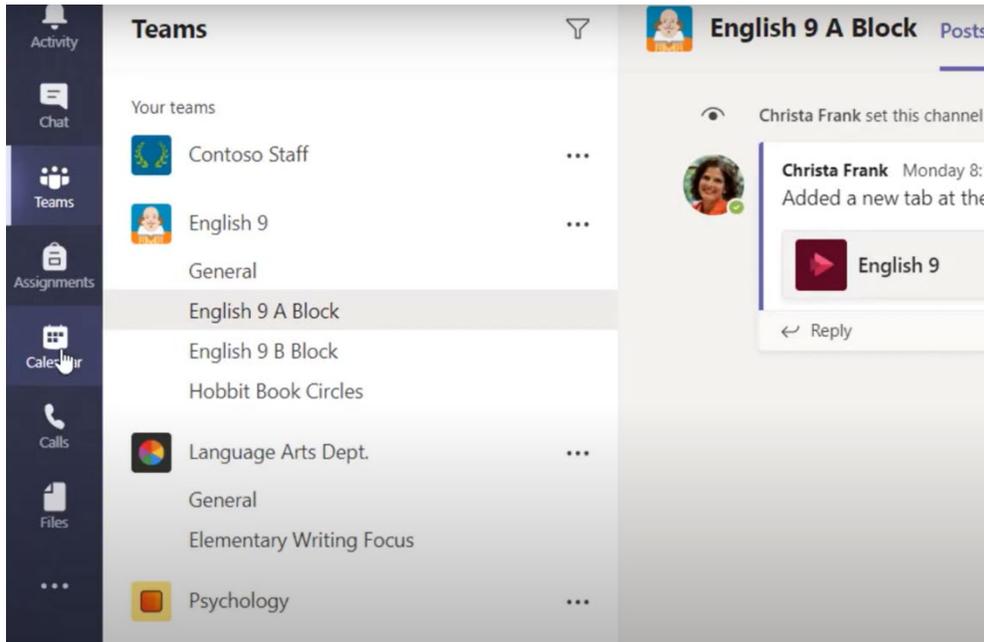


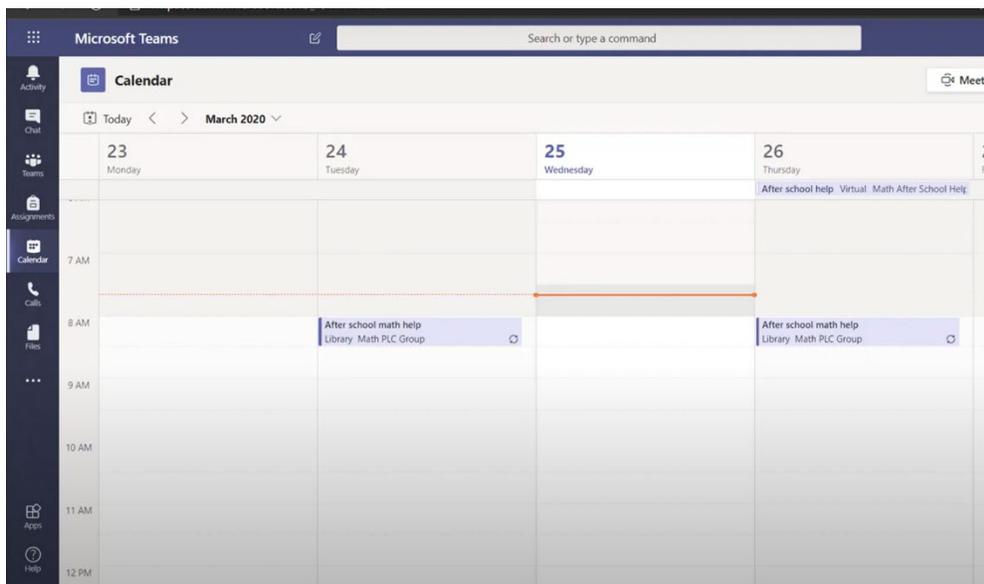
# Make Office Hours Work for You and Your Students

## Creating Office Hours

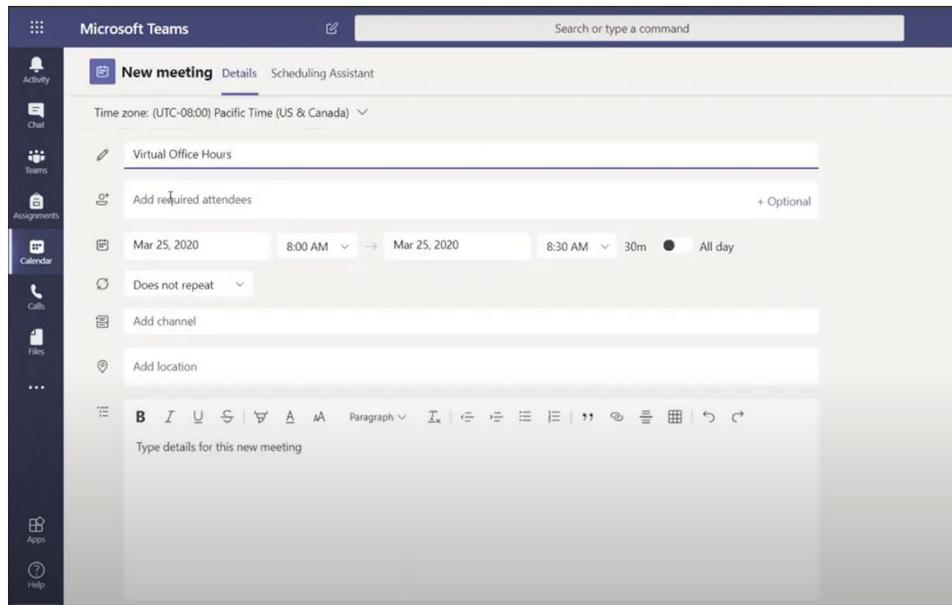
1. Click the **Calendar** icon in the me space in Teams.



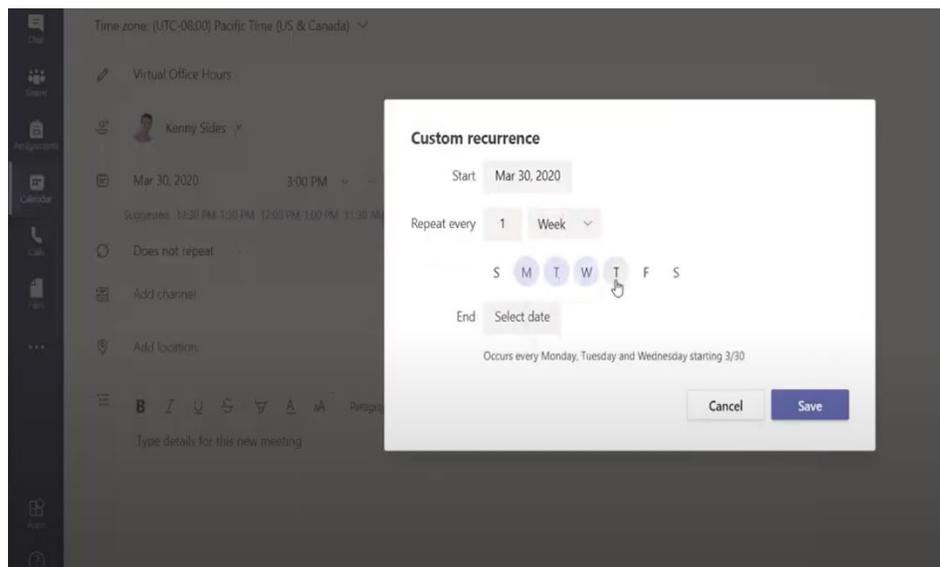
2. Select **new meeting**



3. **Fill out** the meeting information

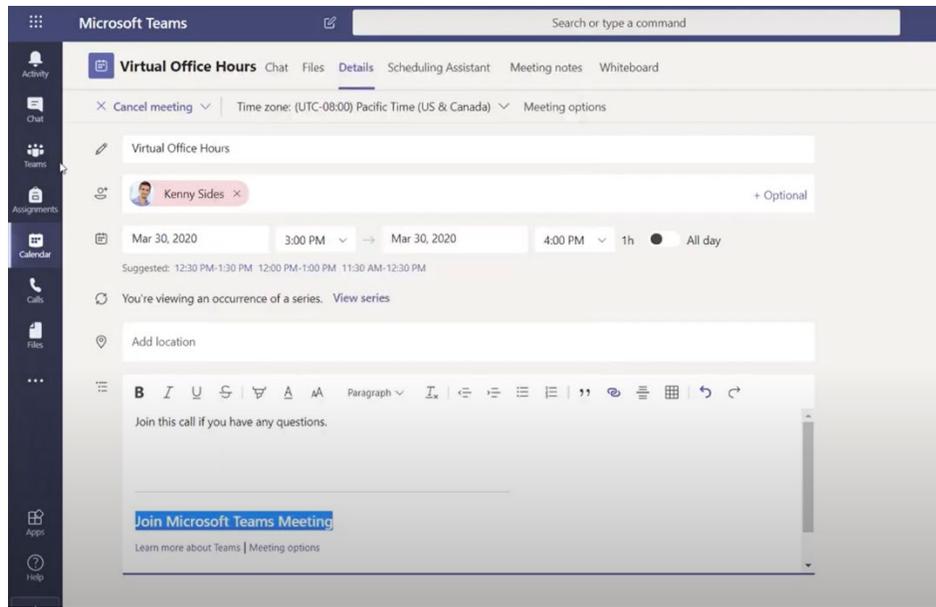


4. Select **“Does not repeat”** and select **“Custom”** you can create a reoccurring meeting



5. Select **“Send”** to send it to participants.

6. The link to the meeting can be copied and posted it for students to join.



7. Lastly, to **save** the changes by clicking the save button.