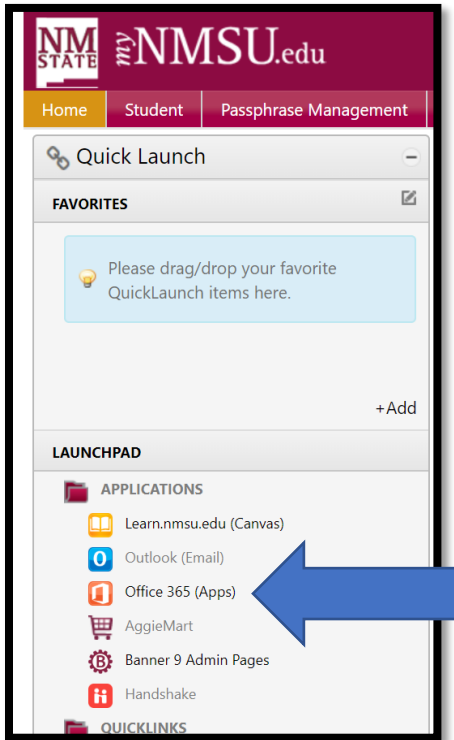


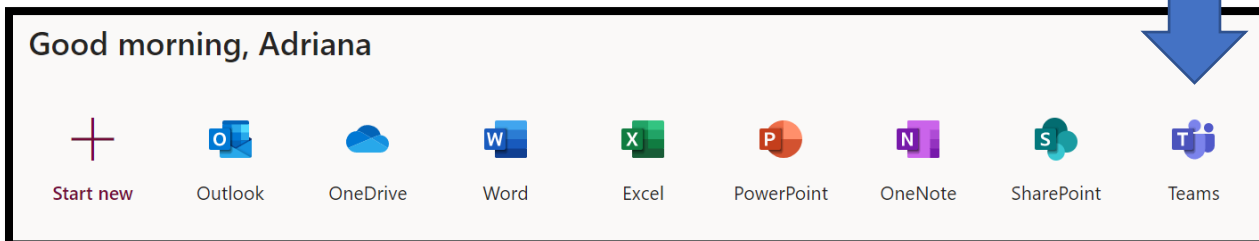
## Student Instructions: Getting Ready For Your Teams Advising Appointment

Students Must Be Logged Into a Computer with Internet Access

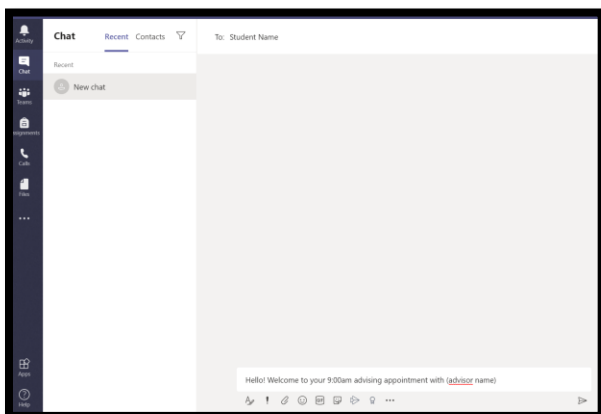
**Step 1:** Log into your my.nmsu.edu account. On your home page, click Office 365 (Apps).



**Step 2:** Click on the Teams App Icon.



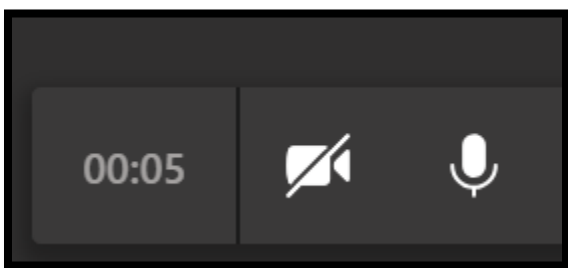
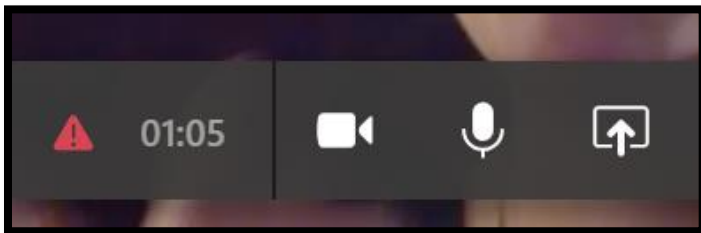
**Step 3:** A Microsoft Teams Chatbox will appear. That will allow you to chat, call (no video), and video conference with your academic advisor. This includes screen sharing so both you and your advisor can review your STAR Degree Audit and any other advising documents. **Your advisor will start the chat process at your designated appointment time.**



**Step 4:** After your advisor starts the chat and confirms you are available for your appointment, they will initiate the call or video conference (whatever you previously agreed upon). Your screen will appear similar to the example below.



**Step 5:** Ensure the correct Icons are turned on. (In order) Video, Audio, and Screenshot will be your most frequently used. When a line is drawn through the Icon, it means it is disabled. Click the Icon to make active.



Note: If at any point during the appointment, you have audio or video issues, you can still contact the advisor through the Chat feature.