

## Creating a Teams Meeting

**Create a class meeting in your Class Team – your students will see these meetings in their Teams calendar:**

**Note:** Students will only see the Class Team AFTER you have Activated the class

- On the left menu bar click Teams
- Click the class you want to set up the class meetings for
- On the title bar to the right of *General* channel (or other channel name), click the down arrow beside the video camera icon and click *Schedule a meeting*

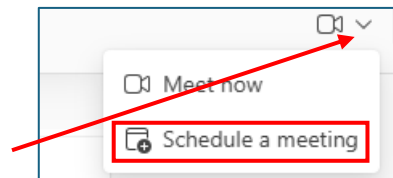


Figure 1 Create a meeting options

A screenshot of the 'New meeting' dialog box in Microsoft Teams. The dialog box has a title bar 'New meeting' and a 'Send' button in the top right. Below the title bar, there are tabs for 'New meeting', 'Details', and 'Scheduling Assistant'. The 'New meeting' tab is active. The main area contains fields for 'Add title', 'Add required attendees' (with a '+ Optional' link), a date and time picker (set to 27/11/2025 at 11:30 pm, ending on 28/11/2025 at 12:00 am, 30m duration), a 'Does not repeat' dropdown, a channel selection (Workbench Chris Motherwell - General), and a 'Send personal invites' toggle switch. A red rectangle highlights the 'Send personal invites' toggle, which is currently turned off, with the text 'Leave this option OFF' next to it. Below these fields is a rich text editor with a toolbar and a placeholder 'Type details for this new meeting'. At the bottom is an 'Add an agenda' field. On the right side, there is an 'Options' panel with a 'Who can bypass the lobby?' dropdown (set to 'Everyone'), a 'Record and transcribe automatically' toggle (turned off), and a 'More options' link.

Figure 2 New Meeting dialog box

**The following three items are the minimum needed to create a recurring meeting:**

1. Enter a name for the meeting in the Add title box
  - Add required attendees – this is for non-students, like a guest speaker or any non-student attending your class
2. Choose a start and end date and time for the Class

3. Click *Does not repeat* to set the number of classes
  - Select the meeting frequency (this can be changed later)
  - Click in the *End* box and select the End date from the popup calendar (use the arrows in the top right corner to change the month)
- Add any notes to the area below *Add location* – optional
- Click Send
- A message for the Class meeting will appear in Posts, of the channel you created the meeting in
- Check your calendar to see all the meetings
- The meetings will be visible to the students in this Class (if the class has been Activated)
- Repeat the steps for your other classes
- Recordings will be stored in the Posts for the channel and in the Class Files tab in the Recordings folder. Click Recap to view video. (The folder name will have the form of: *Class Code* Class Recordings)

#### **Remove the meeting during break week:**

- Click a class meeting in your calendar
- Click *Cancel*, then *This event*
- In the Meeting dialog box, click *Cancel meeting*, *Cancel occurrence* and *Cancel occurrence* again
- This instance of the meeting will be removed from your calendar and from the students' calendars

#### **Copy Meeting Link**

To copy the meeting link:

1. Right-click on the meeting and click *Copy meeting link*
2. Click on the meeting  
Click the down arrow beside the *Join* button and click *Copy join link*

#### **Create a meeting in your calendar (only you can see these)**

Use this option when you want to create an event or meeting outside of a class, which only you can see, e.g., Department meeting

Anything you create in your Teams calendar will be added to you Outlook calendar.