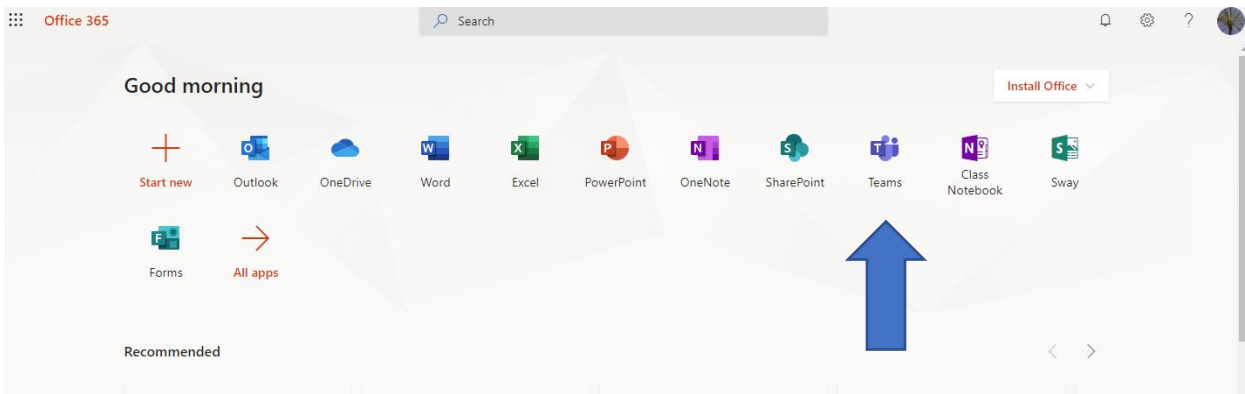


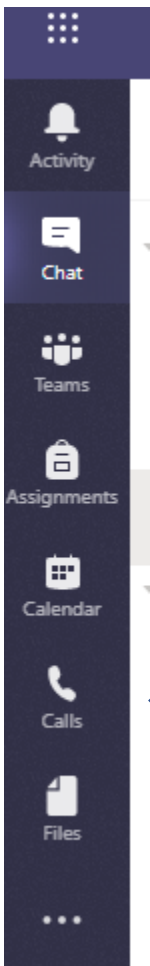
Need to visit with your school counselor?

From your computer, login to your Office365 account and select the "Teams" icon.

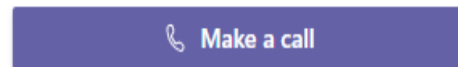


Calls

- Speed dial
- Contacts
- History
- Voicemail



Select the "Calls" icon. Then find the "Make a call" option.















In the search box, enter the first initial and last name of your school counselor:

Make a call

Type a name

Suggested

-  **Murgel, Jason**
Counselor  
-  **Pandis, Jaime**
Counselor  
-  **Gill, Shelby**
Counselor  
-  **Broadhead, Ashten**
Counselor  

Jaime Pandis (A-E)

jpandis@helenaschools.org

Shelby Gill (F-L for 9th and 10th grades)

sgill@helenaschools.org

Ashten Broadhead (F-L for 11th and 12th grades)

abroadhead@helenaschools.org

Jason Murgel (M-R)

jmurgel@helenaschools.org

Chrissy Murgel (S-Z)

cmurgel@helenaschools.org

Kelly Strietzel, Career Counselor

Kstrietzel@helenaschools.org

By following these directions, you will be able to make a video call. If your device doesn't have a camera, as long as you have a microphone, you can make an audio call.

Keep in mind that Microsoft Teams can be download free of charge as an app from the Google Play or App Store. The app would be an additional way for you to utilize these same features. After downloading the app, sign-in with your HSD #1 email address.

Within the app, select the "Chat" icon at the bottom of the screen. Find the PENCIL icon. This will allow you to initiate the call by searching for a contact within our school. Begin entering the email address of your school counselor in the search bar. That information will populate a list of names. Select the name of the person you are trying to reach. Use the "phone" or "video" icon to make your call. You will be connected shortly!

It would be best to schedule the call first, so please refer to the email addresses up above to contact us. From there, we can schedule a time to make the video or audio call.

Thank you,

Helena High School Counselors