

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. Open the Meeting dialog box:
Double-click the meeting, then click *Edit series*

OR

Click the meeting, click *Edit*, click *All events in series*

Note: Editing the Series must be selected for the options below to be available.

3. Setup and modifications to consider:
 1. *Recap* – access to recordings, transcripts, and attendance for each class
 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 meeting options *

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

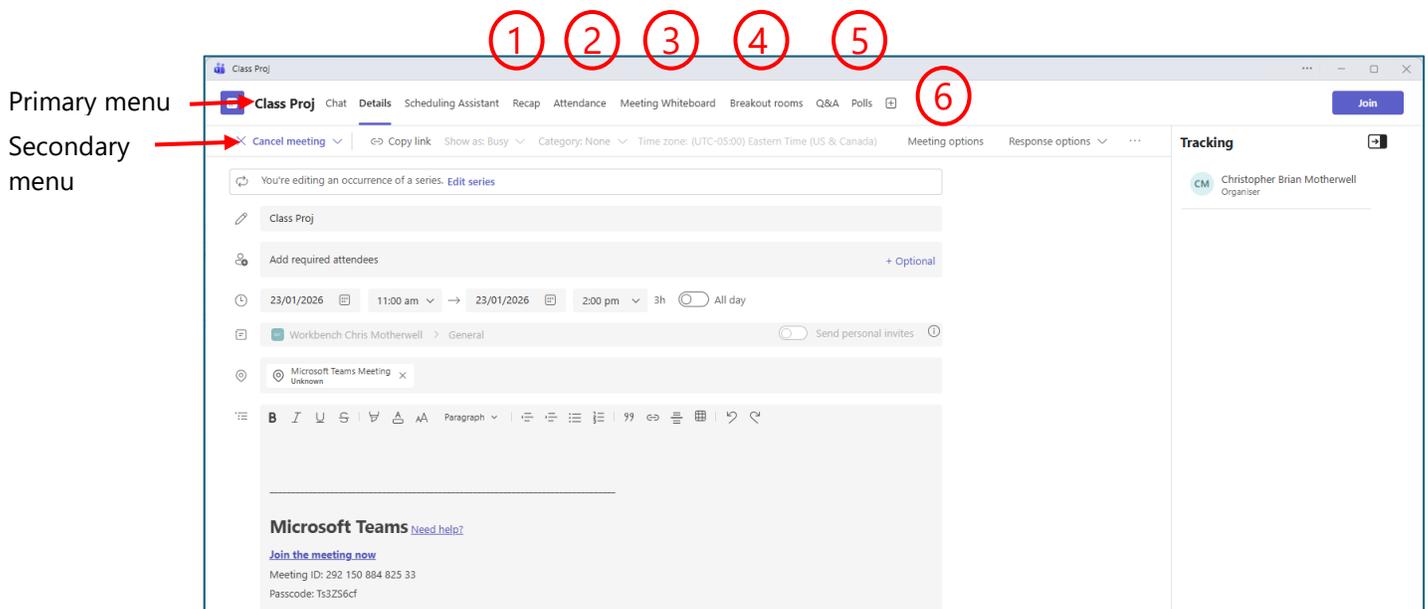


Figure 1 Meeting Dialog Box

Accessing the Meeting dialog box via Class Channel Posts

1. Go to your Class Team
2. If necessary, scan or search the Posts for the Class Post
3. Click the Post and *Figure 1* will appear.