How it Works: Tutoring with Teams

Connect with one of your favorite Rowan-Cabarrus Community College tutors for a live, on-demand one to one remote tutoring session!

Step One: Access the Bookings Calendar. Use this [Link](https://outlook.office365.com/owa/calendar/TutoringCenter%40rccc.edu/bookings/), the one on our website or in the Tutoring Center course in Blackboard to access the Bookings calendar for the Tutoring Center.

Step Two: Make Your Selections. Select the service (subject), the tutor, and the date and time you would like to receive tutoring. (You may make back-to-back appointments if you need extra time.)

Step Three: Add You Details. Include your full name, student email, the course, and a brief description of what you need assistance with in your session. Select Book.

Step Four: Confirmation Email. You will receive an email with a confirmation of the session. Please read the email fully for instructions and to access the Teams link you will use when the session begins.

Step Five: Cancel or Reschedule. If you must cancel or reschedule, please use the Change Your Appointment link in the email confirmation.

Step Six: Joining the Teams Meeting. Once you select the Join Your Appointment link from your email, your meeting will open in a browser tab. You may have the option of downloading the Desktop app, as well, which is recommended for access to additional features.

Step Seven: Audio or Video Options. You will have the option to toggle on or off your camera or microphone to make communicating with your tutor simpler and faster.

Step Eight: Toolbar. If using the web version, you will see a toolbar appear on your meeting screen. From left to right, these are the toolbar symbols or options: meeting length, camera, microphone, share content, more options, raise hand, open chat, show participants, leave meeting.

Step Nine: Chat Window. It is very important that you select the chat symbol from the toolbar to open the chat window with your tutor. From here, you can select the paperclip link at the bottom to attach files to share with your tutor. Your tutor will also share with you a link to a feedback survey that you will be asked to complete after your session is over.

Step Ten: Share Content. If you need to share a document or your web browser with your tutor, you will need to select the share content or tray from the toolbar. You will then be directed to choose whether to share your desktop, a single browser tab, or a program (like Word).