

Faculty of Health

Peer Mentor Program

Help Sheets

MICROSOFT TEAMS

Tips for Mentees



Microsoft Teams

Teams is a collaboration hub that enables collaboration. It enables video and chat functionality for group discussions and team meetings, artefact generation and project management software.

Peer mentors and mentees can use Teams to communicate in peer mentor groups. You might also use Teams for unit communication.

Please make sure to sign in using your **Deakin Email**.

You can find instructions on accessing Microsoft 365 apps at [Windows](#) and [Mac](#)

How to Use Teams

After you select your group in CloudDeakin you will receive an email with a link to your Teams channel, click on this link and request access.

Your mentor will be able to accept your request and then you will be able to see messages from your mentor, post questions, and respond to messages.

Notifications

To make sure you receive Teams notifications for your mentor group:

1. Click on the “...” on the right of your channel name.
2. Under ‘Channel notifications’, choose ‘Banner and feed’.

Posting & Replying

To post:

1. Open Teams.
2. Click on your mentor group Teams in the lefthand menu.
3. Click on New conversation.

You can edit posts and replies by hovering your mouse over them, selecting the “...” and then choosing Edit.