

# Accessing Microsoft Teams

Coles Advising utilizes Microsoft Teams for virtual advising. You will need to log in to your Teams account using your KSU NetID and password for the advisor's call to come through.

## Option 1: Using a Web Browser

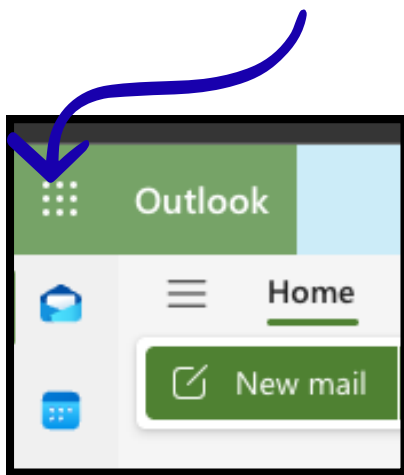
Open a web browser.

Go to: [ksuemail.kennesaw.edu](https://ksuemail.kennesaw.edu)

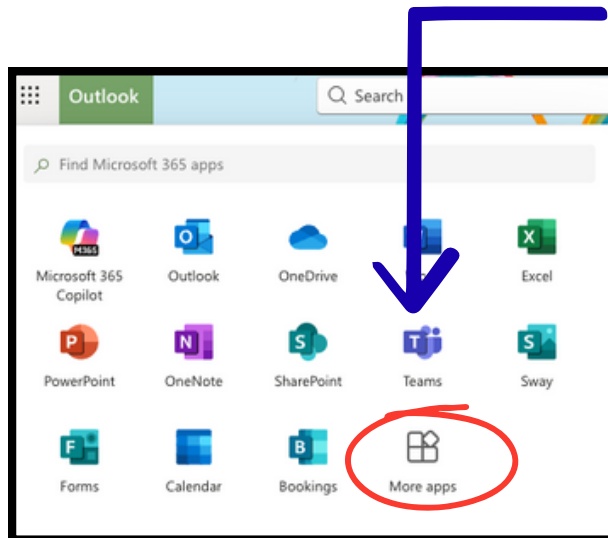
Sign in with your KSU NetID and password.

If prompted, complete Duo

**Click the “9 Dots”**



**Open Teams App**



Don't see Teams?  
Click to search and add it.

Leave the app open.

There is not a meeting to join or a code needed. Simply leave the app open.

The call will pop when the advisor calls you.

## Option 2: Using the Mobile App

Download the “Microsoft Teams” app from:

Apple App Store (iPhone/iPad)

Google Play Store (Android)

Open the app and sign in with your organization's email and password.

Approve Duo.

Leave the app open.

There is not a meeting to join or a code needed. Simply leave the app open.

The call will pop when the advisor calls you.