## Hello Students,

This semester we will be using Microsoft Teams as a virtual option to meet and discuss. When you open Teams you will navigate to the Teams group titled [INSERT TEAMS NAME HERE], when you select that group you will be directed to our groups General channel. In this channel I will be posting a scheduled meeting that coincides with our scheduled class time. Below is an example of what this scheduled meeting would look like, it is indicated by a new text box with the text “Scheduled a Meeting” and below that a purple rectangle with the meeting title, date, and time which you will click on to Join the meeting.



## If you have any questions, please feel free to reach out to me via e-mail. As stated in the syllabus, my office hours will be held virtually, and we can schedule a Teams meeting through Outlook to have a one on one.