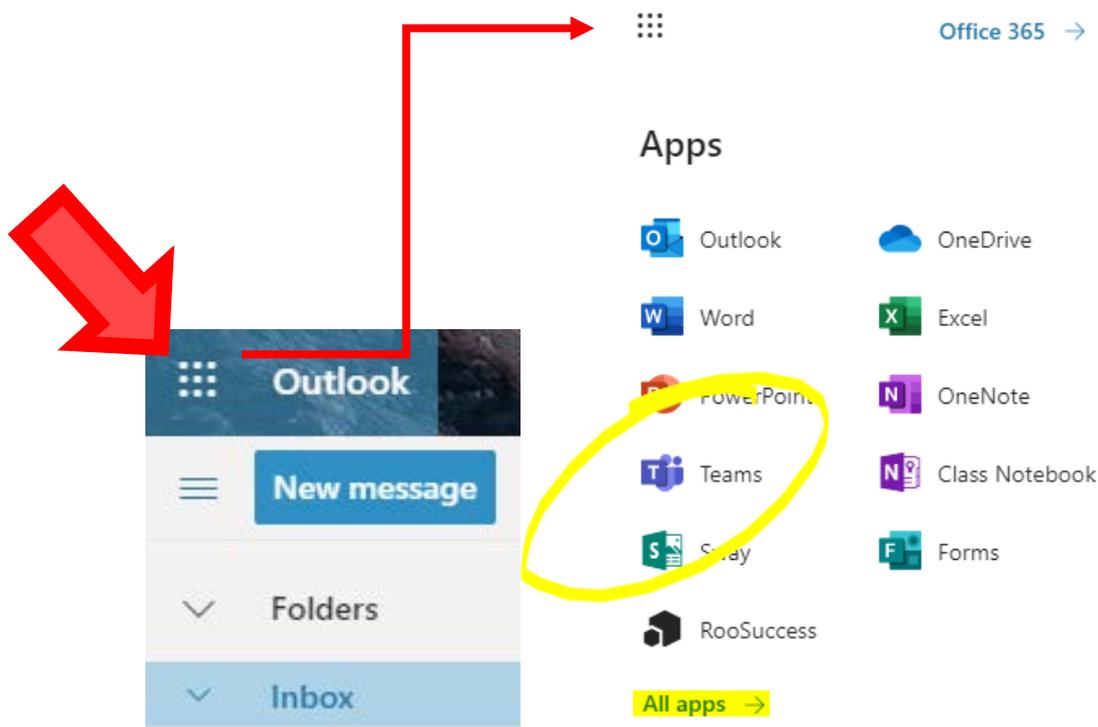


If accessing Microsoft Teams via your **campus e-mail**, start the tutorial at **Step 1**.

If accessing Microsoft Teams **directly** via the links provided by Tutoring Services or via <https://teams.microsoft.com>, start the tutorial at **Step 3**.



Step 1: Access your SUNY Canton e-mail by going to www.canton.edu and opening the Quick Links menu on the main page. Login using your SUNY Canton credentials.



Step 2: Once logged in, click on the Waffle menu (left) in the upper left corner to open the Office 365 App Menu (right). From here, you can access Microsoft Teams. If you do not see the Teams icon as indicated above, click "All apps." You will then be able to scroll through all of the available apps to find Teams.

Once you use Teams once or twice, it should pin to the Waffle menu as shown in the tutorial for easy access.



Pick an account



royce102@canton.edu



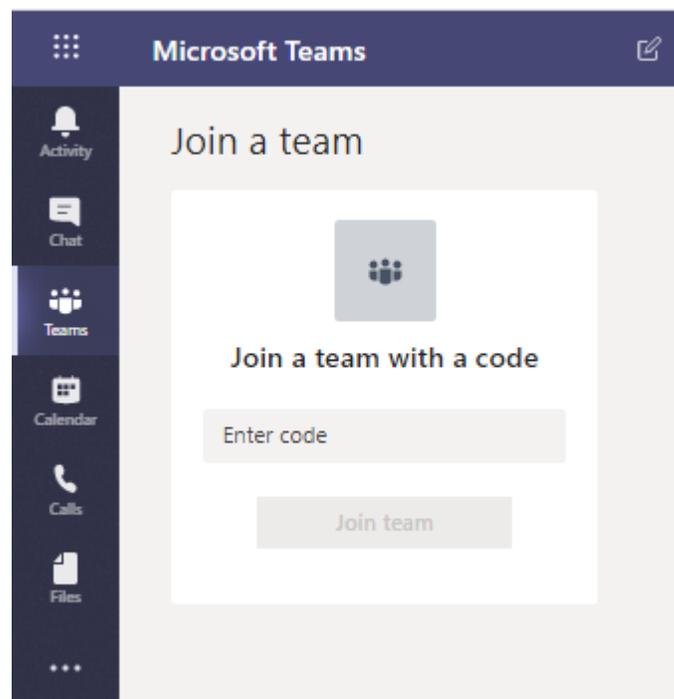
Login with your NetID



Use another account

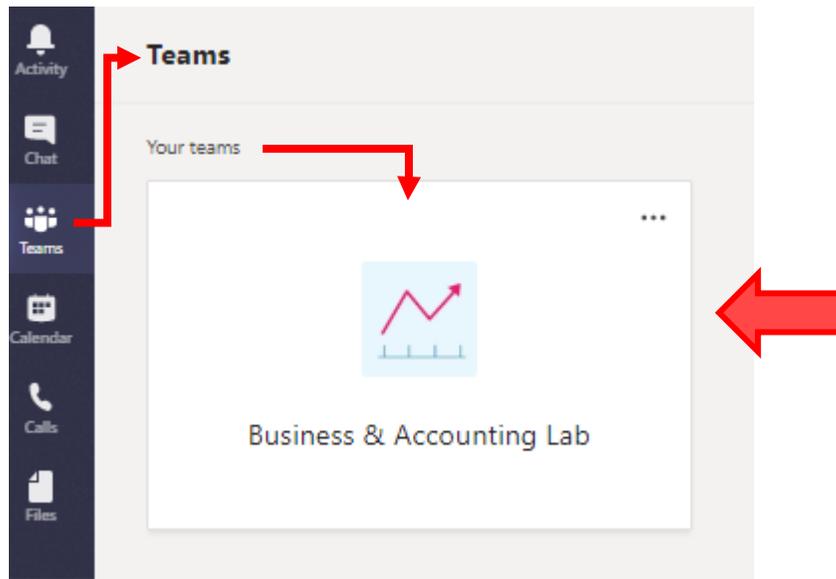
Sign in

Step 3: Follow the on-screen prompts to sign in to Microsoft Teams. These directions will be similar to those that you see when signing in to your SUNY Canton e-mail. You will then log on using your SUNY Canton credentials. These are the same credentials you use for your e-mail.

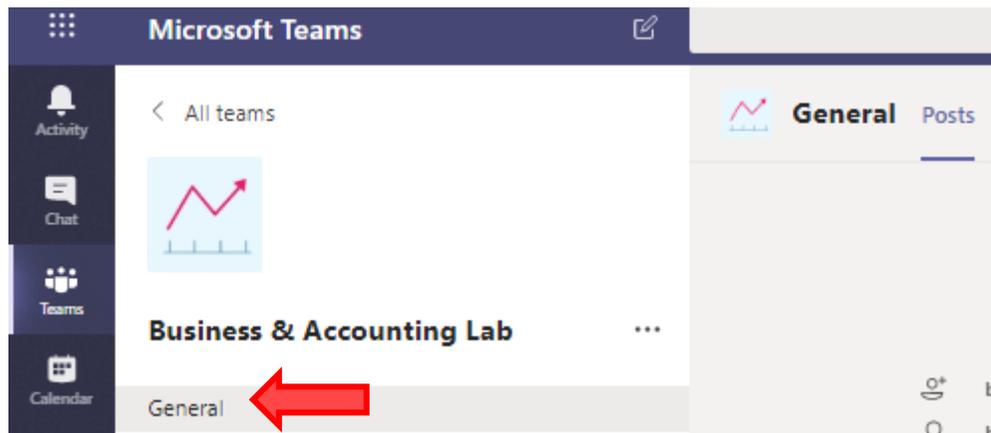


Step 4: To enter the virtual tutoring labs, you must first enter the unique team code assigned to each lab. This “logs you in” and provides you access to the lab where tutors are available for drop-in sessions.

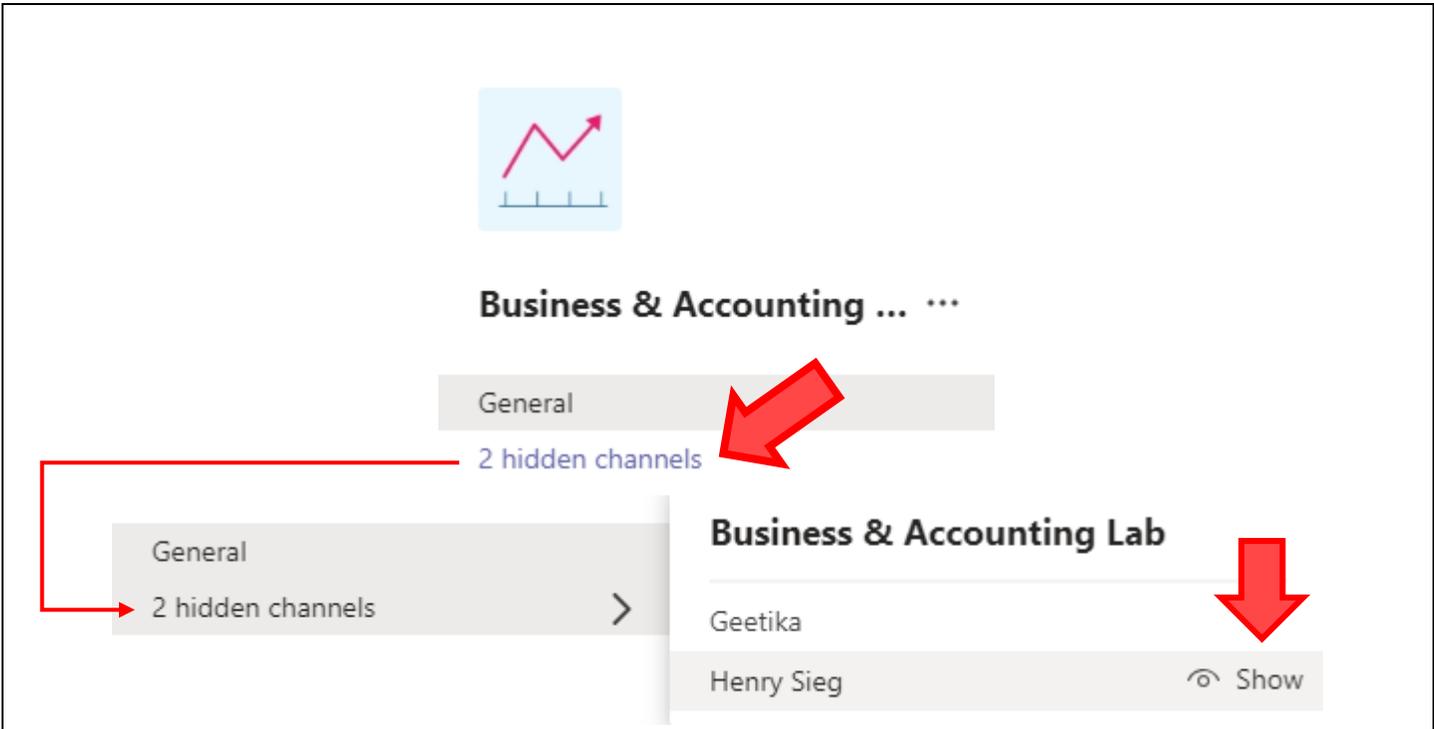
To find the codes for each lab, visit www.canton.edu/tutoring. You may wish to bookmark this link as you will have to enter the team’s code each time you enter Teams.



Step 5: Once you have entered a tutoring lab’s code, you will see that team’s icon on your “Teams” page. By clicking on the team’s icon, you will enter that lab’s virtual space.



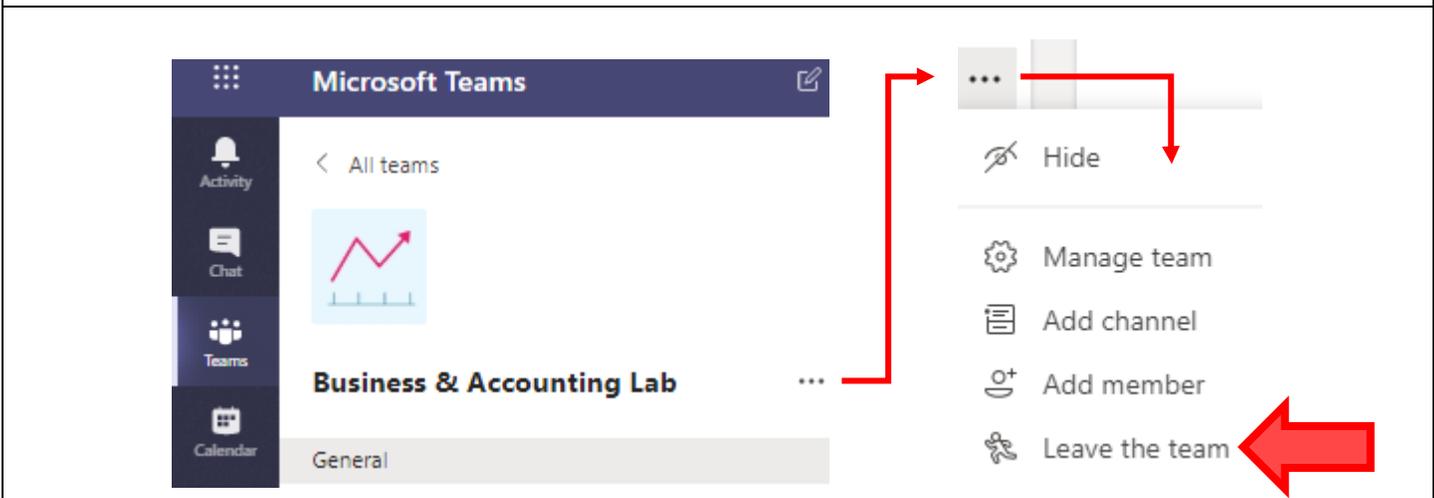
Step 6: Once you have clicked the Team icon, you will enter that Lab’s General Channel. In the General Channel, you can make a request for assistance by stating which course or assignment you are looking for help with. Be sure to start a new conversation using the chat box at the bottom of the channel’s thread.



Step 7: Once you make a tutoring request in the General Channel, you will be directed to the appropriate tutor’s channel. These channels will show up as “hidden channels”, which are located under the General Channel as shown above.

To view the list of available tutors, click on the “hidden channels” tab. You can then access a specific tutor by clicking on their channel name. In order to unhide this channel, simply hover over the channel and “Show” will appear; click the button and the channel will then be visible to you for the duration of your visit.

If you require additional assistance after your session, return to the General Channel.



Step 8: When you have received the assistance you need and are ready to leave the lab, click on the ellipsis menu in the top-right corner of the team’s icon; choose the option “Leave the team” to logout of the Tutoring Center.

Remember, each time you return you will have to enter a tutoring lab’s code to log in to the Tutoring Center.