

How to get help from the CS tutors using Microsoft Teams

NOTICE: Please expect some difficulty in this process. Computer Science Tutoring Group 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 CS Tutoring Teams Group:

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



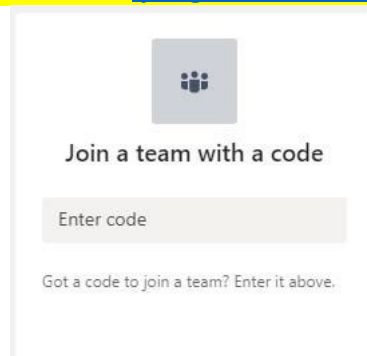
2. In the upper right corner, click on "Join or create team"

Join or create team

3. In the field "Join a team with a code" enter the following code:

2ugdrbn in the grey text area.

(IT told me the code may not work and may change after certain time. The owner can always generate a new code to allow new members. Please contact fjiang@msudenver.edu if this code doesn't work.)

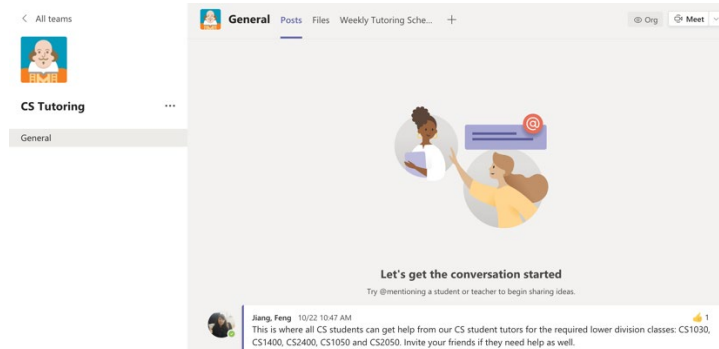
The image is a screenshot of the Microsoft Teams "Join a team with a code" dialog box. It features a grey header with the Teams icon and the title "Join a team with a code". Below the title is a text input field with the placeholder "Enter code". At the bottom, there is a link that says "Got a code to join a team? Enter it above.".

4. You can also use this link to find the Teams group.

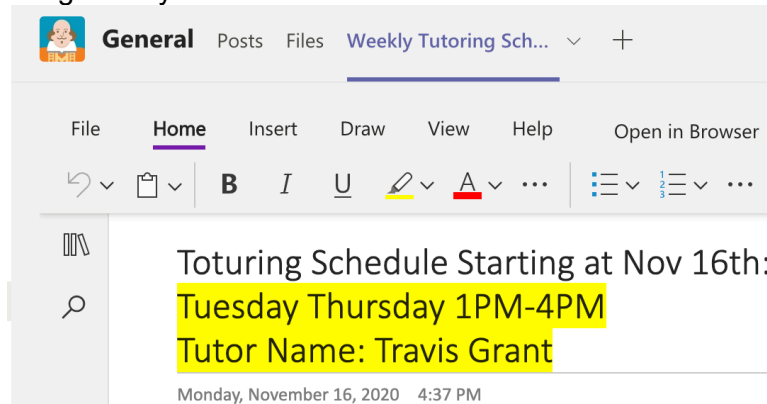
<https://teams.microsoft.com/l/team/19%3ae5424d08dc0d4764b1800d6462b6f614%40thread.tacv2/conversations?groupId=2fef3524-065b-4d74-9add-e88a69a1165f&tenantId=03309ca4-1733-4af9-a73c-f18cc841325c>

Navigating the virtual CS Tutoring:

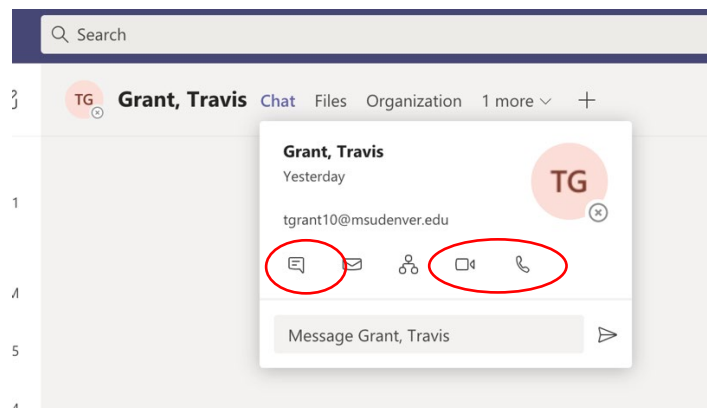
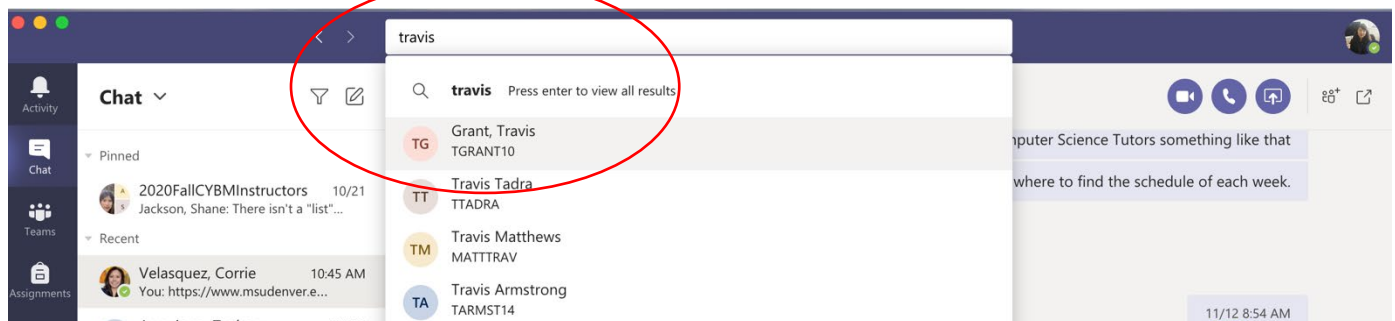
- 1) Once you have downloaded MS Teams and joined the tutoring group, you will see posts + files + weekly tutoring schedule all in General channel.



- 2) Click on the “Weekly Tutoring Schedule” on the top manual then you will see the active Tutor Name and active tutoring weekly schedule at current week.



- 3) To get the tutor’s help, send the tutor a message by entering Tutor’s name in “Chat” top search bar. You can also directly audio or video call the tutor during the tutoring schedule time.



- 4) To contact the tutor outside the scheduled time or make an appointment, you can also start a post under general posts by @Tutorname. Make sure you included “@Tutor name” for the tutor to receive a notification.

