



Using Microsoft Office for Virtual Volunteer Session

The virtual volunteer session is scheduled using Microsoft Outlook and Microsoft Teams. Prior to scheduling the volunteer session, determine the date and time with the volunteer and student.

To schedule volunteer session in Microsoft Outlook:

1. Open Microsoft Outlook application
2. Click 'Calendar' icon
3. Click 'New appointment'
4. Click 'Teams Meeting' icon
5. Fill in session details below in the corresponding fields:
 - a. Enter Student's Email Address
 - b. Enter Subject/Title as Volunteer Session
 - c. Enter start date and time
 - d. Enter end date and time
6. Copy Microsoft Teams meeting information. See example below:

[Join Microsoft Teams Meeting](#)

[+1 754-216-1864](#) United States, Fort Lauderdale (Toll)

Conference ID: 126 394 465#

[Local numbers](#) | [Reset PIN](#) | [Learn more about Teams](#) | [Meeting options](#)

7. Click 'Send' icon
8. Click 'Email' icon (*to create new email*)
9. Click 'New Email' icon
10. Fill in email details as follows:
 - a. Enter Volunteer's Email Address
 - b. Enter Subject/Title as Volunteer Session with <Enter student's first name>
11. Paste Microsoft Teams meeting information in body of email. See example below:

[Join Microsoft Teams Meeting](#)

[+1 754-216-1864](#) United States, Fort Lauderdale (Toll)

Conference ID: 126 394 465#

[Local numbers](#) | [Reset PIN](#) | [Learn more about Teams](#) | [Meeting options](#)

12. Click 'Send' icon

To host a scheduled volunteer session:

1. Open Microsoft Outlook application
2. Click 'Calendar' icon
3. Open scheduled volunteer session
4. Click 'Join Microsoft Teams Meeting' link
5. Click 'Join Now'
6. Wait for both volunteer and student to join the session
7. Introduce the student, volunteer and you by reading session intro
8. Read session intro:

Greetings and welcome to today's volunteer session. My name is Ms./Mr. [Teacher/Liaison Name]. I am so happy to have [Student Name] and [Volunteer Name] here today. You may begin your session conversing as you normally do in the classroom and I will be muted. Please feel free to leave the session at the end. Thank you and you may begin.

9. Remain in session for the entire time
10. Click 'Leave' to exit volunteer session

Note: On the day before the volunteer session, remind volunteer and student of next appointment date and time. It is also recommended that the teacher/school volunteer liaison join the session before the scheduled time.