CEAS ONLINE TUTOR INSTRUCTIONS

1. Open up uwm.edu/office365, login and open Outlook. Open the CEAS Online Tutoring Calendar in outlook. NOTE you must open in Outlook, simply clicking on the link from the website will not work.

2. Switch over to Microsoft Teams. You can either schedule your meetings in teams or just wait

3. View the calendar by day on today’s date

4. Open the appointment box for the tutor you would like to work with

5. Click the “Join Microsoft Teams Meeting” link. It will open the Microsoft Teams Meeting window where your tutor is already present

   ![Example image showing tutor availability]

   (NOTE: In order to access the Whiteboard and other Microsoft Teams functionality, log into your UWM Office 365 profile, https://uwm.edu/office365/)

   If there is no Join Microsoft Teams Meeting link, refresh the page. It should appear once the tutoring session has begun.

6. Your tutor IS present. If they have stepped away, you should open the chat and notify them you have joined. They will hop back online as soon as they can.

OTHER ONLINE TUTORING NOTES:

- Online Tutoring Sessions are drop-in sessions, no appointment is necessary

- More than one student may be working with a tutor at any time, tutors may be working with more than one subject at any time

- Utilize the “Tips for a Better Online Tutoring Experience” link on our website, uwm.edu/ceastutoring It is updated frequently with ways to improve the online tutoring experience.

- If you are having difficulty using the service or have any questions or comments, please contact the Retention Coordinator, Steven Anderson at ander675@uwm.edu