

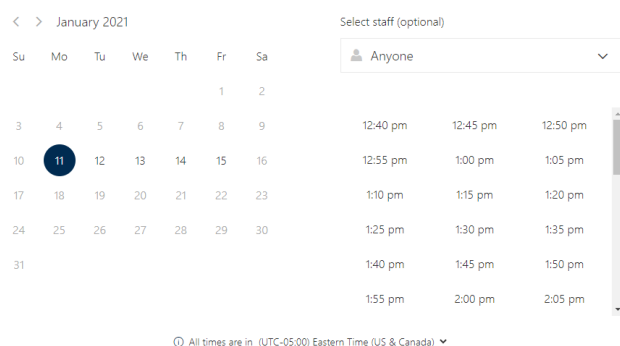
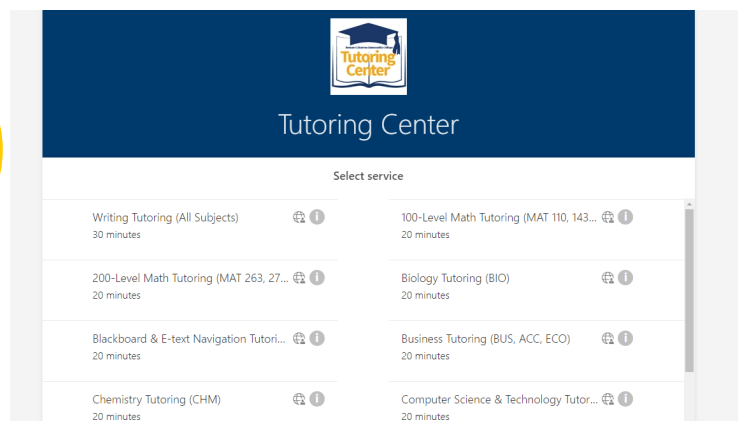
# How It Works: Tutoring with Teams

Connect with one of your favorite Rowan-Cabarrus Community College tutors for a live, on-demand, 1:1 remote tutoring session!

## Access the Bookings Calendar

Use this [link](#), the one on our website or in the Tutoring-Center course in Blackboard to access the Bookings calendar for the Tutoring Center.

**STEP 01**



**STEP 02**

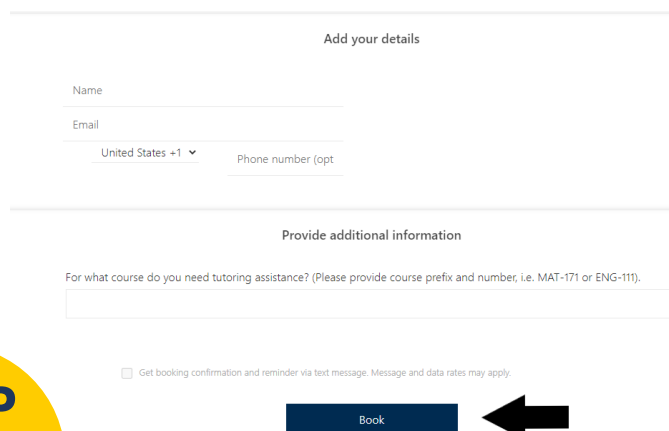
## Make Your Selections

Select the service (subject), the tutor, and the date and time you would like to receive tutoring. (You may make 2 back-to-back appointments if you need extra time.)

## Add Your 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 03**



**STEP 04**

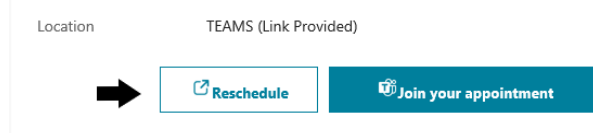
## Confirmation Email

You will receive an email with a confirmation of the session. Please read the email fully for instructions and to access the Join your Appointment link you will use when the session begins.

## Cancel or Reschedule

If you must cancel or reschedule, please use the Reschedule link in the email confirmation.

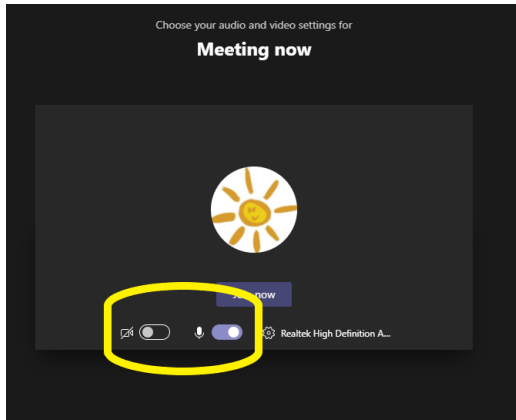
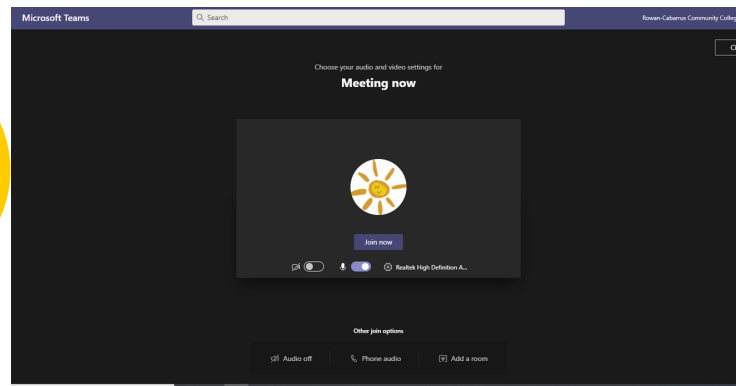
**STEP 05**



## 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  
06**



### 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/options: meeting length, camera, microphone, share content, more options, raise hand, open chat, show participants, leave meeting.

**STEP  
07**

### Audio/Video Options

You will have the option to toggle on or off your camera or microphone before you join the session. The camera is optional, but we highly recommend the microphone to make communicating with your tutor simpler and faster.

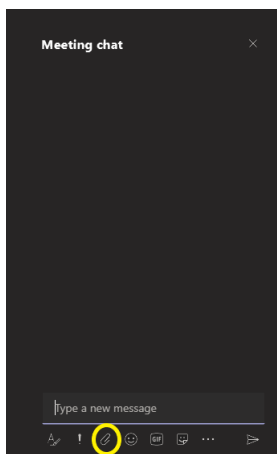
**STEP  
08**



### 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 a you link to a feedback survey that you will be asked to complete after your session is over.

**STEP  
09**



### Share Content

If you need to share a document or your web browser with your tutor, you will need to select the share content/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).

**STEP  
10**

