

Academic, Career and Transfer Center

Online Advisement Applications Guide

MICROSOFT TEAMS APPLICATION

1. Log in to MyDCC
2. Click the Student tab and Student Home
3. Click on DCC Email Access envelope icon
4. Once you are in your student mailbox go to the top left menu icon
5. Open the Teams apps
6. Click on Chat option on the left side
7. Your academic coach will connect with you with options to video, audio, and chat.

The image displays a sequence of screenshots from the MyDCC portal. The first screenshot shows the top navigation bar with the 'Student' tab circled in red and labeled with a red '1'. Below it, the 'Student Home' link is circled in red and labeled with a red '2'. The second screenshot shows the 'DCC Email Access' section, which contains an envelope icon circled in red and labeled with a red '3'. The third screenshot shows the Outlook interface with the top-left menu icon circled in red and labeled with a red '4'. The fourth screenshot shows the Office 365 'Apps' list, where the 'Teams' application icon is circled in red and labeled with a red '5'.

ZOOM MEETING APPLICATION

1. Log in to MyDCC
2. Click the Student tab and Student Home
3. Click on DCC Email Access envelope icon
4. Open the Zoom meeting invitation email
5. Follow the invitation instructions – the preferred option is to open the meeting in your browser. The Zoom application may also be downloaded, if you choose this option please do so before your scheduled advising meeting.



If you have any questions or concerns on how to access the e-advisement tools feel free to contact your academic coach directly by email or you may also email us at act@sunydutchess.edu