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.