NEED WRITING ASSISTANCE?

Online tutoring is available.

Quick Start Guide

STEP 1. Make an appointment

Make an appointment at

writersblock@potsdam.edu

STEP 2. Download **Microsoft Teams**

Scan the QR code or **click here** to

download. Microsoft Teams

SCAN ME

WRITER'S BLOCK
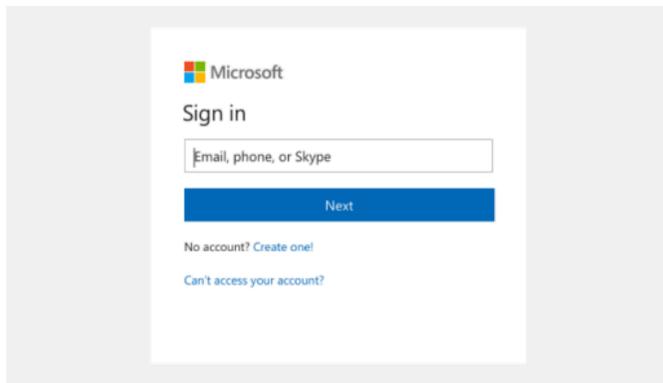

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Writersblock_sunypotsdam

STEP 3. Sign in with your SUNY Potsdam email and password

In Windows, click **Start** ▦ > **Microsoft Teams**.
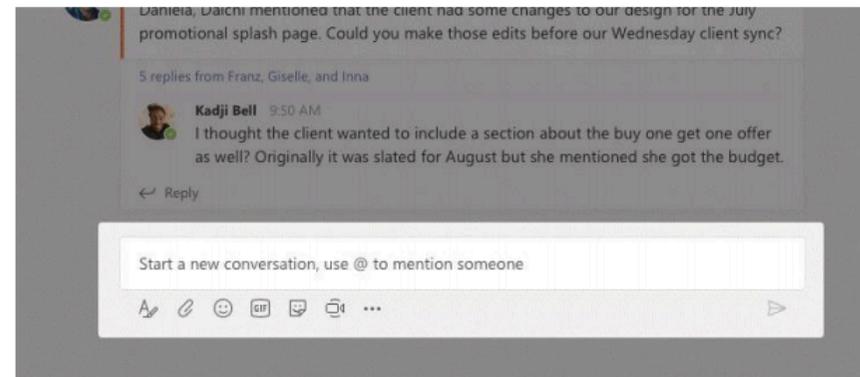On Mac, go to the **Applications** folder and click **Microsoft Teams**.
On mobile, tap the **Teams** icon. Then sign in with your Office 365 username and password. (If you're using Teams free, sign in with that username and password.)

■ Microsoft

Sign in

Email, phone, or Skype

Next

No account? Create one!

Can't access your account?

STEP 4. Start a conversation

With the whole team... Click **Teams** 🗗, pick a team and channel, write your message, and click **Send** ▷.

With a person or group... Click **New chat** ✎, type the name of the person or group in the **To** field, write your message, and click **Send** ▷.

Daniela, Daichi mentioned that the client had some changes to our design for the July promotional splash page. Could you make those edits before our Wednesday client sync?

5 replies from Franz, Giselie, and Inna

Kadji Bell 9:50 AM
I thought the client wanted to include a section about the buy one get one offer as well? Originally it was slated for August but she mentioned she got the budget.

↩ Reply

Start a new conversation, use @ to mention someone

STEP 5. Make a video and audio calls

Click **Video call** 🎥 or **Audio call** 📞 to call someone from a chat. To dial a number, click **Calls** 📞 on the left and enter a phone number. View your call history and voicemail in the same area.
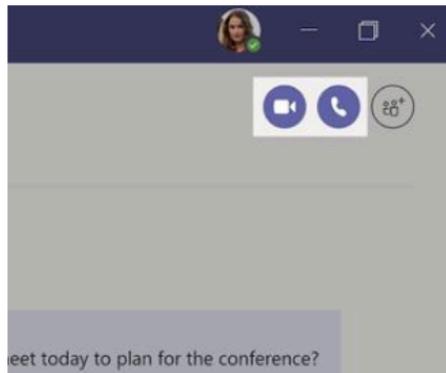
STEP 6. Share a file

Click **Attach** 📎 under the box where you type messages, select the file location and then the file you want. Depending on the location of the file, you'll get options for uploading a copy, sharing a link, or other ways to share.
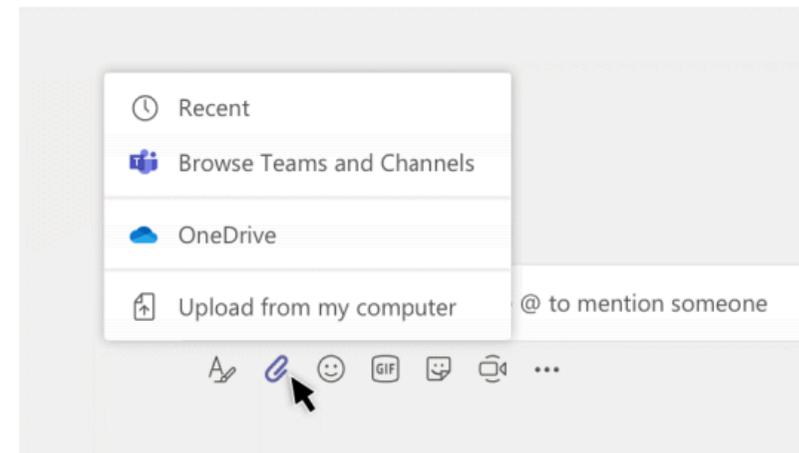
Questions?

Contact Us at **wblock@potsdam.edu.**

Or you can connect with us through our **social media**.

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Give feedback. Thank you!