



SENM Academic Advising: Meet with Your Advisor Online Using Microsoft Teams

Virtual Appointments Using Microsoft Teams

After scheduling an appointment, students may download the Microsoft Teams application on a desktop computer, tablet, or mobile device. While Teams is accessible across multiple devices, advising appointments are best conducted on a computer to support screen sharing, file sharing, and easy access to advising and registration resources.

Microsoft Teams also offers chat messaging, audio calling, and video conferencing features to support clear and effective communication between students and advisors.

Accessing Microsoft Teams

Through Office 365

Students have free access to Microsoft Office 365 through mySENM.

1. Log in to [my.SENMC.edu](https://my.senmc.edu)
2. Once in portal under Everyday Tools click on Teams and the Teams will pop up in browser.
3. Teams may be accessed through either the web browser or desktop application.

Through the Teams App

If you download Microsoft Teams directly from Microsoft or an app store, be sure to sign in using your SENMC email address.

During the Appointment

- Students are encouraged to use their camera whenever possible, as visual engagement supports effective communication and a more personalized advising experience. However, camera use is not required, and accommodations will be made for students with privacy, technology, accessibility, or other legitimate concerns.
- Screen sharing may be used to review degree progress audits, registration information, and other advising resources.