

## How to Access the Mathematics and Computer Science Help Rooms

The Mathematics and Computer Science Help Room tutors are available Sunday-Thursday from 8-11 PM Eastern Time. The help rooms open the second week of classes and run through the last day of classes. The help rooms are closed over fall pause and during finals week.

Before you start – *Make sure you are logged into Chrome as your web browser. If you are using Safari, you may need to download the Teams desktop app.*

### Joining the Mathematics Help Room or Computer Science Help Room Team

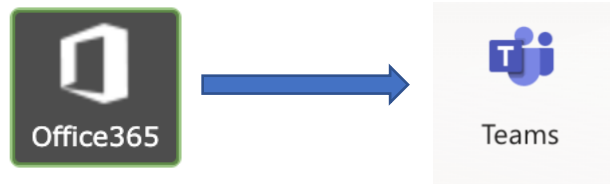
- 1) Log into Dickinson Gateway
- 2) Choose one of the following two options.

**Option 1 (Join via link):** Click on the appropriate link below.

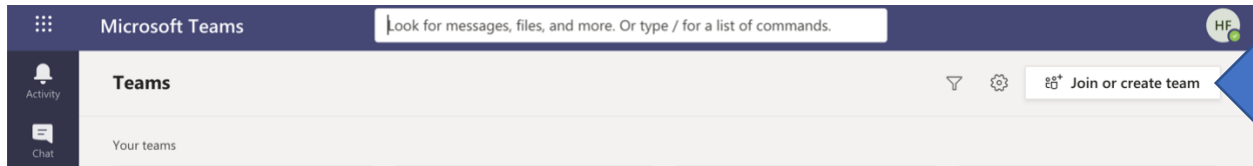
- [Computer Science Help Room](#)
- [Mathematics Help Room](#)

**Option 2 (Join via code):**

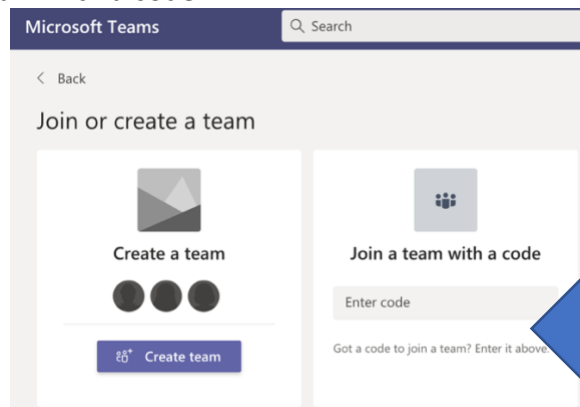
- I. Click on Office365 and choose the Teams app.



- II. Select “Join or create team”



- III. Choose “Join a team with a code”



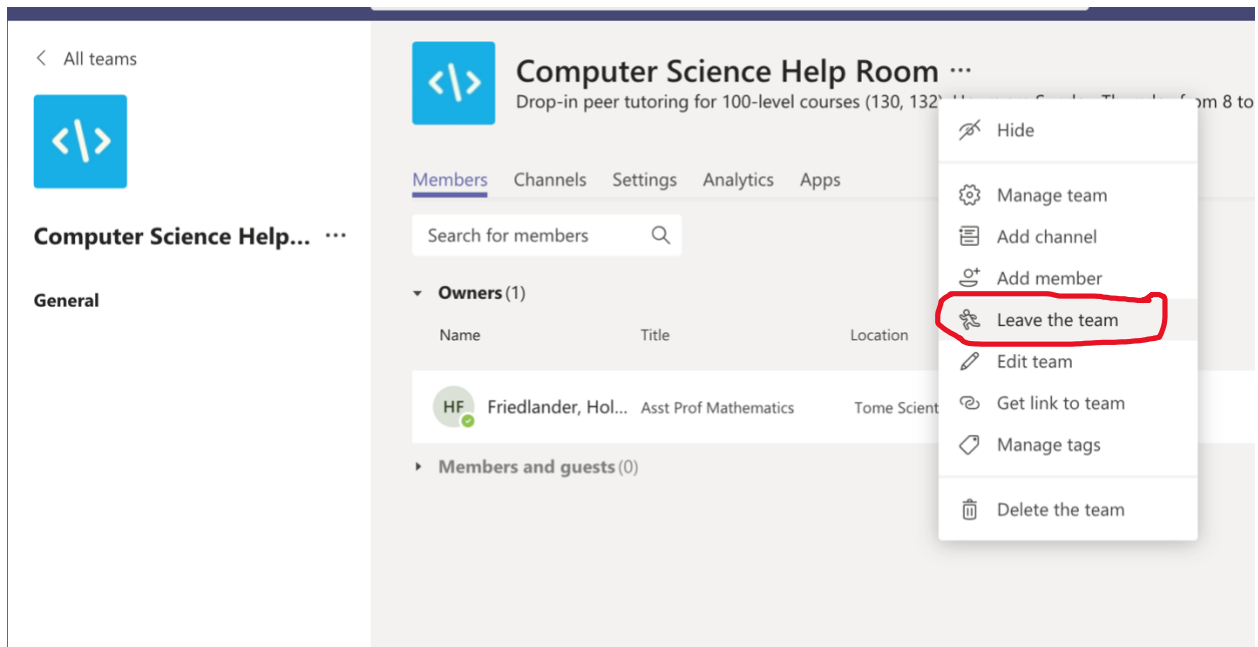
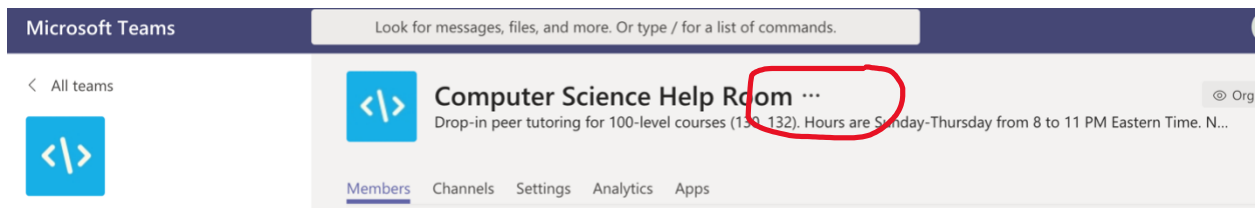
- Mathematics Help Room: Enter rbfmrps
- Computer Science Help Room: Enter hgwg5m3

### Requesting Help From a Tutor

- 3) In Teams, click the “Connect with a Tutor” channel on the left-hand menu. Then, use the chat bar at the bottom to ask for help. For example, type “I’m here for help with Math 170!”
- 4) When a tutor makes a meeting request with you, click “Join” to join the meeting. Make sure your microphone is working. If your computer or headphones don’t have a mic, you can use the chat to communicate.

### Leaving the Help Room

- 5) When you’re done getting help, “leave” the Team.
  - a. Click on the three dots next to the name of the Help Room in the upper bar.
  - b. Select “Leave the team” from the drop-down menu. Note: you will need to complete steps 1) and 2) each time you access the help room.



If a tutor does not respond to your request for help or you encounter difficulty, email Professor Friedlander, [friedlah@dickinson.edu](mailto:friedlah@dickinson.edu).