

 **ACTIVATE**

Make sure that your Microsoft Teams account is set up and active. You should show a green check mark next to your Avatar if you are "available" to receive calls.

 **DO A TEST RUN**

Check your camera, microphone, speakers, and/or headphones to ensure they are properly working. Make sure the connection is clear and that you can hear the person on the other end of the call.

 **READY**

Be logged in and ready to go at least **5 minutes prior** to the start of your appointment.

 **LOCATION**

Be in a good location conducive to conducting an effective virtual appointment. Driving during an appointment can be dangerous and cause accidents, only hurting yourself and those around you.

 **VIDEO AVAILABLE**

If possible, try to have your camera turned on. Having your camera on during a call reduces feelings of isolation, creates and encourages more active engagement, allows for clear recognition of facial expressions and cues, and it fosters far more comfort and human connection for those participating in the virtual meeting.

 **TAKE NOTES**

If necessary, have a pen and paper available to take notes. Or, use your phone to take notes.

 **QUESTIONS**

Ensure that all of your questions or concerns have been addressed and answered.

 **REPEAT**

Make sure to specify if and when another advising appointment is needed.

APPOINTMENT

A HELPFUL GUIDE TO A SUCCESSFUL
VIRTUAL MICROSOFT TEAMS