Holding Classes on Microsoft Teams

# Instructors

## Scheduling a Teams meeting

1. Open Microsoft Teams.
2. Click the **Calendar** tab



1. To schedule a meeting, click **New Meeting**



1. Give your meeting a title. Leave attendees blank for now. Set dates and durations of your class



1. Set your scheduled class to repeat
	1. Open the dropdown for repetition shown here



* 1. Set the repetition to what is appropriate for your course, likely weekly
	2. Select days of the week and an end date for your class



* 1. Click **Save** in this dialogue box and then click **Save** again in the meeting creation dialogue box.
	2. Your class will now appear in its scheduled time slot in your Teams calendar alongside other meetings and events.



1. To join this class, click on today’s occurrence of it in your calendar. In the pop-up, click **Join.**



1. From here, skip to the steps outlined in *Inviting Students to your Teams Meeting*

## Starting a Teams meeting

1. Open Microsoft Teams.
2. Click the **Calendar** tab.



1. Click **Meet now.**



1. Enter a title for the meeting and click **Start meeting.**



1. Click **Join now.**



## Inviting students to your Teams meeting

1. Click **Copy meeting link**. A checkmark will appear and ‘Copied to clipboard’ will display.



1. Open the Outlook app.
2. Create a **New Email**
3. In the **To** line, begin typing the course code of the course you want to send the code to



1. In the dropdown list that appears, select the appropriate course.
2. Paste the link you copied into the email body.
3. Send the email to your students. They will be able to use this link to join your meeting.