

WAYNE STATE



Irvin D. Reid Honors College

Honors Advising:
Teams Virtual Drop-In
Browser and App
Instructions

- Mondays and Thursdays
- 9a.m. – noon and 1-3:30p.m.
- Details at <https://honors.wayne.edu/academics/advising>

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Browser Instructions

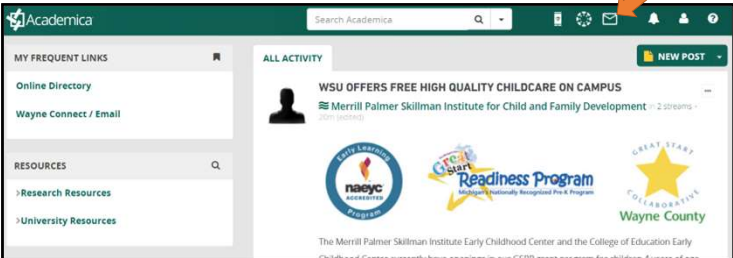
Detailed Microsoft Teams information is at <https://tech.wayne.edu/kb/communication-collaboration/microsoft-teams>

To begin, open Browser and log into Academica

Pro Tips: Works best in Chrome
Be sure to log out of Zoom or similar sites

2

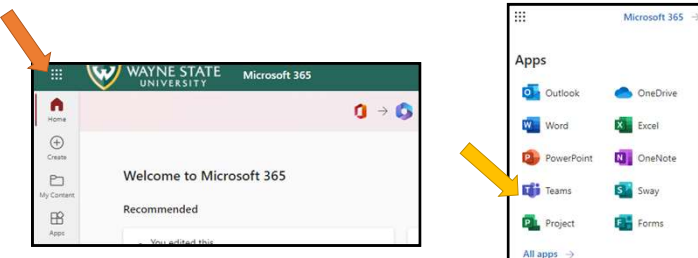
From Academica, click the email icon



The screenshot shows the Academica website with a search bar at the top. On the left, there are sections for 'MY FREQUENT LINKS' (Online Directory, Wayne Connect / Email) and 'RESOURCES' (Research Resources, University Resources). The main content area features a news item about childcare and logos for naeyc, Readiness Program, and Wayne County.

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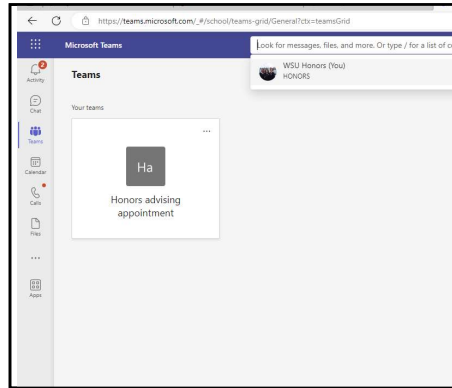
From Microsoft 365 landing page, select Teams. If you don't see it, click the apps menu to view and then select it.



The screenshot shows the Microsoft 365 landing page with a 'Welcome to Microsoft 365' message. The left sidebar contains 'Home', 'Crests', 'My Content', and 'Apps'. The 'Apps' list includes Outlook, OneDrive, Word, Excel, PowerPoint, OneNote, Teams, Sway, Project, and Forms.

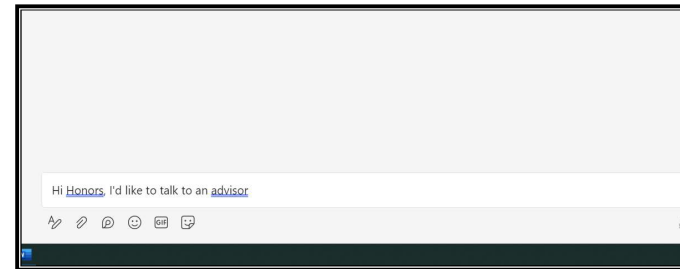
4

In the search bar, type WSU Honors



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Type a short message to let us know you're there



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Please include your Access ID and short description of your reason for stopping in.

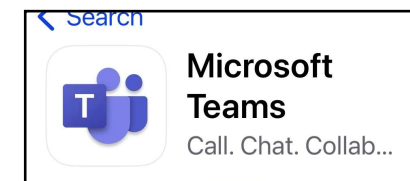
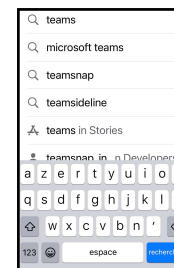
Example: Hi advisor. My access id is XX1234. I have questions about the Honors Option process.



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App Instructions

Download the Microsoft Teams app

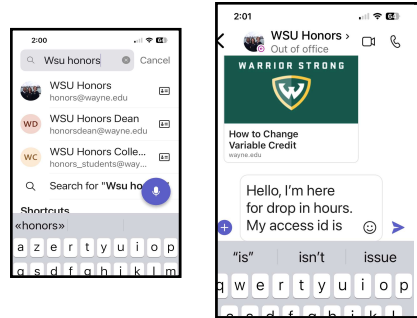


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1. **Select** the chat feature at the bottom of the screen

2. **Type** WSU Honors

3. **Enter** your Access ID and reason for visit



Drop-in Advising Notes

Students who use the chat during hours *not* designated for drop-in should expect a reply during the next set of drop-in hours. The chat is *not* monitored daily. Email honors@wayne.edu or call 313-577-3030 for pressing questions.

Drop-in gets busy at times. Please be patient if you do not get a reply right away. If there's a change in the drop-in hours (for conferences, graduation, etc.), it will be noted on the Honors Advising page.

Drop-in hours are also available in the Honors College. We are located in the Undergraduate Library.

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We look forward to advising you!



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