

Welcome to this guide

Prefer to meet with your tutor online instead of in-person?

This guide provides step-by-step instructions for using Microsoft Teams on a laptop for the online meeting

On a phone the steps might be a little different, but the options should be the same

For each part of this guide, we will summarise the steps as text first and then the following page will show images with numbered steps

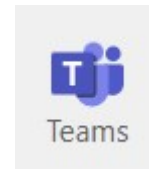


Not sure where to find Teams?

If you don't have Teams installed on your device, you can access the online version by:

- going to www.Microsoft365.com
- logging in with your RMIT email and password

The Teams icon will appear in the bar down the left of your screen



Creating a Teams meeting

First you need to create the online meeting. Do this right after you check the tutor's availability in the Ngarara Willim Tutoring Portal

1. In Teams, go to the Calendar option on the bar to the left of the screen
2. Go to the day the meeting will happen
3. Click/tap on the time for the meeting
4. Check the time and date for the meeting are correct
5. Add a title like (if you were Jo) "Jo Citizen tutoring" to help you and the tutor know what the meeting is about
6. Add your tutor to the meeting
7. Click Send



(The Ngarara Willim Tutoring Portal)

Tutor Availability

Note: Times displayed here are in **Australia/Melbourne**.
Your tutor's time zone is **Australia/Melbourne**. Your time zone is **Australia/Melbourne**.
To set or change your time zone, please go to your profile.

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
6am							
7am							
8am							
9am	9:00 - 4:30		9:00 - 4:30			9:00 - 4:30	
10am							
11am							
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							
6pm							
7pm							
8pm							
9pm							

Your tutor is available within these hours

Sunday: 9:00am to 4:30pm
Tuesday: 9:00am to 4:30pm
Friday: 9:00am to 4:30pm

Close



The screenshot shows the Microsoft Teams calendar interface. At the top, there is a search bar and a user profile icon. Below that, the 'Calendar' title is displayed along with options like 'Join with an ID', 'Meet now', and 'New meeting'. The main area shows a calendar grid for December 2022, with columns for days 05 (Monday), 06 (Tuesday), 07 (Wednesday), 08 (Thursday), and 09 (Friday). The time slots range from 12 pm to 8 pm. Three red callouts are present: 1. A red circle with the number '1' and an arrow pointing to the 'Calendar' icon in the left sidebar. 2. A red circle with the number '2' and an arrow pointing to the 'December 2022' month selector. 3. A red circle with the number '3' and an arrow pointing to a red-bordered empty time slot on Tuesday, December 6th, between 12 pm and 1 pm. Other calendar items include 'Review discussion of Deletion Microsoft Teams Meeting', 'RMIT tech talk - Staying safe online during the festive season', 'ITS All Staff End of Year Barbecue', and 'Daily update' notifications.

The image shows a 'New meeting' dialog box with several fields and a 'Save' button. Red callouts with numbers 4 through 7 point to specific elements:

- 4**: Points to the 'Add title' text input field.
- 5**: Points to the 'Add required attendees' text input field.
- 6**: Points to the 'Add required attendees' field, specifically the '+ Optional' link.
- 7**: Points to the 'Save' button.

Other visible elements include:

- A red horizontal bar at the top left of the dialog box.
- Window title bar: 'New meeting' with minimize, maximize, and close buttons.
- Header: 'New meeting' with a calendar icon, 'Details', and 'Scheduling Assistant'.
- Options: 'Show as: Any', 'Category: None', 'Time zone: (UTC+10:00) Canberra, Melbourne, Sydney', and 'Response options'.
- Fields: 'Add title', 'Add required attendees + Optional', '06/12/2022 12:30 pm', '06/12/2022 1:00 pm 30m All day', 'Does not repeat', 'Add channel', 'Add location', and a rich text editor with a toolbar.
- A red circular icon in the bottom right corner of the dialog box.

Providing your tutor with the meeting link

Next you need to send the tutor a message containing the link to the meeting, as they might not see the meeting invitation

1. Double click/tap on the meeting in the Teams calendar to open it again
2. Go down to the text that shows the join link for the meeting
3. Right click on the join link
4. Select Copy Link
5. In the Portal, open an appointment for the same time as the Teams meeting
6. Paste this into the Location area of the appointment



The image shows a Microsoft Teams interface. On the left is a calendar view for December 2022, with a red circle labeled '1' around a meeting entry on Monday, 5th. A red arrow points from this circle to the meeting details pane on the right. The meeting details pane shows the title 'Microsoft Teams meeting' and a red circle labeled '2' around the text 'Join on your computer, mobile app, or room device'. Another red circle labeled '3' is around the link 'Click here to join the meeting', with a red arrow pointing to a context menu that has appeared, containing 'Copy Link' and 'Open Link'. A third red circle labeled '4' is around the meeting ID '475 619 486', with a red arrow pointing to the 'Copy Link' option in the menu. The meeting details also show the passcode 'h7DSZb' and call-in information for Australia, Melbourne.

(the Portal)

Book a Session ×

Time zone: Australia/Melbourne

Date (dd/mm/yyyy):

Start Time: End Time:

6

Location (Venue or Microsoft Teams Link):

Group Session (Enable adding other students to this session)

Book



Tips to have a good meeting with your tutor

Simple things can help make the meeting with your tutor a good experience

- Before the meeting starts open any files, websites etc that you will show the tutor
- Check your camera works okay in Teams and have it on during the meeting. If you find communication harder with a camera on, you don't have to do this
- Go somewhere quite where you won't be interrupted
- Sit facing the laptop so its microphone can hear you clearly, or use a headset if you have one
- Make sure you know how to share your screen in Teams (see page X)



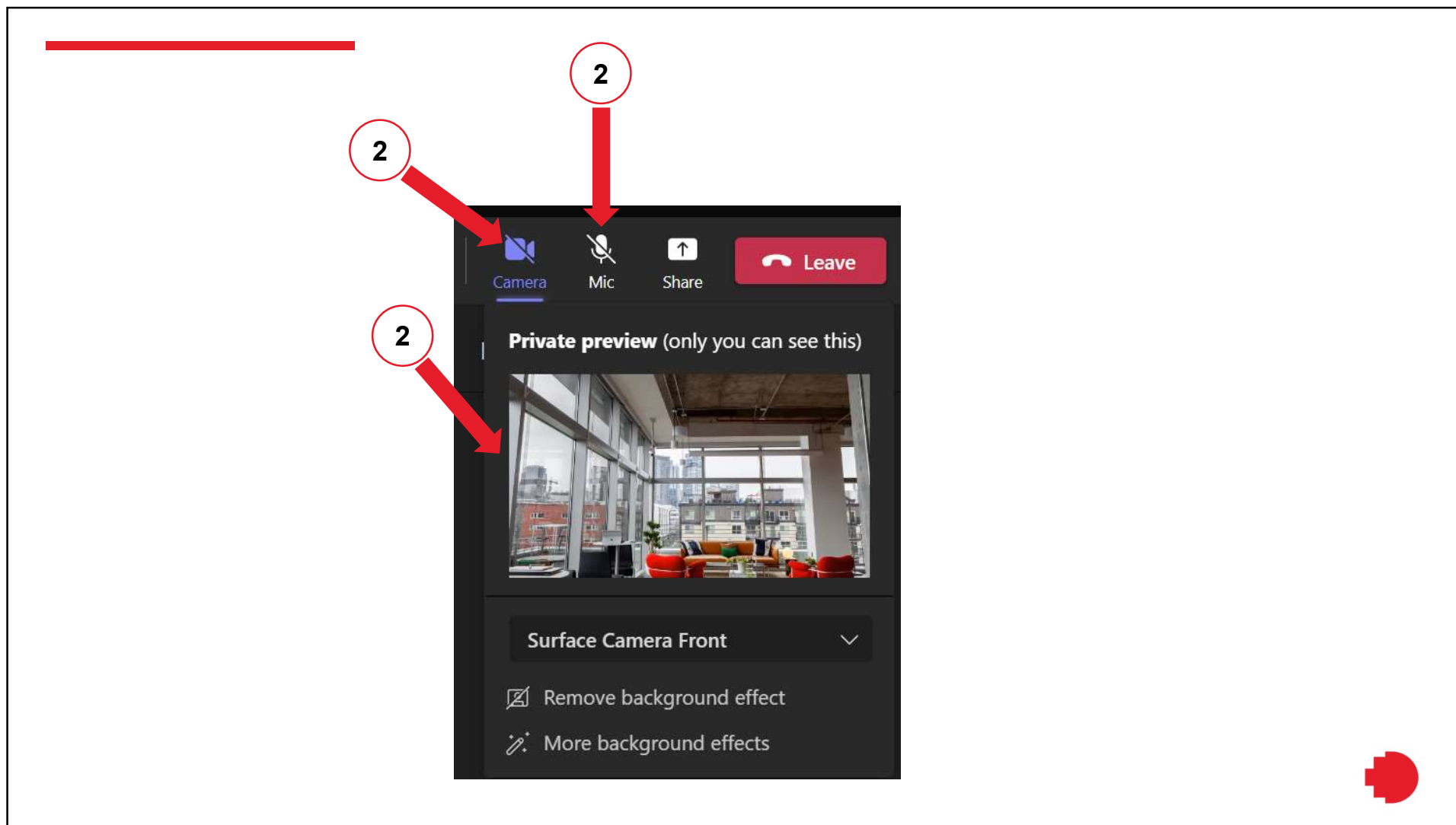
Managing your camera & microphone

Turning your microphone or camera on and off during the meeting is done through the meeting options on screen:

- Clicking the microphone icon turns it on or off (it will have a line through it when off)
- Clicking the camera icon turns it on or off (it will have a line through it when off)

If you want to see how you look on camera before turning it on, simply hover over the camera icon and a preview will pop up





Sharing your screen in a meeting

If you are showing just one file, or a website:

- Have that file/your browser open
- 1. In the meeting window, click/tap the screen share option next to the red Leave button
- 2. Select the Window option
- 3. Select which of your open windows you want to share

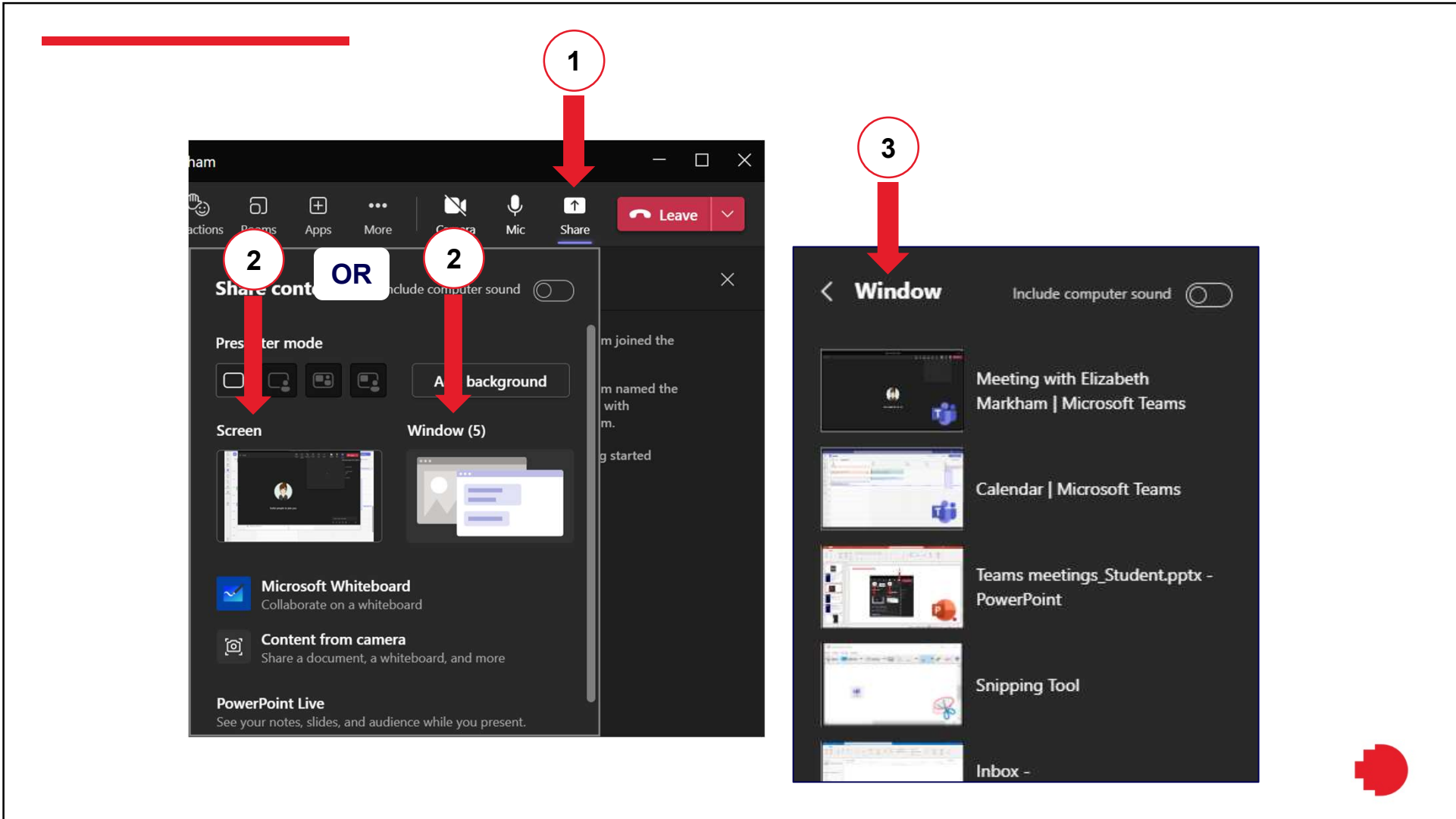
The tutor sees only that window

If you need to show multiple files:

1. In the meeting window, click/tap the screen share option next to the red Leave button
2. Select the Screen option

The tutor will see whichever file or window you are looking at





Using chat in your meeting

To see the meeting chat:

- In the meeting window, choose the speech bubble icon to show or hide the chat panel on the right of the screen
- At the bottom of the panel, enter text where it says “Type a new message”
- Use the Enter key on your keyboard or click the paper plane icon below and to the right of the text you typed, to send the message

Other chat options

When you hover over a specific message you’ll see a pop up menu that allows you to react or, through the more options (three dots) reply or edit



Tips for problems in Teams

Occasionally, a Teams meeting can problems with sound, sharing or displaying cameras, so:

- If you have a bad connection (delayed video, stuttering audio etc), try turning your camera off
- If you are unable to share your screen or be heard, try leaving the meeting and re-joining (let your tutor know in the chat before you leave)

To check/change microphone or camera settings:

- Go to the more actions (three dots) in the top right of the window
- Choose Settings
- Choose Devices



