

## Booking remote careers appointments

In response to the Covid-19 pandemic, the Careers & Enterprise Team is offering a remote appointment service until further notice. Appointments are available throughout the year, including vacation periods.

### Current Students

Careers appointments are being offered through **video or audio call via Microsoft Teams**. However, **email appointments** can also be requested (e.g. for CV and application feedback). Appointments can be booked as normal via the [Student Services Portal](#).

We strongly recommend that you read the following information, and test and familiarise yourself with Microsoft Teams prior to your booked appointment time.

### Graduates

If you are a graduate, please email [careers@durham.ac.uk](mailto:careers@durham.ac.uk) to book an appointment. Appointments with graduates can be conducted via Teams, Zoom or email.

### What is Microsoft Teams?

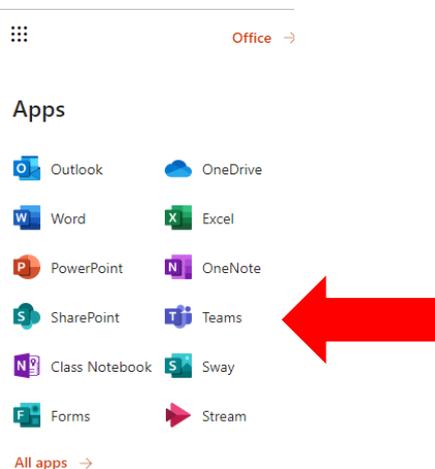
Teams is a communication and collaboration platform that combines instant chat capabilities, video conferencing, file storage, and integration with many other Office 365 apps.

### Accessing Teams

You can access Microsoft Teams via a web browser using **Office365** or alternatively you can **download Microsoft Teams** to your mobile device or laptop/PC/Mac. If your laptop does not have microphone or video capability, then downloading the Teams app to your mobile phone is recommended.

### Using Office 365 in a web browser

- 1) To get started go to the Durham University [Office 365 homepage](#).
- 2) Enter your **CIS username and password** and you'll be taken straight to your mailbox.
- 3) Go to the app launcher (top left corner of the web page). **Select Teams** from the app launcher. Teams will now open.



### **Download Microsoft Teams**

You can download Microsoft Teams software to your laptop/PC/Mac. Follow the [CIS guidance to download Office 365 software](#).

You can also download the Teams app to your mobile device using your App Store. This is especially useful if you need to do video calling and do not have video/audio built into your laptop/PC/Mac.

### **Using Teams for your appointment (current students)**

- 1) Please ensure that you are already logged into Teams before your appointment start time.
- 2) Select **Chat** from the menu bar on the left.
- 3) You can find and contact the staff member you are booked into an appointment with, by using the **search** command bar. The staff member will call you at the time your appointment is due to take place.



### **Further Information**

See this [quick start guide](#) to using Teams produced by Microsoft.

There is also lots of useful guidance on using Teams available via Durham's [Microsoft 365 Learning Hub](#).

### **Need more help?**

Contact us either via [careers@durham.ac.uk](mailto:careers@durham.ac.uk) or using the [Ask a Careers Question](#) function on the Student Services Portal. Please contact us via these methods rather than the office telephone which is currently not in use.