



Schedule a meeting in Teams

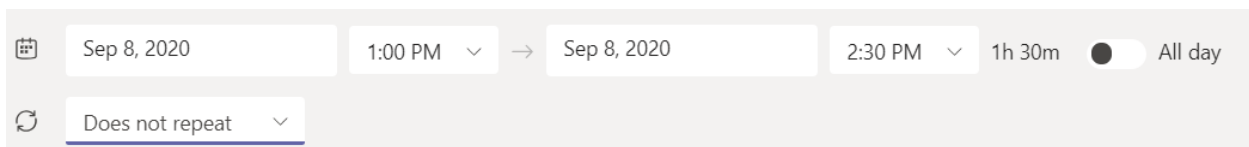
Your calendar in Teams is connected to your Exchange calendar. In other words, when you schedule a meeting in Outlook, it'll show up in Teams, and vice versa.

Every meeting scheduled in Teams is automatically made into an online meeting.

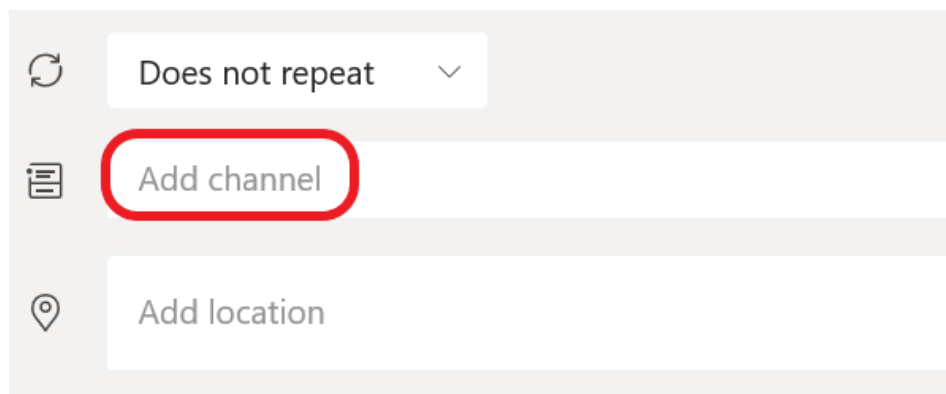
Schedule a class meeting

- Go to **Calendar**  on the left side of the app and select **New meeting** in the top right corner.
- **Or** Select a range of time in the to **Calendar**  . A scheduling form will pop open.

The scheduling form is where you'll give your meeting a title, choose the channel, and add meeting details.



Select the name of a channel where it says **Add channel** (under the time and date fields) and choose **General** for your class channel to invite all your class members. For example : ADMXXX > General



Channels can't be edited or added once the invite is sent. You'll need to cancel the meetings and send a new invite with the updated channel.

Notes:

- When you have a meeting in a channel, **everyone in the team will be able to see it and join it in that channel.**

Recurring meetings

If it's a recurring meeting, open the dropdown menu next to **Does not repeat** (just below the date). Choose how often you want it to occur from the default options, or select **Custom** to create your own cadence and **Save**.

Calendar icon | Sep 8, 2020 | 1:00 PM ▾ → Sep 8, 2020 | 2:30 PM ▾ | 1h 30m | All day

🔄 **Does not repeat** ▾

Custom recurrence

Start Sep 8, 2020

Repeat every 1 Week ▾

S M **T** W T F S

End Dec 15, 2020 [Remove](#)

Occurs every Tuesday starting 2020-09-08 until 2020-12-15

Cancel

Save

New meeting Details | Scheduling Assistant

Time zone: (UTC-05:00) Eastern Time (US & Canada) ▾

✎ ADM 2737X Online Meetings

👤 Add required attendees + Optional

Calendar icon | Sep 8, 2020 | 1:00 PM ▾ → Sep 8, 2020 | 2:30 PM ▾ | 1h 30m | All day

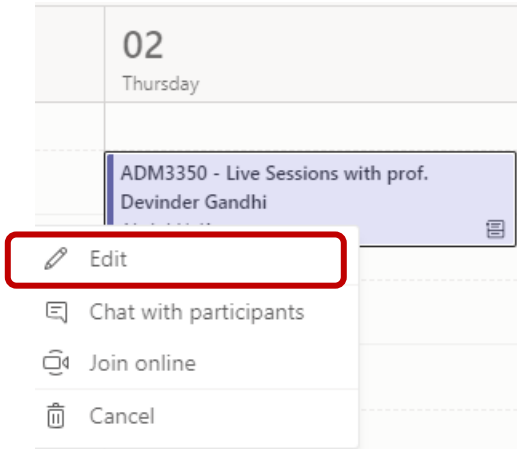
🔄 **Occurs every Tuesday starting 2020-09-08** ▾

📄 Telfer - ADM2737X00 > General

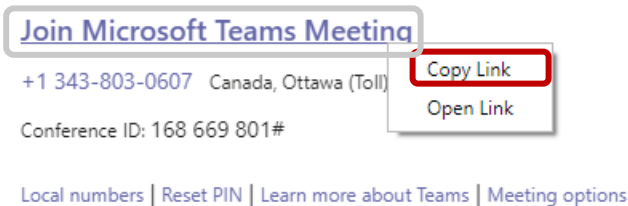
Once you're done filling out the details, select **Send**. This will close the scheduling form and **send an invite to everyone's Outlook inbox**.

Sharing the meeting links in Brightspace

Right-click an event in your calendar **to edit** or view the meeting details. If the event is a Teams meeting, you'll also get options to **Join online**.



Find and copy the meeting link by **right-clicking** on "Join the Microsoft Meeting" and **Copy the link**.



Share the meeting link in Brightspace.

More tutorials:

[Microsoft Teams for Distance Education](#) (Telfer)

Downloadable Files

- [Microsoft Teams for Education](#)
- [Microsoft Teams for Students](#)

[How to Schedule in Microsoft Teams](#)

[Screen recording with Microsoft Stream](#)

[How to use Microsoft Stream for Video \(Full Tutorial 2020\)](#)

[How to record a meeting in Microsoft Teams, demo tutorial](#)

[How to Record your Teams Meeting \(and share the video!\)](#)