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

	Mic	rosoft Teams	Ľ		Search or type a command		
 Activity	Ē	Calendar					© Meet r
= Chat	(;)	Today < > March	2020 ~				
iii Tearns		23 Monday	24 Tuesday		25 Wednesday	26 Thursday	2 Fri
Assignments						After school help Virtual Math After Scho	ol Helt
E: Calendar	7 AM						
Calls					-		
files	8 AM		After school ma Library Math PL	th help C Group Ø		After school math help Library Math PLC Group	0
	9 AM						
	10 AM						
	TO AM						
H Apps	11 AM						
(?) Help	12 PM						

3. Fill out the meeting information

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	Micro	soft Teams	ľ		Search or type a command			
L rity	Ē	New meeting	Details Scheduling Assista	int				
at .	Time	zone: (UTC-08:00) Pa	cific Time (US & Canada) 🗸	/				
і т5	0	Virtual Office Hour	5					
ments	ů.	Add reduired atten	ndees				+ Optional	
	Ē	Mar 25, 2020	8:00 AM 🗸 🗸	→ Mar 25, 2020	8:30 AM \vee 30m	All day		
	Ø	Does not repeat	×					
	00	Add channel						
	0	Add location						
	15	B I 및 ←	S 𝔝 A Par is new meeting	agraph \sim $\underline{T}_{\mathbf{x}}$ $ $ \Leftarrow $ ightarrow$	≞ ⊫ ⊫∣" ⊚ ∔	≣ ⊞ ५ ୯		

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.

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