

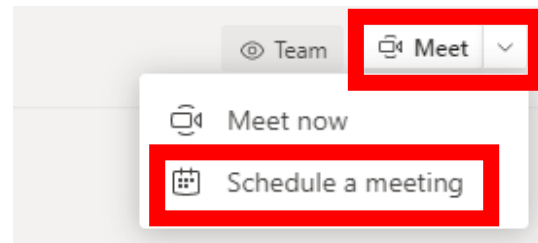


Office 365 Resources

Teams: Scheduling & Sharing Meetings

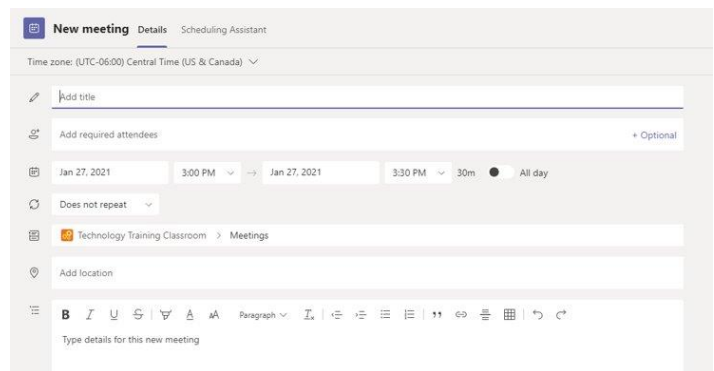
1. If using a Class Team, it is suggested to create a channel dedicated for Meetings. This way, there is consistency when joining and accessing meeting resources.

Schedule a meeting directly in the Meetings channel by clicking + **Meet** drop-down, then **Schedule a meeting**.



2. Next, add the **New meeting Details**. Provide a title. If meetings are scheduled and expected, there is no need to add attendees. Doing so from within a Class Team channel is optional. It will send a notification to those added and become available on their Outlook Calendar.

Select the date and time. The Team's Meeting Channel should already be set. Details can be added as well. When finished, click **Send**.

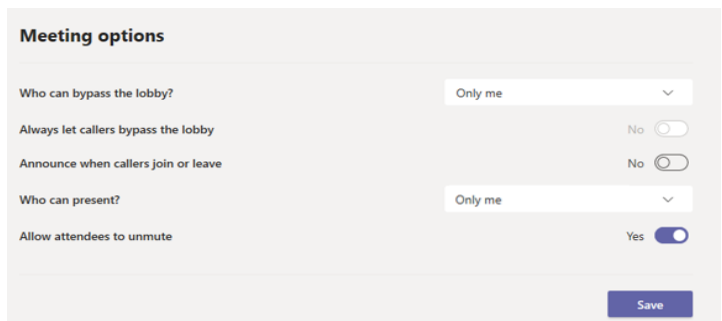


3. Once a meeting is scheduled, click on the meeting from either the channel or the Teams calendar to **Edit** and select **Meeting options** to adjust permissions.

With **Only me** as the option for *Who can bypass the lobby?*, students will not be able to join the meeting unless the teacher lets them do so.

Other settings for presenting and allowing attendees to unmute can be adjusted according to needs as well.

Click **Save** when finished.



4. To get a shareable link for the meeting to post in an email message or to share as a link on Blackboard, click back on the meeting to **Edit** as in step #2.

Located at the bottom of the meeting details text box is a link that says **Click here to join the meeting**. This can be copied and pasted where needed. **Right-click while hovered over** to access *Copy link* and *Open link* options.

If the link is accessed before the meeting with the permissions set to *Only you can bypass the lobby*, participants will not be able to join this meeting until you let them in once it starts.

