

Microsoft Teams - Video & Audio Calls

Microsoft Teams is a chat and call platform with video/audio capabilities. It is free to you as an NWU student and is offered as part of Office 365. If you are an NWU alumni, you may not have access to Teams. In this case, please email career@nebrwesleyan.edu to let us know. We can arrange to use another platform, such as Skype or FaceTime.

To access the web version of Teams, follow these steps: (use the Chrome, Edge, or Chromium Edge browser. Teams will not work properly in Firefox, Safari, or Internet Explorer):

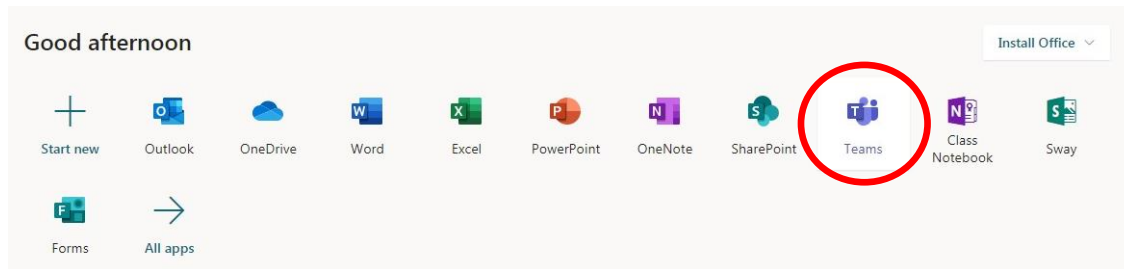
1. Go to <http://nebrwesleyan.edu>, click on “Inside NWU”, then click on “Office 365”



Inside NWU

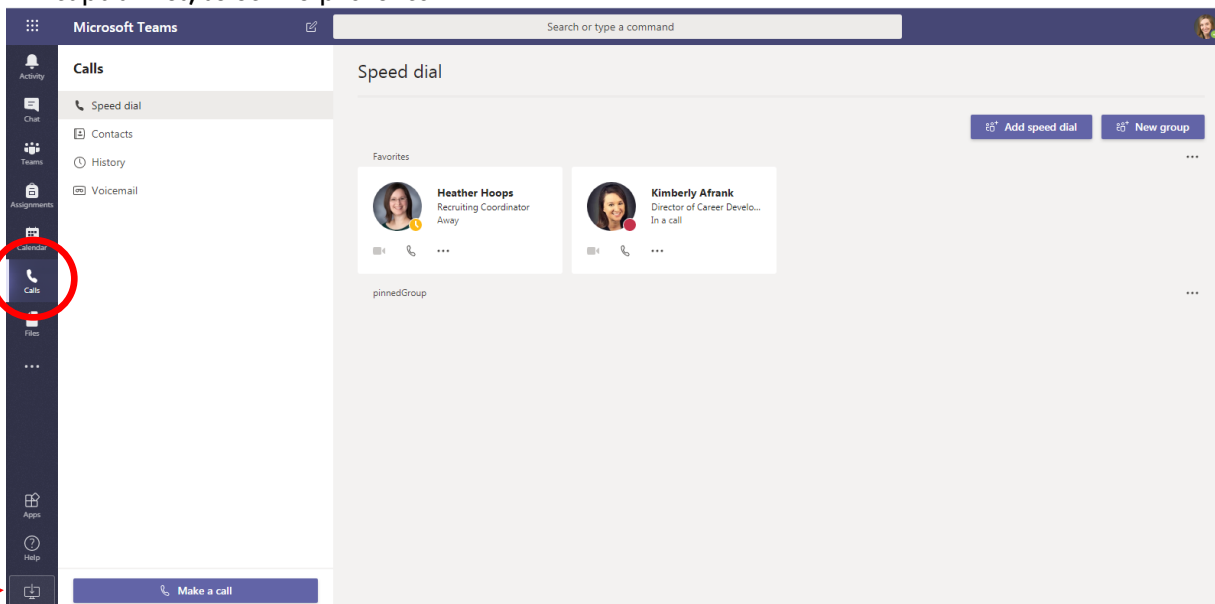


2. If you are not logged in to the NWU website, you will be prompted to enter your login credentials. You should then see a list of Microsoft applications at the top of the screen. Click on Teams.

Notes: If you are using an iPad, iPhone, or other cellular device/tablet you will likely be prompted to download the Teams app from the app store in order to get into the platform.



3. In the Teams platform, click on the “calls” button on the left-hand side. We will call you at the time of your appointment. When we call you will see two icons, a video camera  and a phone . If you have video capabilities, select the video camera icon when answering the call. If you only have audio capabilities, select the phone icon.



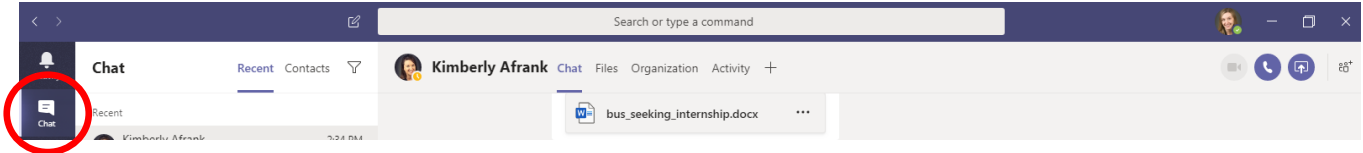
You may want to download the Microsoft Teams application to your computer rather than using the web version. At the bottom of the side menu on the web version, click on “Download Desktop app”.

Microsoft Teams – Chat Feature

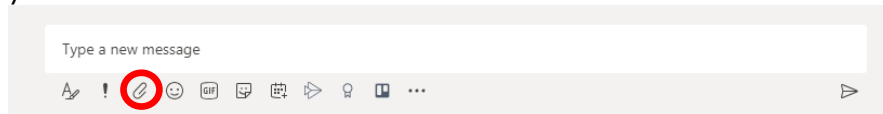
You can also chat with our career counselors using Microsoft Teams. We will have open chat hours during these times:

- Tuesdays, 1-3pm
- Wednesdays, 10am-12pm
- Thursdays, 3-5pm

Chat hours are especially helpful for document reviews (resumes and cover letters), or quick questions. To chat with us, follow steps 1 and 2 above. Then click on “Chat” on the left-hand menu. Use the search bar to search for Kimberly Afrank, or Haley Fischman. Click on the name of the person you want to chat with and a window will open where you can start a conversation.



If you need a document reviewed, Teams makes it easy to share documents. Click on the attach file icon to send us your document.



Questions? Email us at career@nebrwesleyan.edu. We look forward to working with you!