



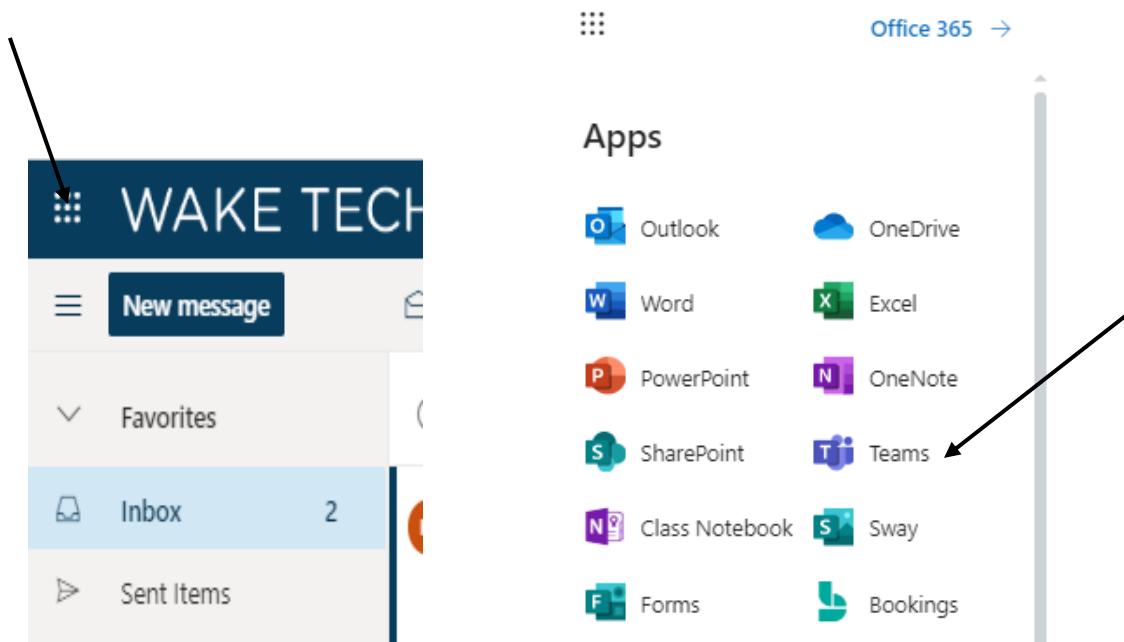
Microsoft Teams Student Instructions

Join a Microsoft Teams Virtual Academic Advising Meeting

When scheduling your Academic Advising appointment, please enter your **Wake Tech Student e-mail** when prompted or you will be unable to find your meeting invite in the Teams app! You can activate your student account/e-mail via my.waketech.edu

+ Downloading Microsoft Teams on a Laptop or Desktop:

1. Go to www.waketech.edu
2. Click **“login”** in the top right corner and then select **“student e-mail”**
 - a. **NOTE:** If you have not yet activated your student account, you will need to do so by visiting my.waketech.edu
3. Click the apps icon in the top left corner and then click on the “teams” icon



4. Click **“Get the Windows App”** (recommended) OR **“use web app instead”**

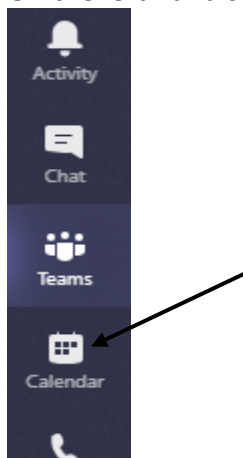
+ Downloading Microsoft Teams on a Cellphone:

1. Go to your mobile App store (iOS app store OR Google Play store)
2. Search "Microsoft TEAMS"
3. Follow the prompts for downloading
4. Log in to the app with your Wake Tech username and password
 - a. **NOTE:** If you have not yet activated your student account, you will need to do so by visiting my.waketech.edu

+ How to Join Your Virtual Academic Advising Meeting from a Laptop/Desktop:

****It is recommended to join your meeting 5 minutes prior to the start (an advisor will join as soon as they can)**

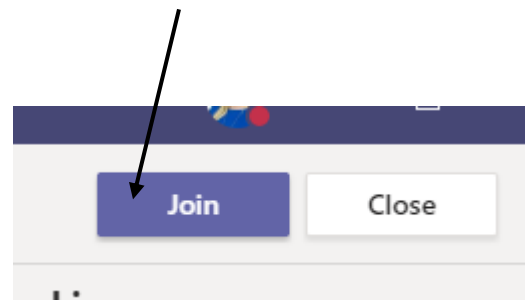
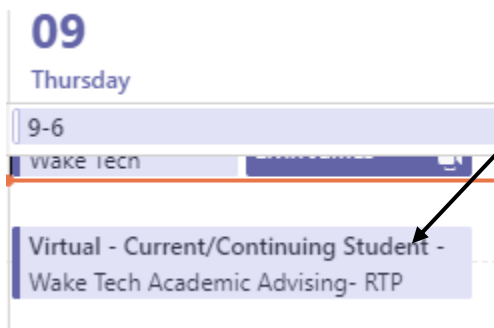
1. Open your TEAMS app
2. On the left hand side, you will see a dashboard with a **calendar** icon. Click this



3. Look for the calendar invite and then click "Join"



- a. **NOTE:** If you don't see the option to join, like the picture above, click on the invite, and then click "Join" in the top right corner of the screen

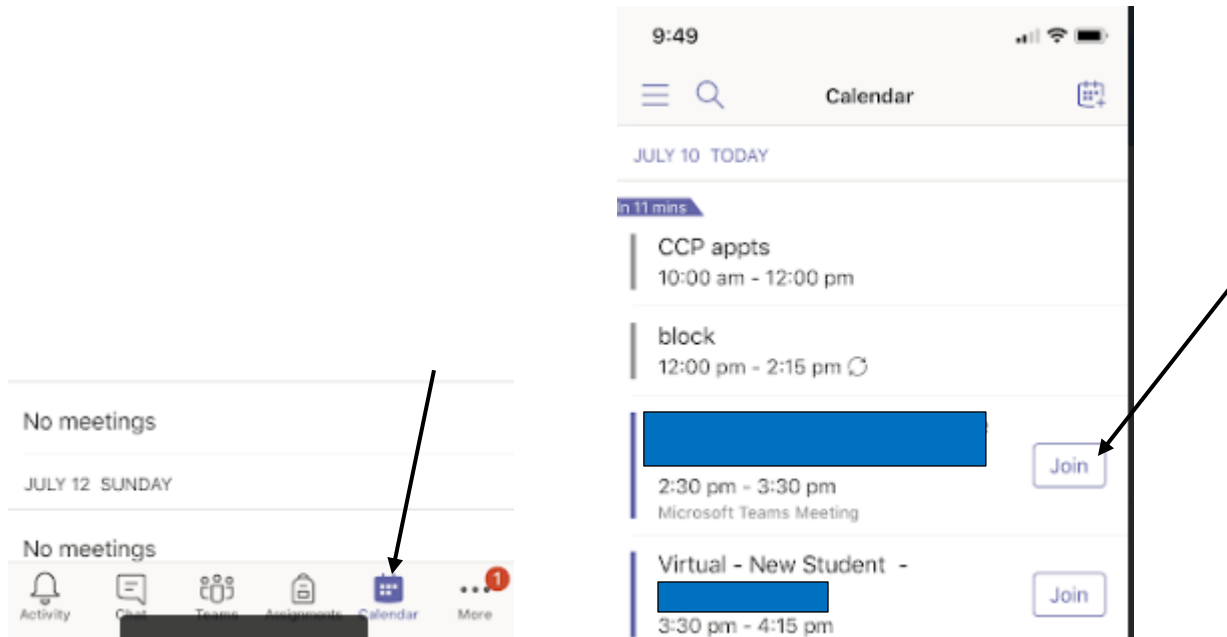


✚ How to Join Your Virtual Academic Advising Meeting from your Cellphone:

**It is recommended to join your meeting 5 minutes prior to the start (an advisor will join as soon as they can)

*** Instructions may vary by device

1. Open your Teams app
2. On the bottom of the screen, click the calendar icon
3. Click "Join"



✚ How to Join Your Virtual Academic Advising Meeting from your e-mail:

**It is recommended to join your meeting 5 minutes prior to the start (an advisor will join as soon as they can)

1. Log into the e-mail account you used when making your Advising appointment
2. Look for your confirmation e-mail
3. Click "Join Teams Meeting" link

