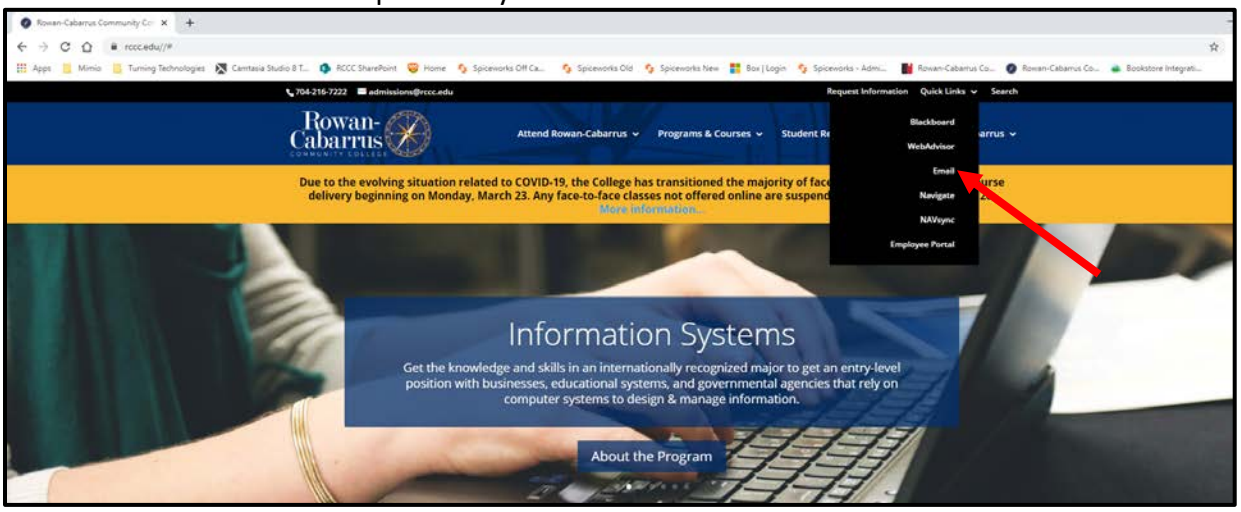
Schedule Teams Meeting- Office Web Application

Go to the RCCC homepage.

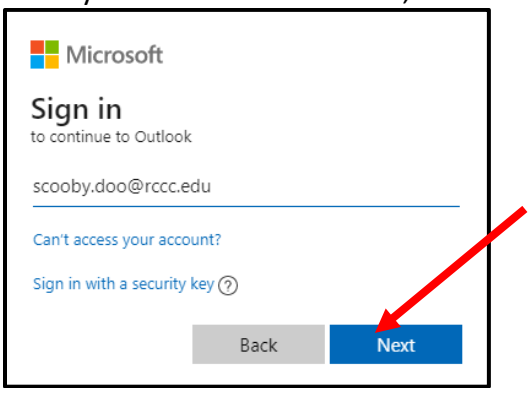
- https://www.rccc.edu

Select the "*drop-down*" next to Quick Links, then select the "*Email*" link.

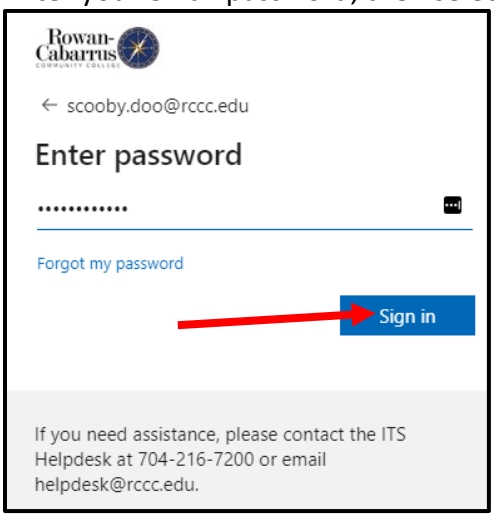
Note: Do not use Internet Explorer as your web browser.



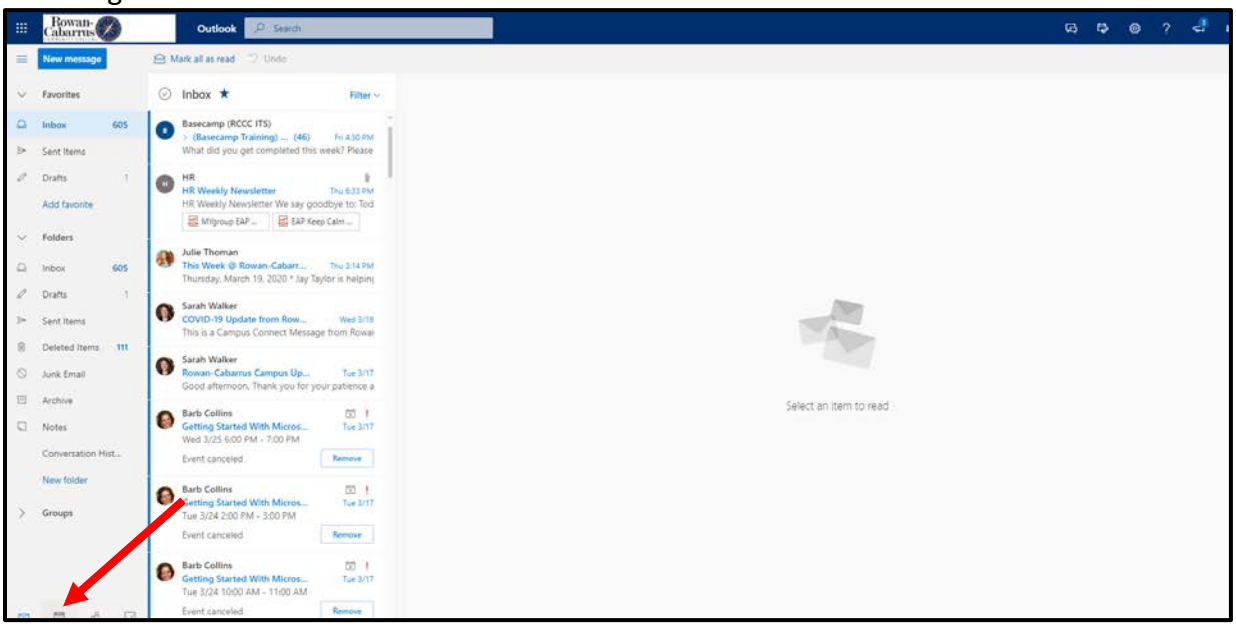
Enter your RCCC email address, then select the *"next"* button.



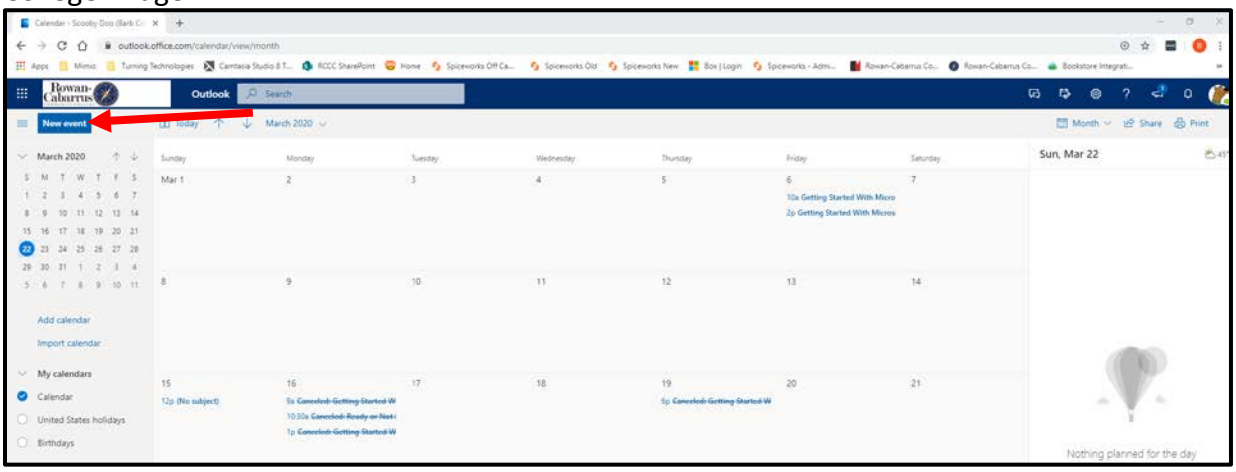
Enter your email password, then select the "*Sign in*" button.



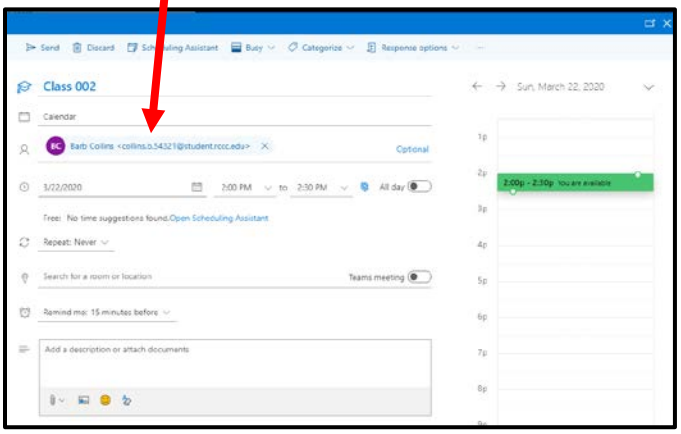
Your email will now display in the window. Select the "*calendar"* icon located at the bottom of the navigation menu.



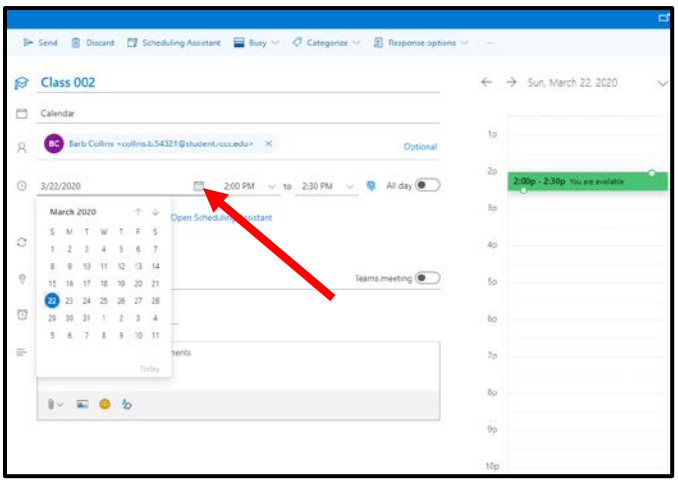
Select the "*New event*" button located at the top under the Rowan-Cabarrus Community College image.



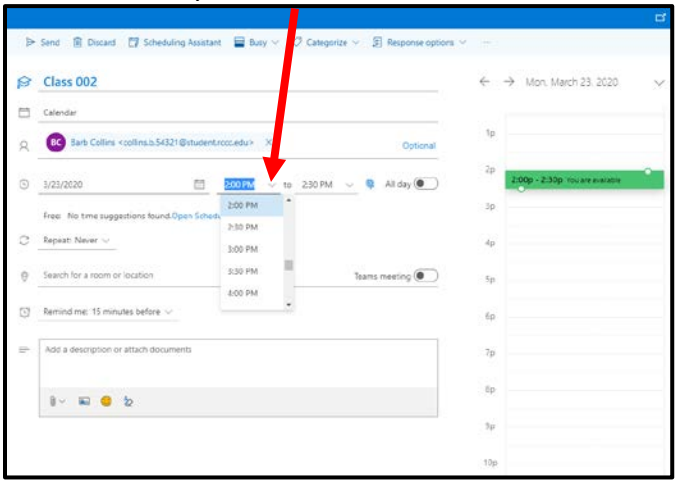
The New event window will now display. Enter a title for the class meeting, then enter your student email addresses.



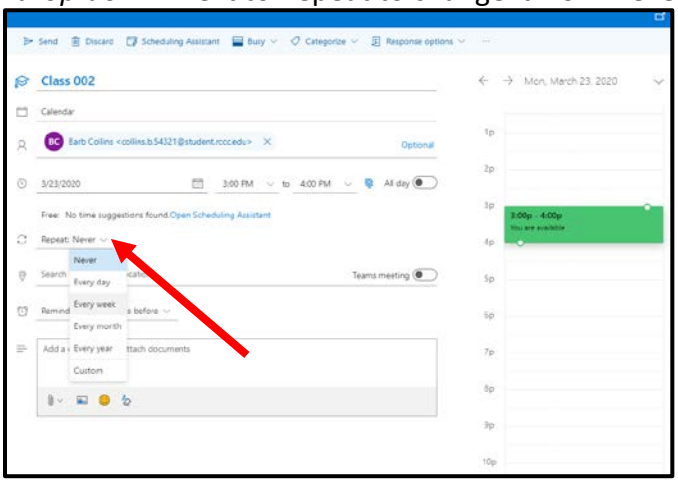
Select the "*calendar"* icon to set the date.



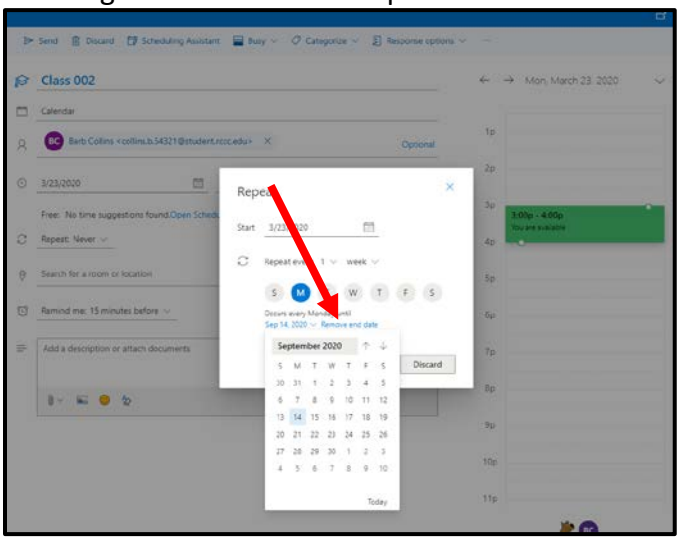
Select the "*drop-down"* menus to set the start time and end time for the class meeting.



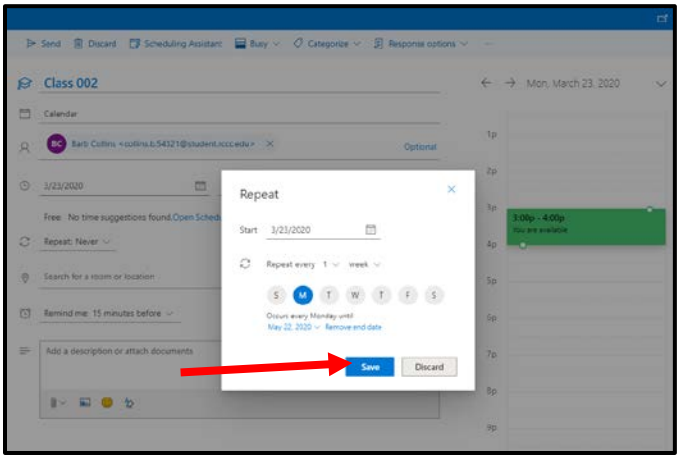
If you would like the class meeting to repeat every Monday from 3:00pm-4:00pm, select the "*drop-down"* next to Repeat to change it from Never to Every week.



The Repeat pop-up window will now display. Select the *"drop-down"* next to Remove end date to change the date. Use the up or down arrows at the top of the calendar pop-up window.

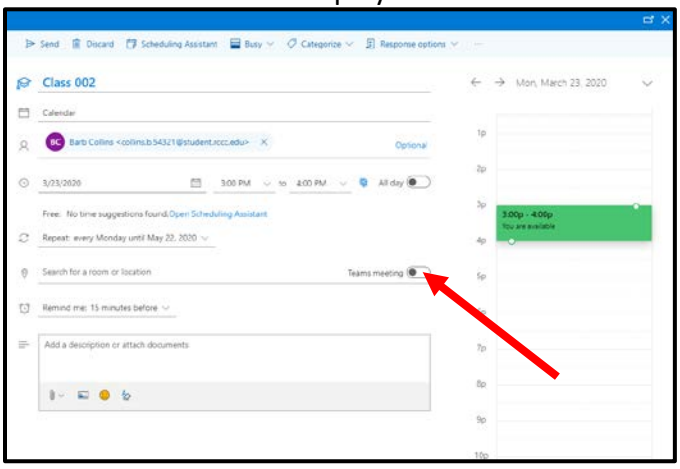


Select the *"Save"* button.

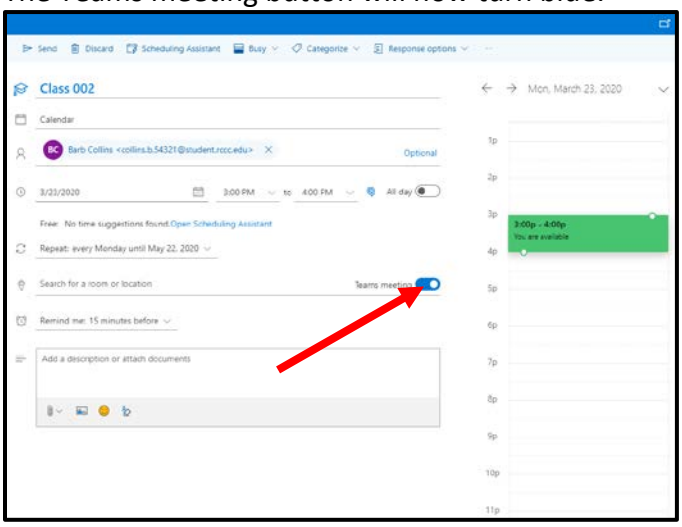


Select the *"button"* next to Team meeting to generate a link for the class meeting.

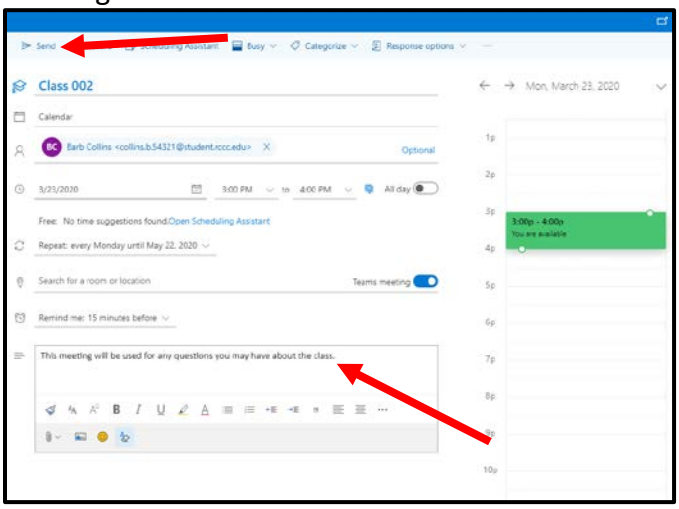
Note: The link will not display until the after the class meeting invitation is sent.



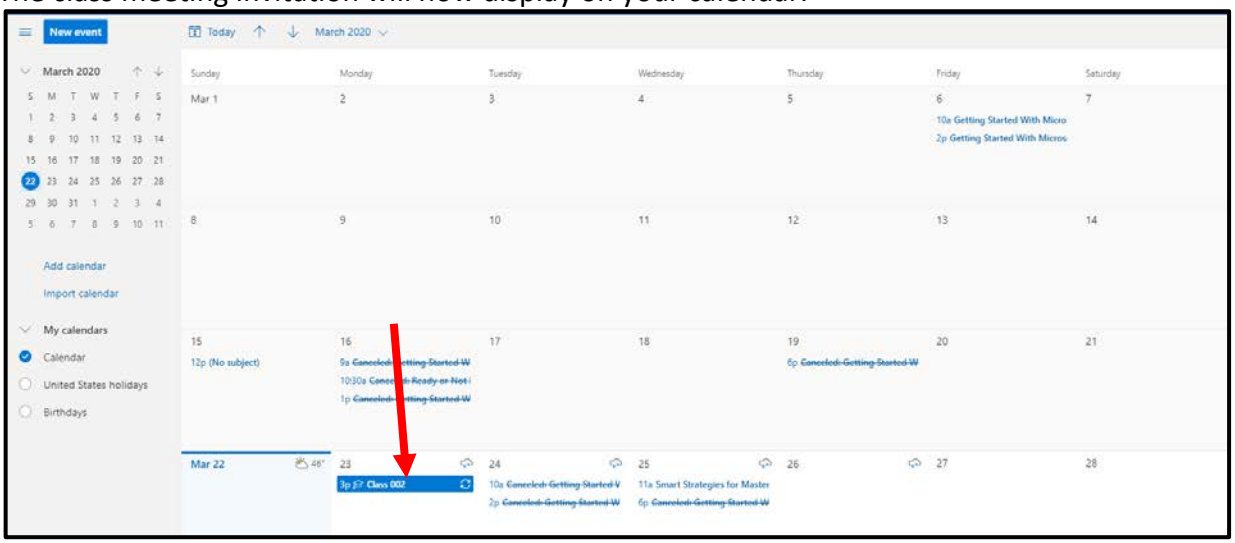
The Teams meeting button will now turn blue.



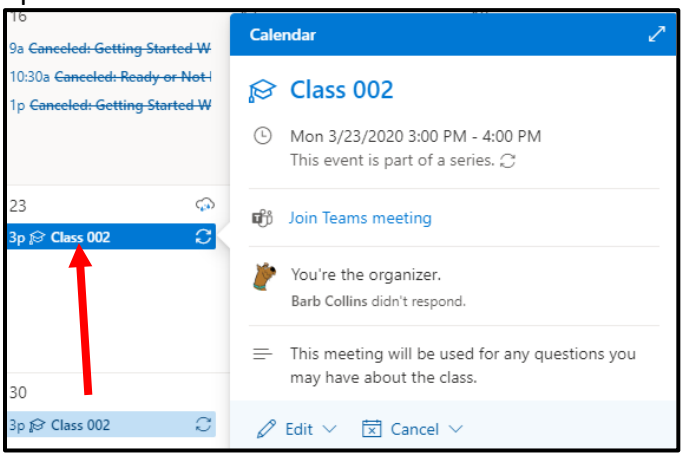
Enter a message in the description box, then select the "*Send*" button to email the class meeting invitation to the students.



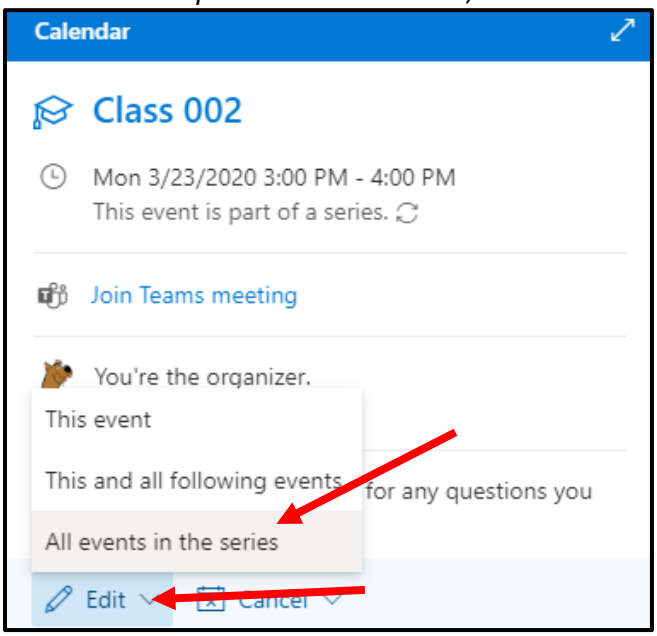
The class meeting invitation will now display on your calendar.



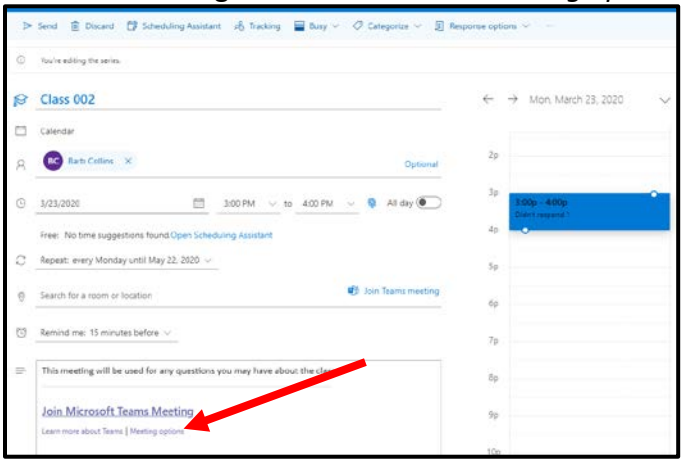
Go back to the class meeting and select the "*invite*" on your calendar to set the meeting options.



Select the "*drop-down*" next to edit, then select "*All events in the series*" option.

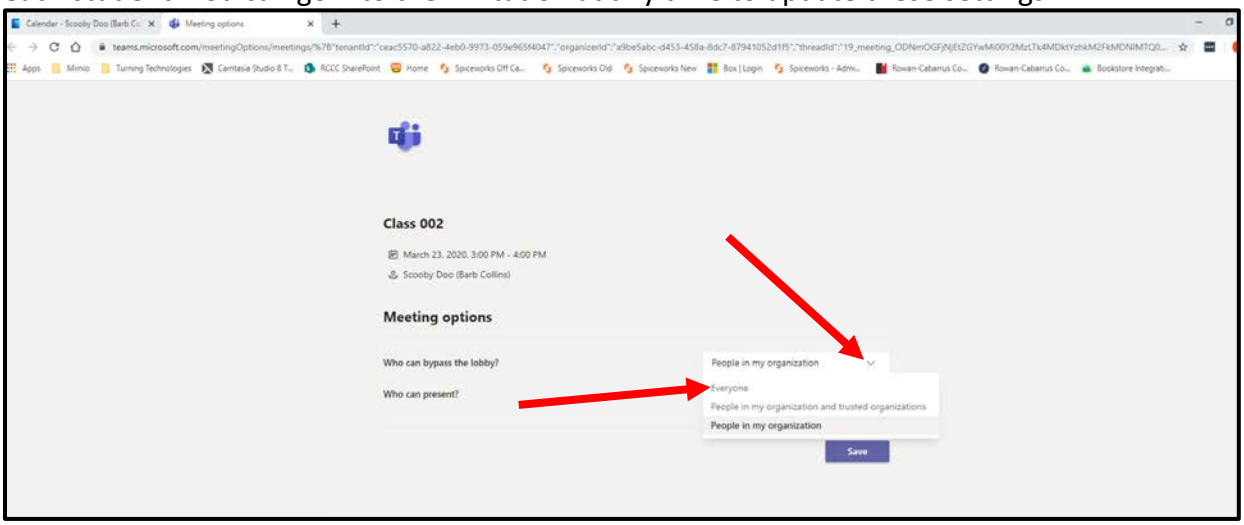


The event window will display again. The Join Microsoft Teams Meeting link will now display in the class meeting invite. Select the "*Meeting options*" link.



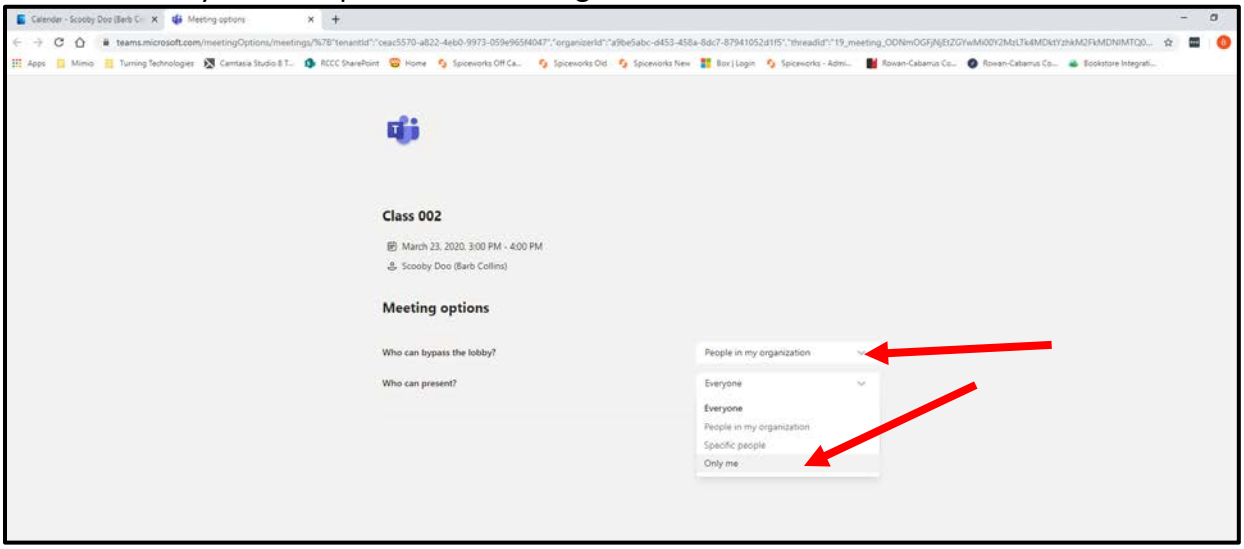
The Meeting options page will now display in the window. The default setting for who can bypass the lobby is set to People in my organization. Since students are considered external users, you will need to select the “drop-down” next to Who can bypass the lobby and change the setting to Everyone, if you do not want students to have to wait in a lobby.

Note: If you leave the default setting, then you will have to grant access to the class meeting for each student. You can go into the invitation at any time to update these settings.

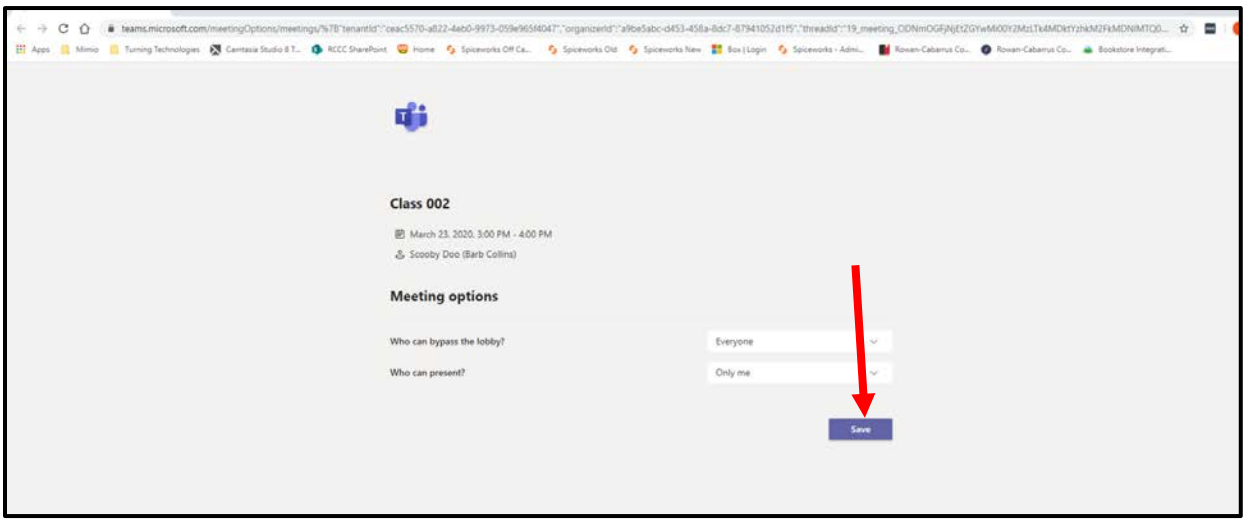


The default setting for who can share is set to Everyone. If you do not want the students to be able to share their desktop or have access to other presenter functions, then select the “*drop-down*” next to Who can present and select the “*Only me*” option.

Note: If you leave the default setting, then each of the students in the class will have the ability to share their desktop, plus have access to other presenter options. You can go into the invitation at any time to update these settings.



Select the "*Save*" button when done.



The settings for the class meeting have now been saved. You can close the invite on your calendar.