

Editing a Teams Meeting

After creating your class meetings, you can modify a range of items in the Meeting dialog box.

To access your meeting:

1. Go to your calendar
2. Double-click the meeting OR click the meeting, click *Edit*, click *All events in series*
3. Setup and modifications to consider:
 1. *Meeting recap* – access to recordings, transcripts, and attendance for each class; options also available in Class Team Posts
 2. *Attendance* – each class attendance for the meeting series
 3. *Meeting Whiteboard* – setup, view or modify; anything added or changed will be saved automatically *
 4. *Breakout rooms* - setup, view or modify; anything added or changed will be saved automatically *
 5. *Polls* - setup, view or modify; anything added or changed will be saved automatically *
 6. *Meeting options* - change options *

* See relevant Tip Sheet for more details on each option.

Primary menu → Secondary menu

1. Class Proj

2. Cancel meeting

3. Copy link

4. Show as: Busy

5. Category: None

6. Meeting options

Class Proj

You're editing an occurrence of a series. [Edit series](#)

Class Proj

Add required attendees

23/01/2026 11:00 am → 23/01/2026 2:00 pm 3h All day

Workbench Chris Motherwell General Send personal invites

Microsoft Teams Meeting Unknown

Microsoft Teams [Need help?](#)

[Join the meeting now](#)

Meeting ID: 292 150 884 825 33

Passcode: Ts3ZS6cf

Dial in by phone

+1 437-703-4673 585245330# Canada, Toronto

(844) 634-5360 585245330# Canada (Toll-free)

[Find a local number](#)

Phone conference ID: 585 245 330#

For organisers: [Meeting options](#) | [Reset dial-in PIN](#)