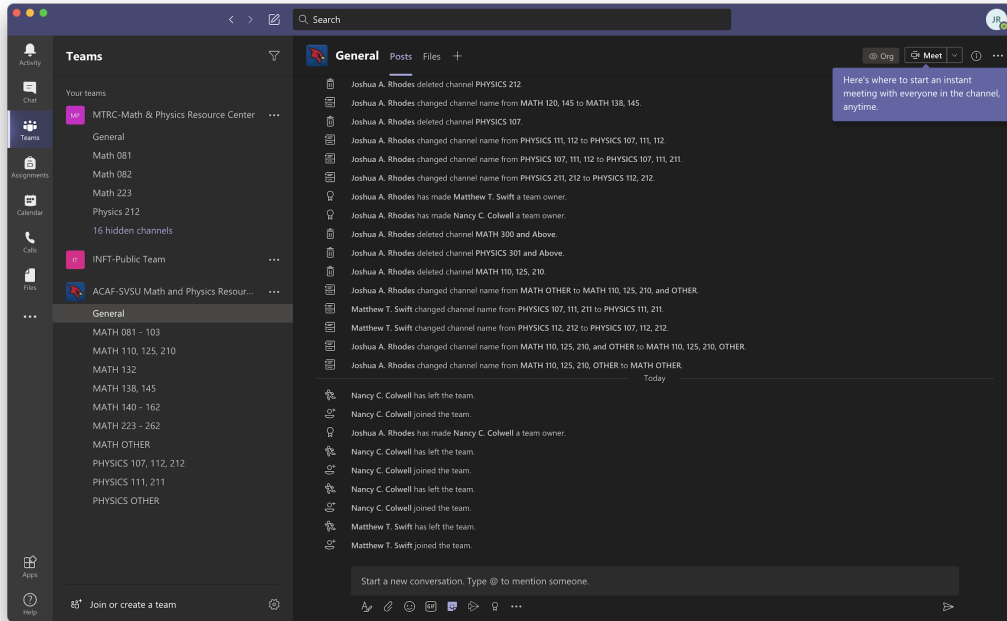
<https://teams.microsoft.com/l/team/19%3a9364c948ec994f7aa948551457fb7b27%40thread.tacv2/conversations?groupId=ed0cc2c4-6aa6-4e8e-8732-a6cca5b9f18f&tenantId=550f45ff-3e83-42a1-97d9-70ad8935b0c5>



If you decided to download the app, select the prompt to open this page via the Teams app. Otherwise, you can select “Use the web app instead” to launch via your browser.

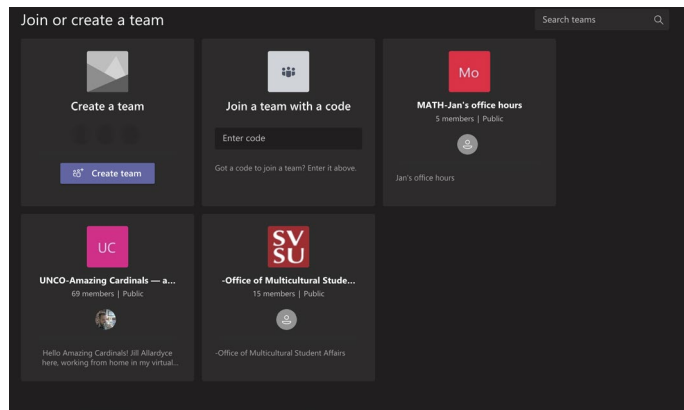
Method 2: Search for us on Teams (Alternative).

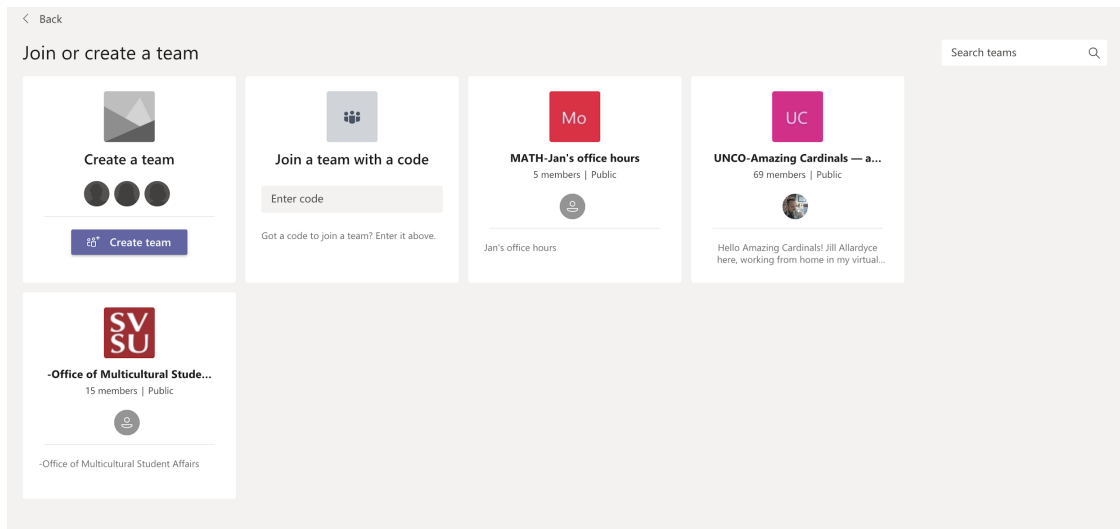
You can also search for our group on the Teams app. Go on Teams, and click the Teams tab on the left-hand side. You should then see (at the bottom left of the window seen in the picture) “Join or create a team;” click this.



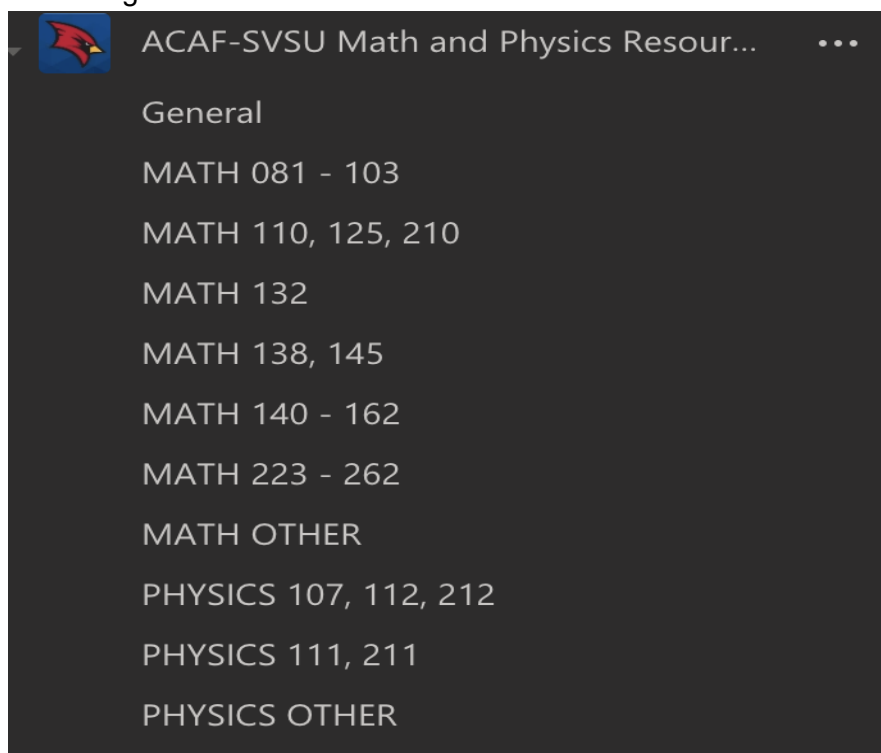
You should then see the screen pictured below. You have two options:

- 1.) Enter “uye2sfa” into the place where it says “Join a team with a code.”
- 2.) In the search bar in the upper right, type “ACAF-SVSU Math and Physics Resource Center.” There should be an icon of the SVSU cardinal with a blue background.



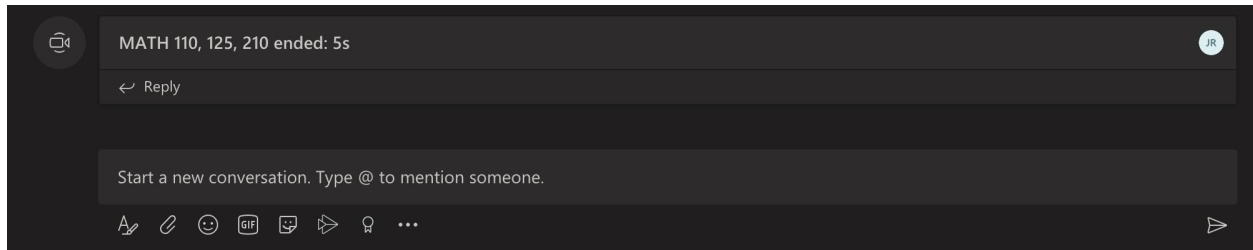


Now that you are in our Teams group, you can ask questions. While still in the Teams tab, you should see the following:



Click whichever tab best suits the class you're taking, and you should see a chat open up on the right-hand side. Type your question here, and it'll alert a tutor to come and help you.

You can either get help via typing or you can ask your tutor for a video call where they can share their screen and do math while talking you through it. If you prefer this, the tutor will start a meeting and invite you. You should see the following appear in the chat.



After clicking to join the meeting, you will be in a call with a tutor where you can get help via voice.

If you have any other questions about using Teams or any of our other services, feel free to contact us by email at mathtutor@svsu.edu or on any of our other platforms.