**TUESDAY VIRTUAL TUTORING INSTRUCTIONS**

1. Make sure you are logged into Teams with your USF Netid and password. See below for guidance.
2. You will Use the Master Class Schedule Fall 22 Web Excel Spreadsheet Grid to click on the top link for attendance. (MAIN ATTENDANCE PORTAL – CHECK IN HERE FIRST)
3. If you need help in a specific subject, ask the host to direct you to the proper teacher.
4. Click on that teacher’s link.
5. If you would like to do study hall and do your homework in a quiet environment, let the host know that and they will direct you to study hall link.
6. **Check back in at the (MAIN ATTENDANCE) link after you are done with tutoring/study hall**.

**SETTING UP MICROSOFT TEAMS**

1. Download Microsoft Teams to your computer and/or phone from Google Play or Apple Store by searching for Microsoft Teams.
2. Sign in with your ***netid@usf.edu*** username and your USF Canvas password to logon to Teams. (If you do not remember your password, click the Forgot your password link and try to retrieve it. If you cannot reset your password, contact Ms. Blaustein at 813-787-0083).
3. The first time you login, you will have to set it up that your cell phone will be called or texted in order for you to log in in the future so pay attention to the option you choose.
4. Possible Screens If Asked (These may not be asked of you).
   1. Choose Business Organization
   2. Type in your name
   3. For Company Name type “University of South Florida”
   4. Click “Set up Teams”
   5. It will say “Setting up Teams”
   6. When It Says “Get Started with your work, school, or personal Microsoft account”, Type your USF netid@usf.edu.
   7. Click Sign In
   8. Enter your password and Click Sign In
   9. Where it says select a Teams Org, Select University of South Florida
   10. Go through the information screens and click “Got It”
   11. Click Not Now when it asks to invite others.
5. Allow Access to Microphone & Notifications
6. Go through features – swiping to the right.
7. If you click on the Teams icon in the Teams app or web browser and do not see that you are in the new **UB Academic And Summer Students GRP**, contact [blaustein@usf.edu](mailto:blaustein@usf.edu) or 813-787-0083 with your netid.