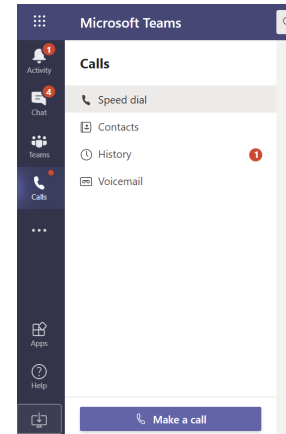


HOW TO REACH YOUR TEACHER DURING OFFICE HOURS



Start a Teams Call:

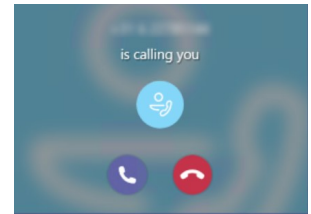
1. Click the Call button on the left.
2. Click Make a Call.
3. Start typing then click your teacher's name.
4. Click the video camera to call.



To Answer Your Teacher's Call:

1. You will see and hear a notification in the lower right corner.
2. Click the purple video camera to answer.

(Sometimes your teacher is on a call with another student. If he/she misses your call, Teams will notify them so they can return your call.)



To Send a Chat To Your Teacher:

1. Click the Chat icon on the left menu.
2. Click New Chat.
3. Type your teacher's name in the box.
4. Type your message and click the send arrow.

