

Sheridan

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*

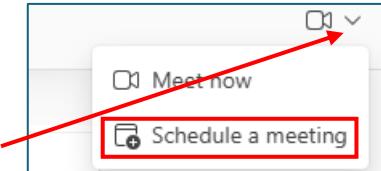


Figure 1 Create a meeting options

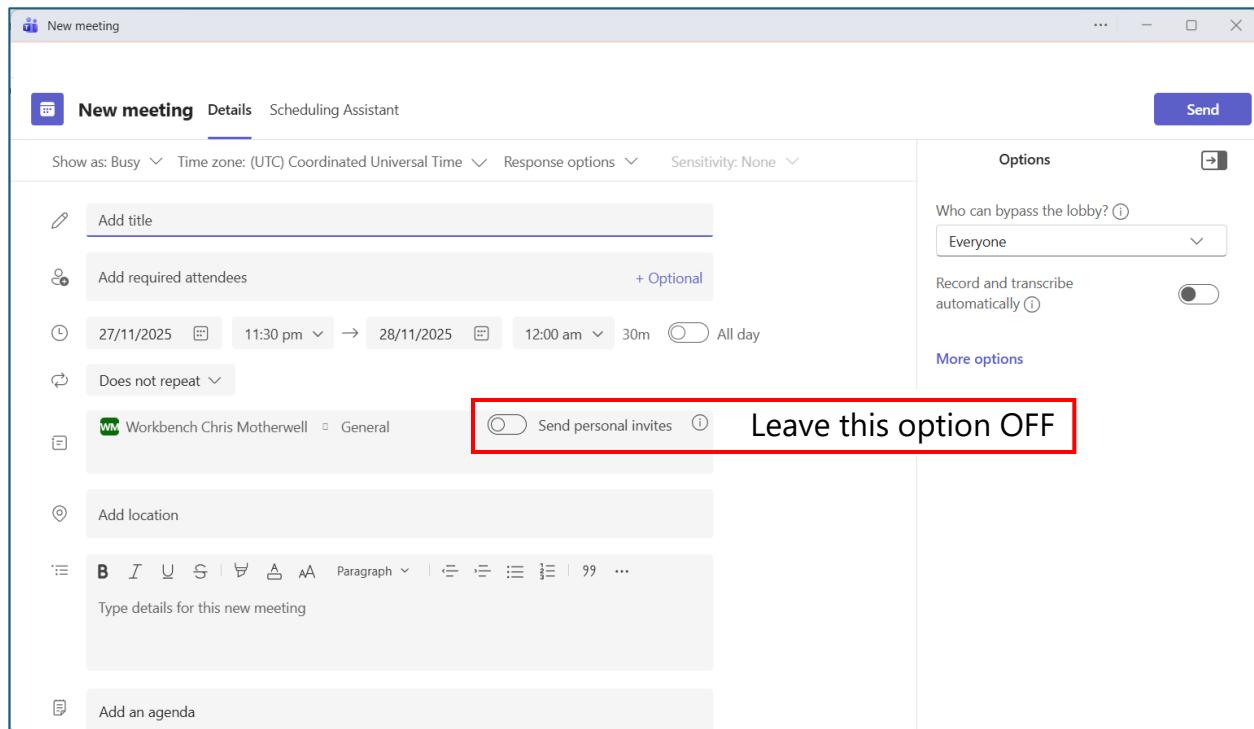


Figure 2 New Meeting dialog box

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
 - o Select the meeting frequency (this can be changed later)
 - o 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 your Outlook calendar.