

**NOTICE: Please expect some difficulty in this process. We at the Tutoring Center have set this up as best we can and will accommodate where possible.**

**Setting up MS TEAMS:**

1. Head to <https://teams.microsoft.com/downloads>
2. You will see this in the center of the page, click on “Download Teams”

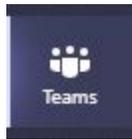
**Teams on your desktop. It's just better.**

↓ Download Teams

3. Go to where you downloaded the file and install the application  
(If you receive an error message about a missing .dll file just ignore it and re-attempt the install)  
This process is entirely automated so do not worry about any extra steps.
4. At this point, you can log in with your University email address and password. (If you do not have these set up yet, please contact IT Services Help Desk at 303-352-7548)

**Joining the Tutoring Center Team:**

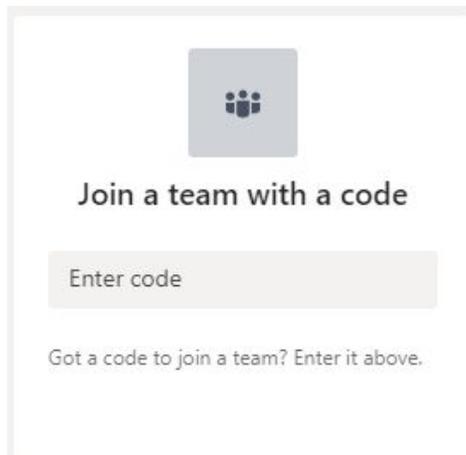
1. Select the “teams” icon on the left side of the application:



2. In the upper right corner, click on “Join or create team”

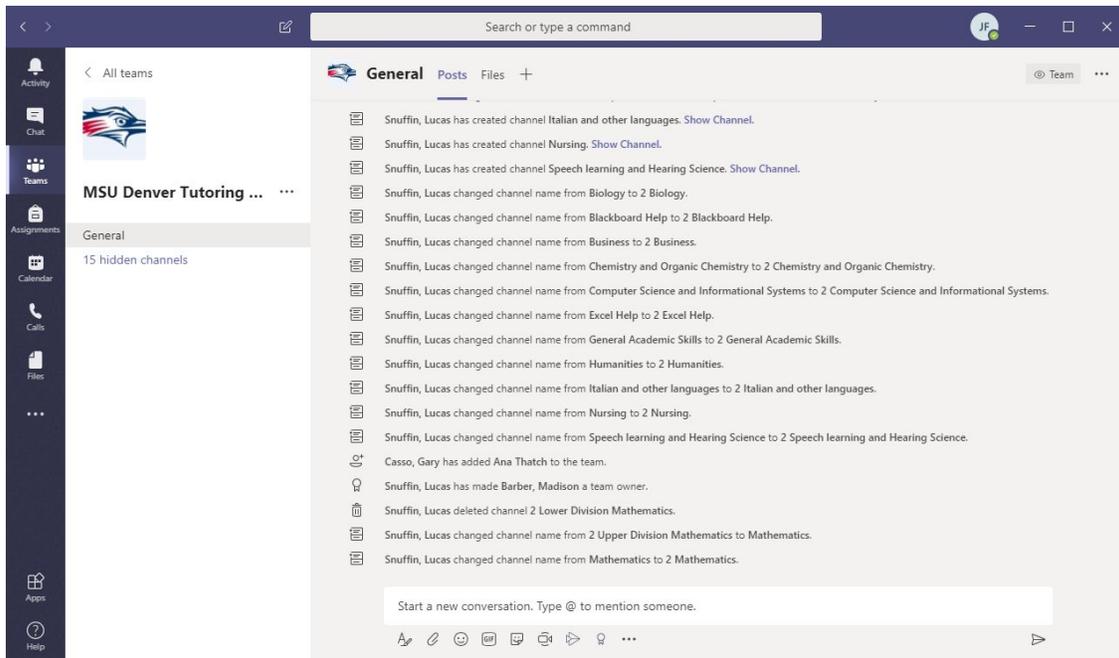
Join or create team

3. In the field “Join a team with a code” enter the following code: 11uotwg, in the grey text area.

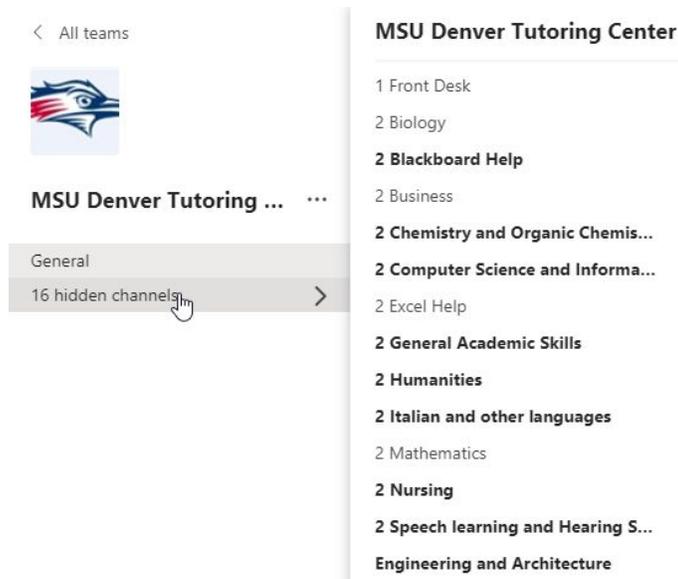
The image is a screenshot of the Microsoft Teams interface for joining a team. It features a grey Teams logo at the top, followed by the heading "Join a team with a code". Below this is a grey text input field with the placeholder text "Enter code". At the bottom, there is a small grey text prompt: "Got a code to join a team? Enter it above."

## Using Microsoft Teams:

- 1) Once you have downloaded MS Teams and joined the tutoring center page, look for the channel titled: **1 Front Desk**. The image below is for what you are looking for upon entry into the team:



- 2) When you are here, you can see all of the subjects listed on the left hand side of the team page. The channels might be hidden, so here is how to access the hidden channels



The MSU Denver Tutoring Center is set up on a walk in basis, so check in at the front desk channel before going to the subject in which you need help with.

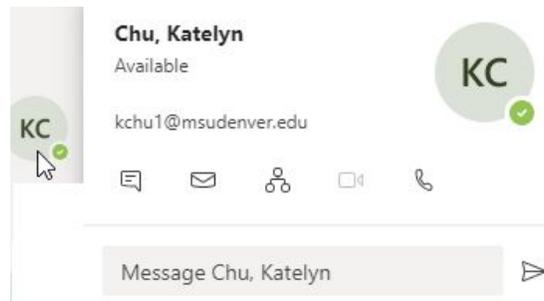
To check in, please type your Name and the course you need help with in the channel: **“1 Front Desk”**



One of our front desk staff will then prompt you to send them your Student ID# (900#) in a direct message.



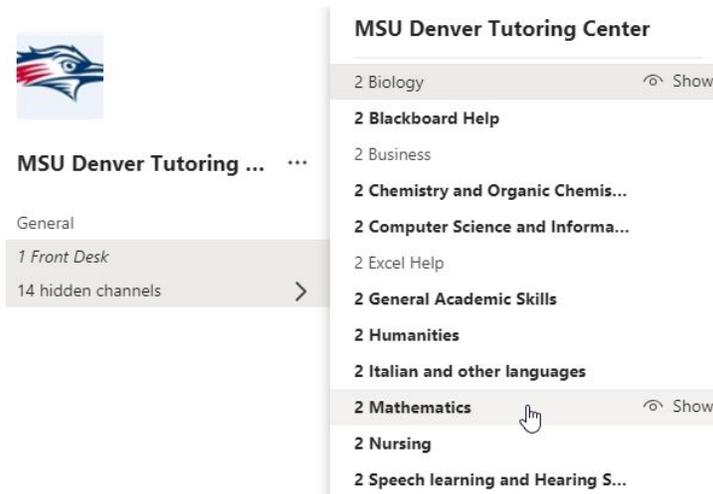
To send them your ID#, hover your cursor over their user icon as below and enter your 900# in the grey text field that says “Message <name>”.

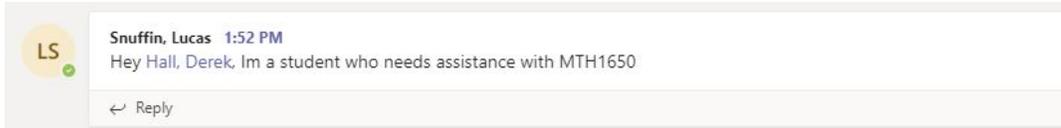


Once you post what you need assistance with, you will get the correct guidance to the channel. The picture is available for reference:



- 3) Once you get confirmation that a tutor is available for what you need help with, go into the correct channel that is located on the left hand side of the teams page and ask this tutor for what you need help with. Pictures for reference:

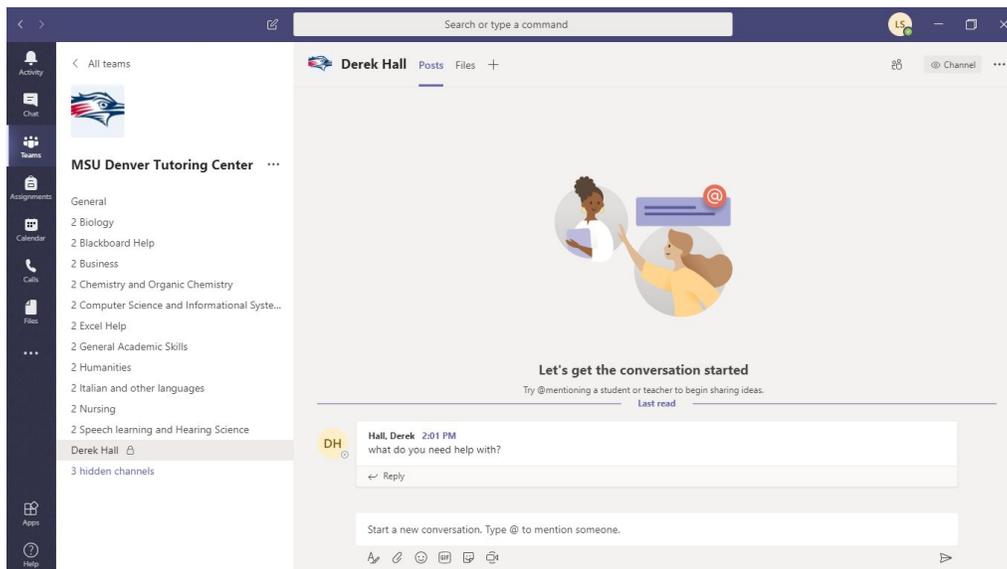




- 4) Once tutors are available, They will be able to help you and send you to a private channel to get assistance.They will let you know they are available by responding to your post. Pictures for reference:



- 5) Once you get confirmation from the tutor, the tutor will move you to a seperate channel where you can ask your question. **Please be advised that tutors can only give about fifteen to twenty minutes of their time due to the high demand of students we receive daily.** Picture of the step is available for reference:



Here at the MSU Denver Tutoring Center our main concern is to assist the MSU student body wherever possible. We have set up Microsoft Teams so that in the event that campus is closed we will still be able to offer tutoring to MSU Denver students. This is a brand new process so we ask for your patience.

From all of us at the Tutoring Center-Thank You and Be Safe!