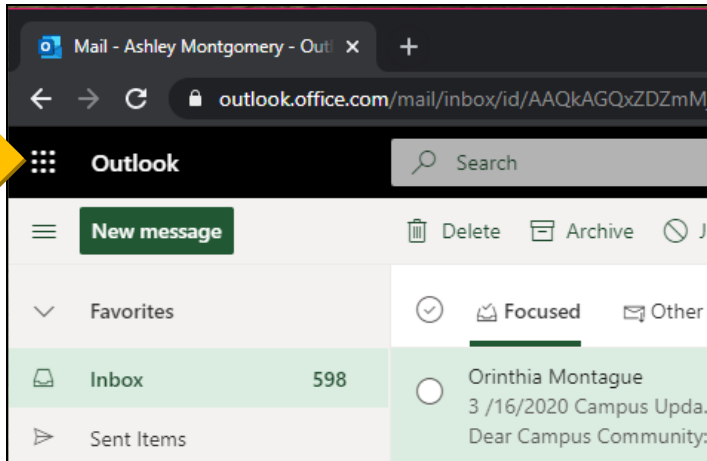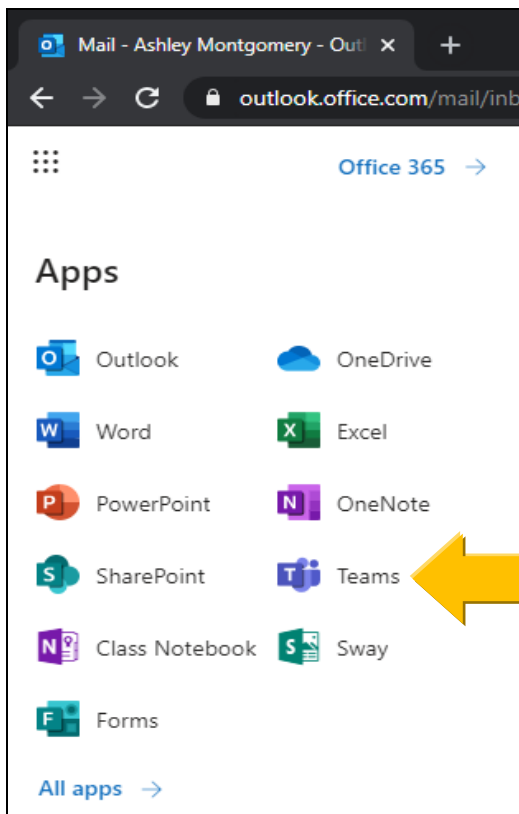# Accessing Microsoft Teams

Student Reference Guide

From your Outlook e-mail screen, look for the nine-dots next to the word "Outlook". Clicking this menu button will open up all of the Office 365 Apps that are available to Tompkins Cortland Community College staff and students.

Click on the Microsoft Teams icon to leave Outlook and move into your Microsoft Teams Dashboard.

This is the Microsoft Teams Dashboard. This is all of the teams/groups that you already belong to (if any).
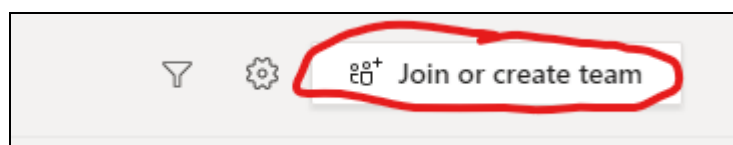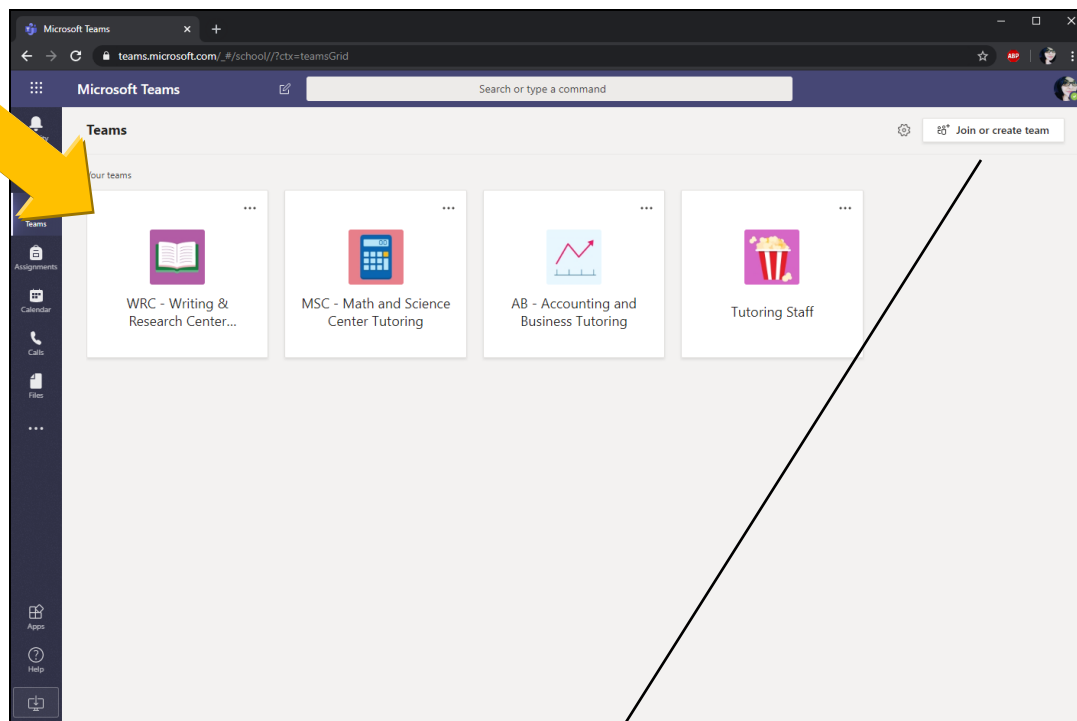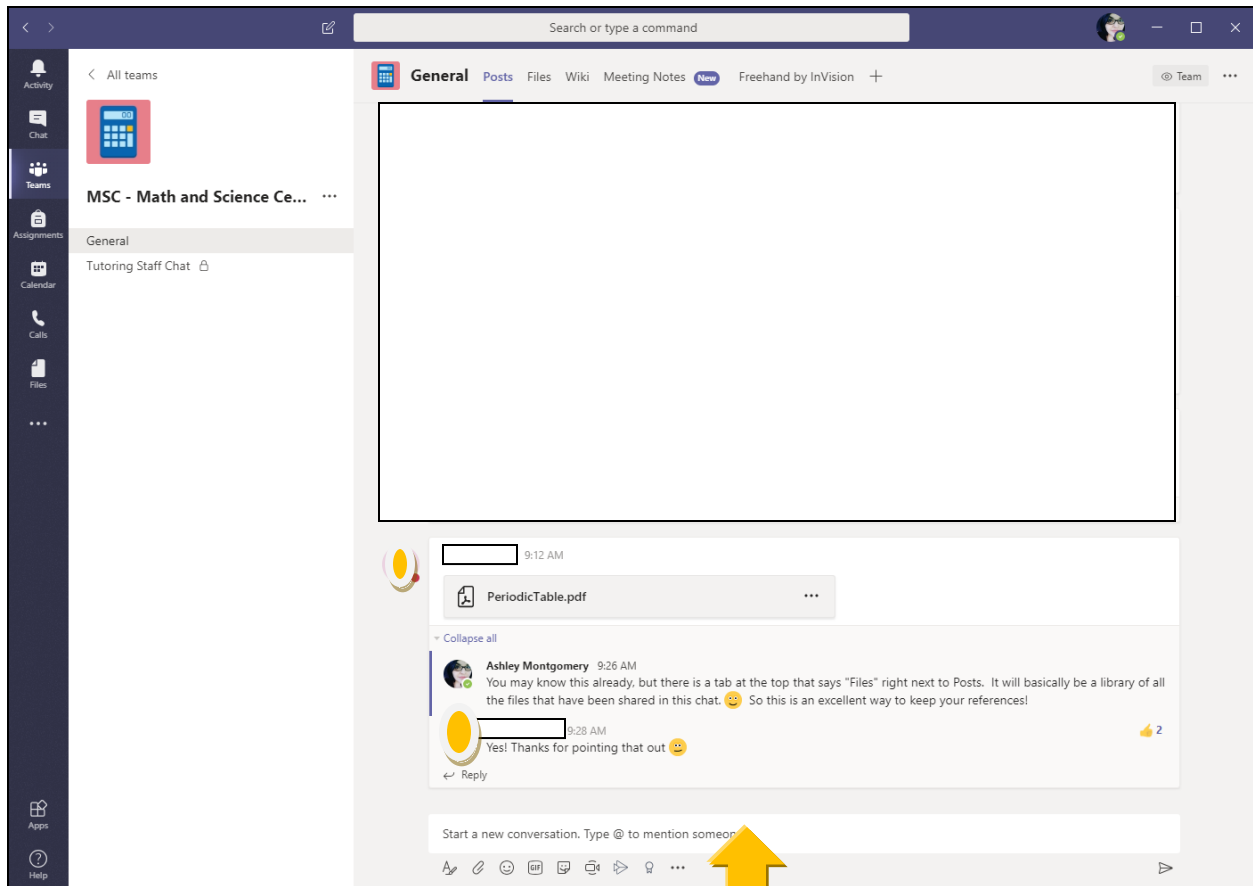

This button, in the upper-right corner of the dashboard, will let you join or create a new Team. All of our tutoring Teams are public, so you should be able to join them from the next screen once you press this button.

Alternatively, use these links for each Team (ctrl + click)

Math & Science Center - MSC

Writing & Research Center - WRC

Accounting & Business Center - ABC

When you click on the Team, you will start in the General chat by default.

At the bottom of the chat panel, you'll find a box you can begin a conversation in. Sending a message from here will start a new thread in the discussion. You can use the @ mention feature to tag a specific person and they will get a notification. Once a conversation is started, you can reply to a specific conversation by hitting the "Reply" button underneath the message.

When you have a question, simply make a request in the general chat by saying something like, "I need help with MLA citations for my English 101 course." A tutor will then respond to you and then invite you to a private tutoring session channel on the side menu.

In order to begin the session, you will need to agree to the Rules of Engagement, which the tutor will provide/direct you to. Then the tutor will ask how you would prefer to communicate during the session: chat, voice call, or video conference.

And that's it! Your tutor can walk you through any questions you have.