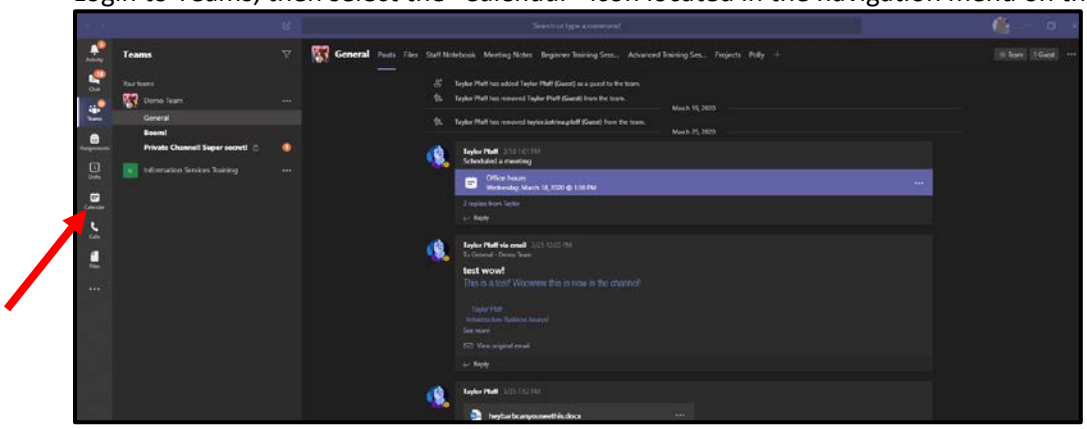
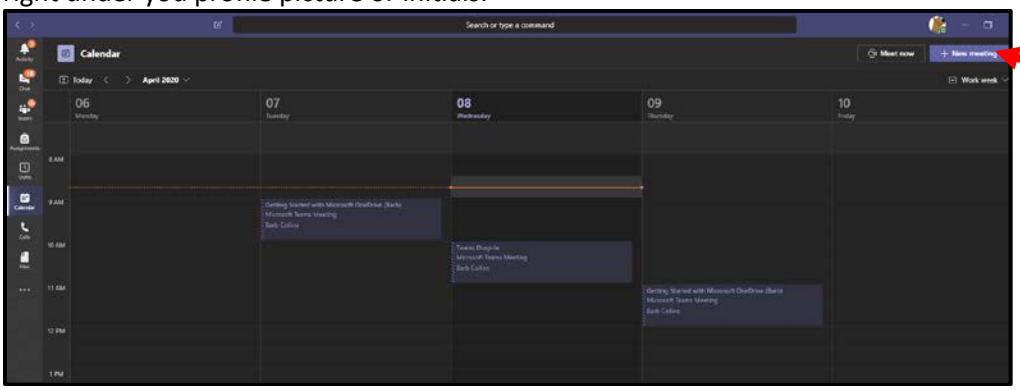
Schedule a Teams Meeting in Teams

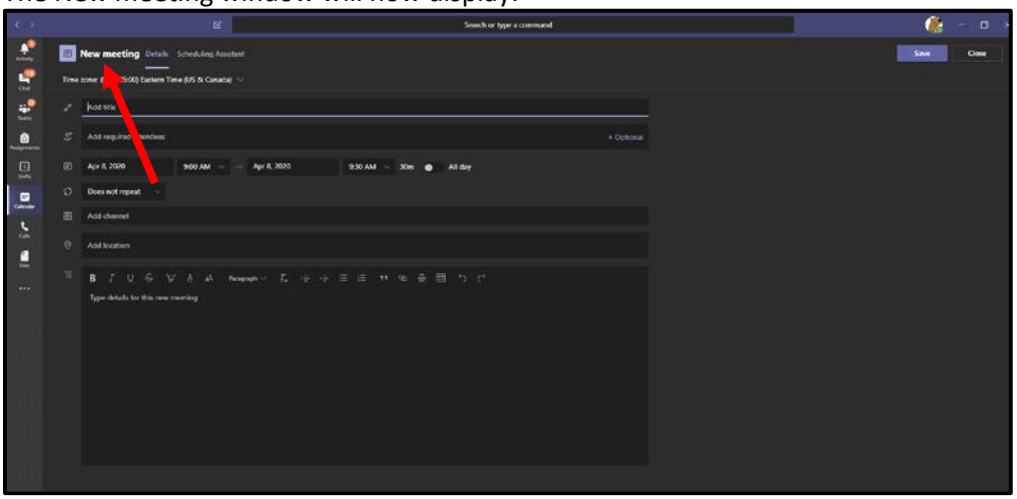
Login to Teams, then select the "*Calendar*" icon located in the navigation menu on the left.



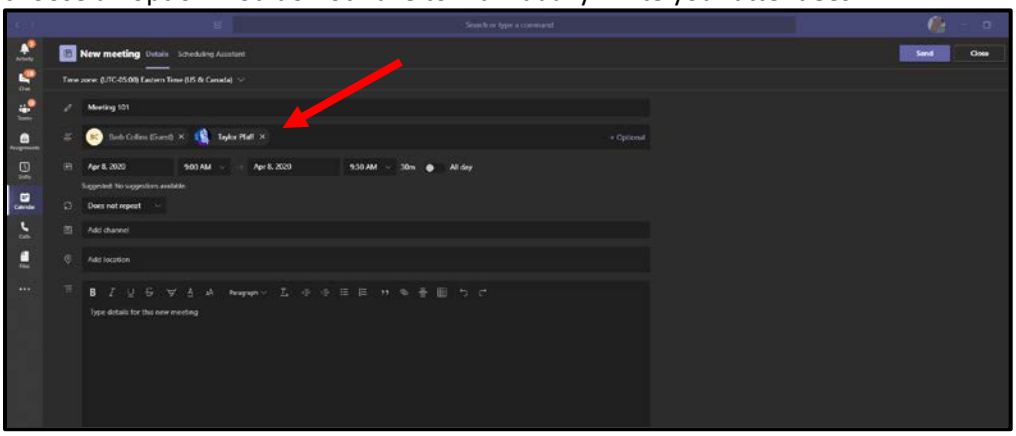
The Calendar view will now display in the window. Select the "*New meeting*" button located at the top right under you profile picture or initials.



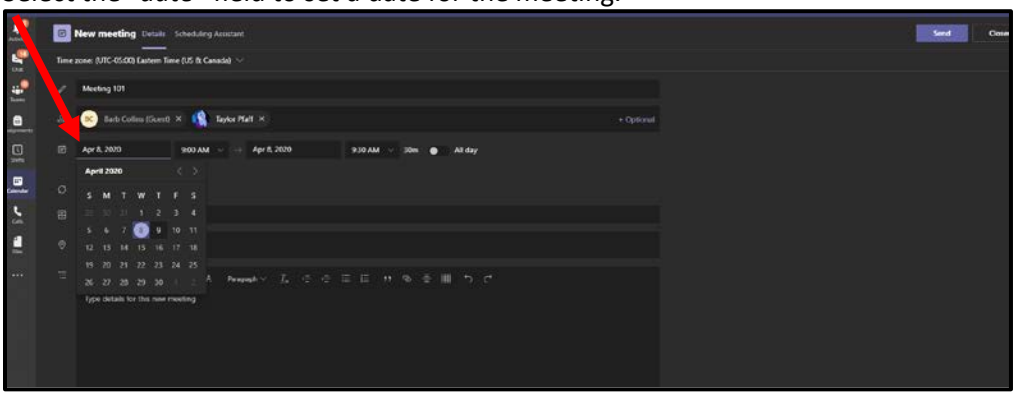
The New meeting window will now display.



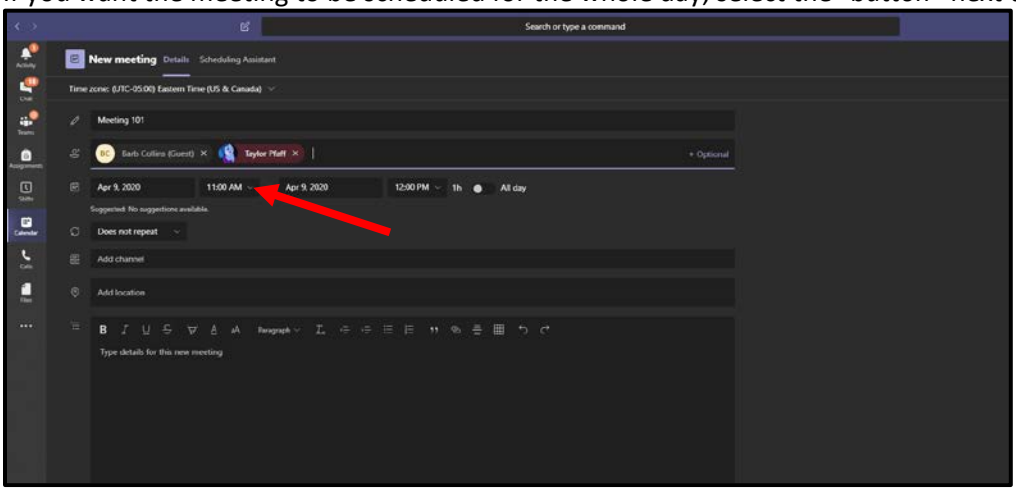
Enter in a title for your meeting (class), then enter in the name of your attendees (students).
Note: If you want to have this meeting in a channel of a team, then select in the channel field and choose an option. You do not have to individually invite your attendees.



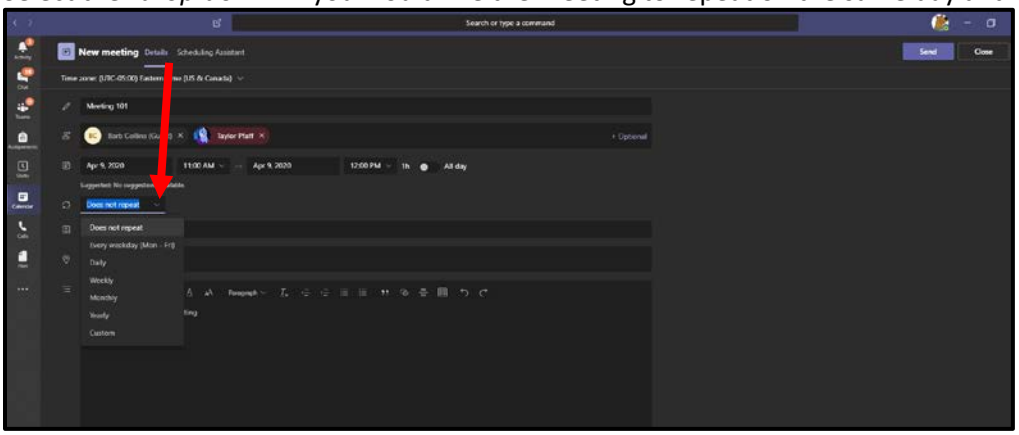
Select the "*date*" field to set a date for the meeting.



Select the "*drop-down*" next to the start time and end time.
Note: Use the scheduling assistant to check and make sure the attendees are free for this day and time.
If you want the meeting to be scheduled for the whole day, select the "*button*" next to All day.

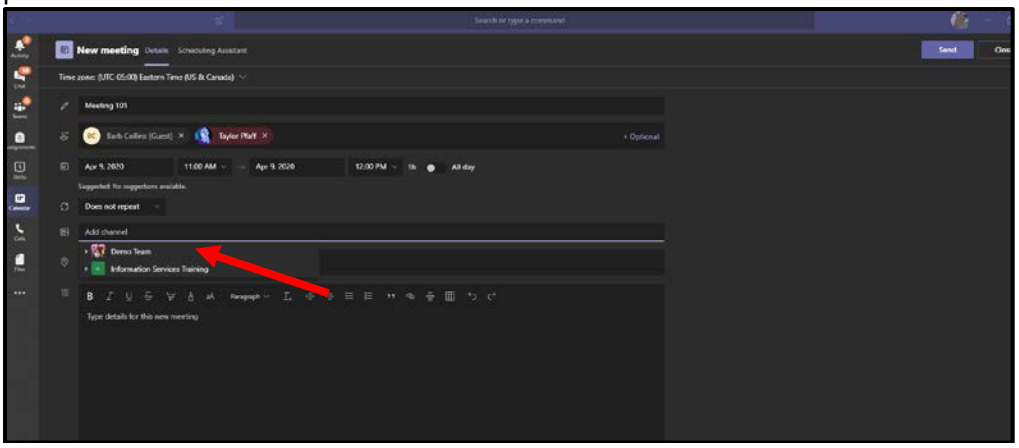


Select the "*drop-down*" if you would like the meeting to repeat on the same day and time each week.

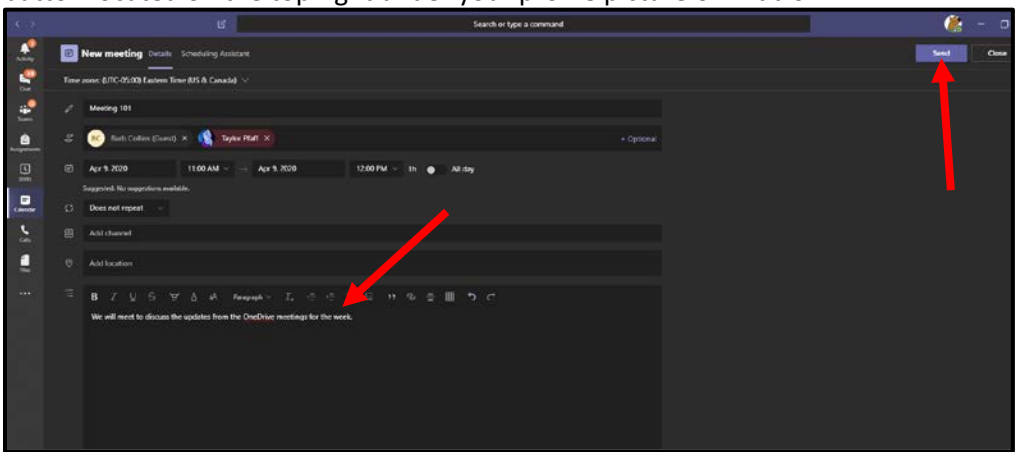


If you are trying to schedule the meeting in a channel of a team, then select in the channel field to choose one of the options from the list. Otherwise, keep this field empty.

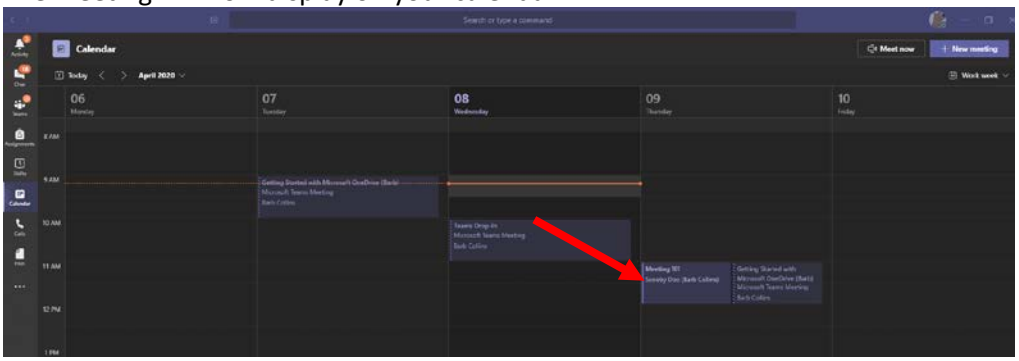
Note: If you have a class team setup then make sure you set the meeting up in the channel for that particular section not the whole team.



Enter in the details for the meeting. When you are ready to schedule the meeting, select the "*Send*" button located on the top right under your profile picture or initials.

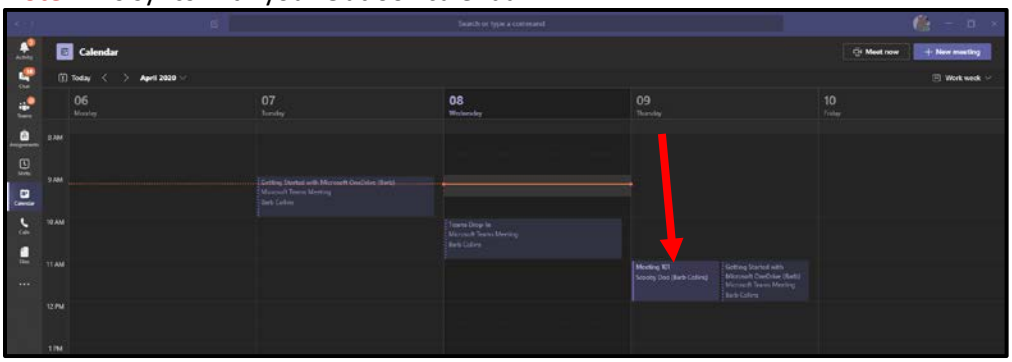


The meeting will now display on your calendar.

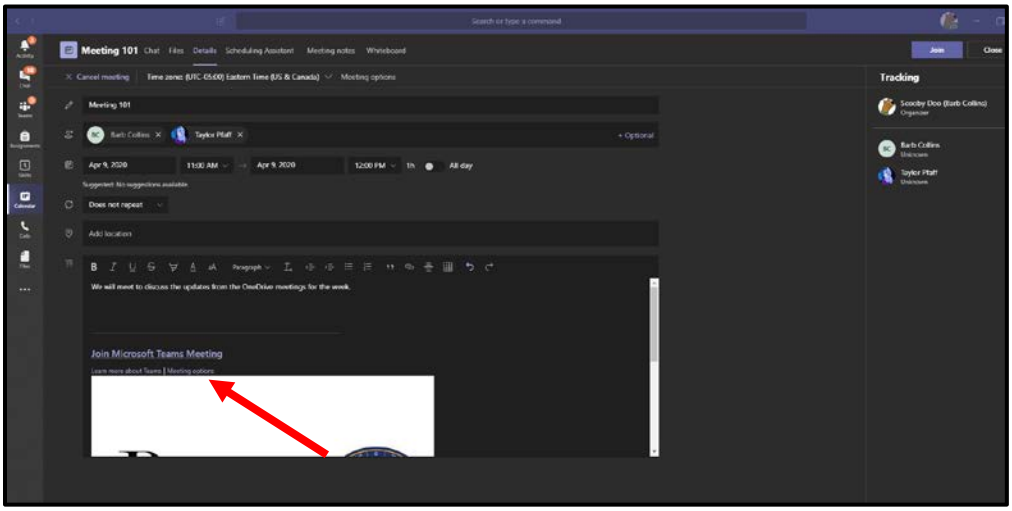


Select the "*meeting invite*" on your calendar to go back and set the meeting options. These options control who will wait in a lobby and who can share in the meeting itself.

Note: This syncs with your Outlook calendar.

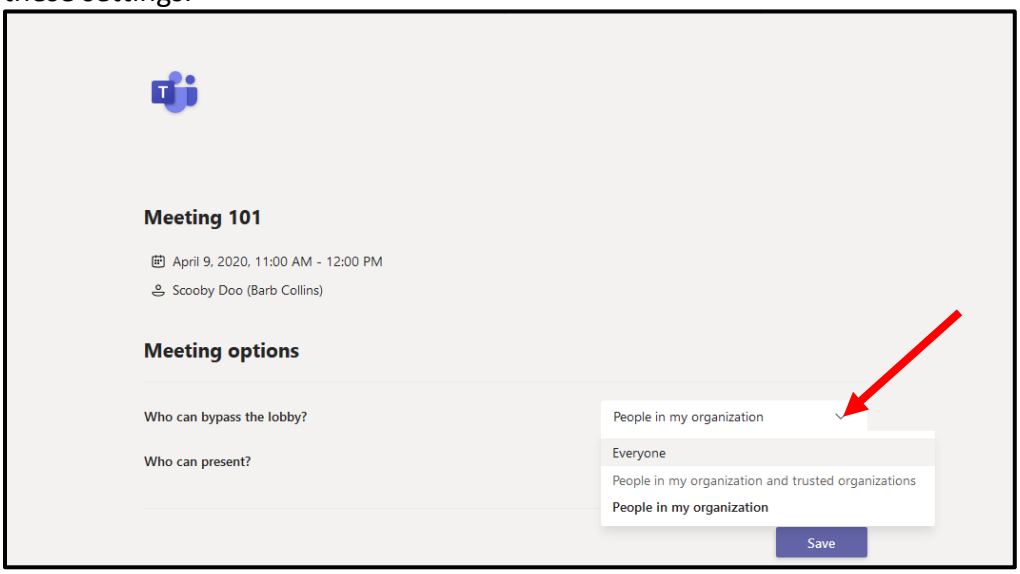


Select the "*Meeting options*" link located under the Join Microsoft Teams Meeting link at the bottom of the window.



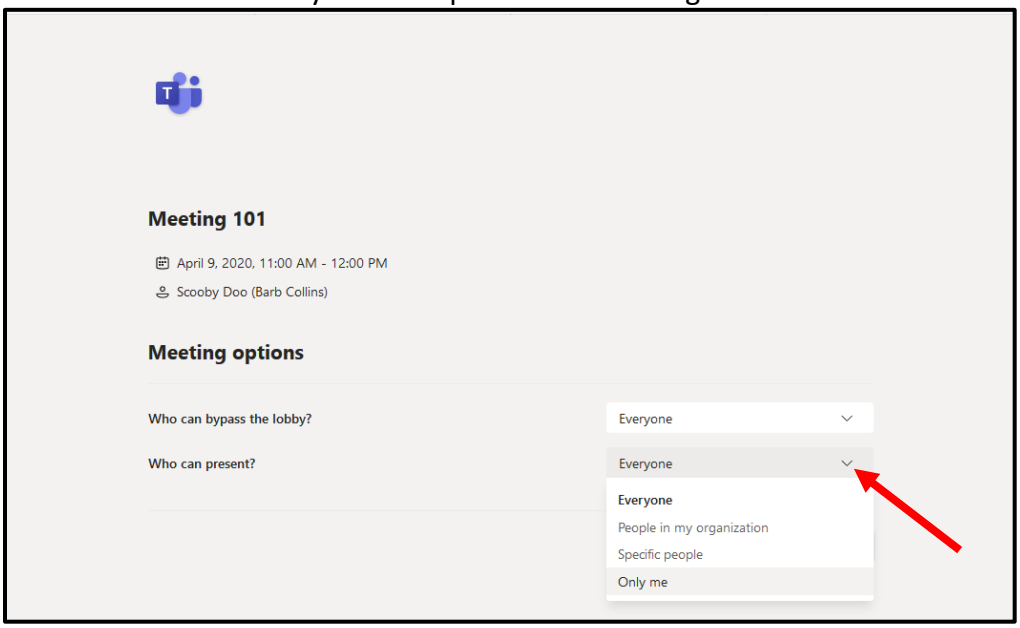
The Meeting options page will now display in the window. The default setting for who can bypass the lobby is set to People in my organization. Select the "*drop-down*" next to Who can bypass the lobby and change this setting to Everyone if you do not want any attendees (students) to have to wait in a lobby.

Note: If you leave the default setting, then you will have to grant access to the meeting for each person that signs in as a guest (student). You can go into the invitation at any time to update these settings.

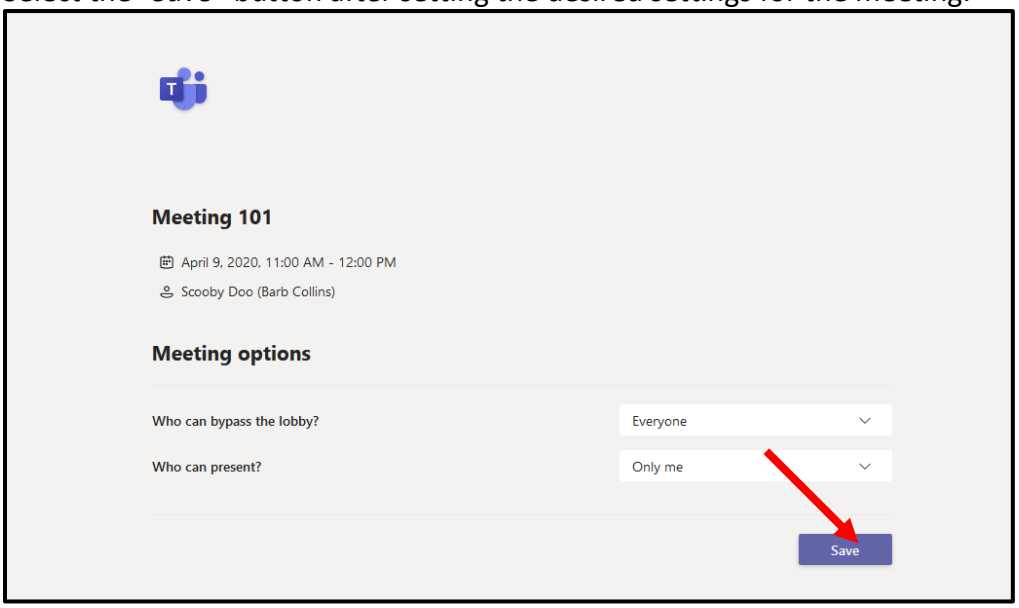


The default setting for who can share is set to Everyone. If you do not want the attendees (students) to be able to share their desktop or have access to other presenter functions, then select the "*drop-down*" next to Who can present and select the "*Only me*" option.

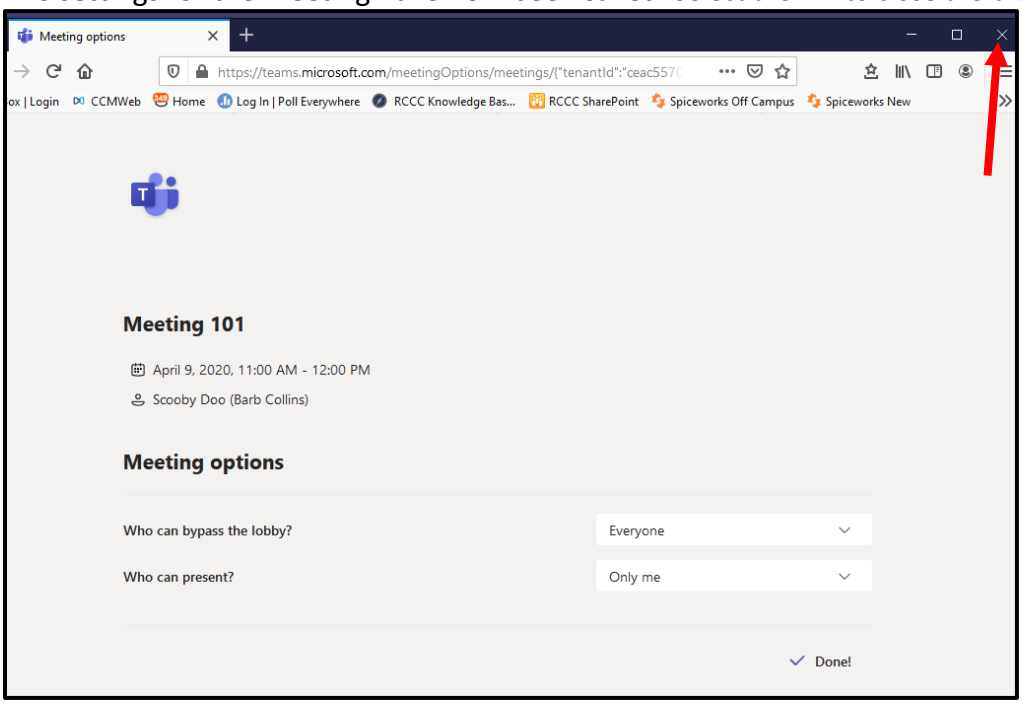
Note: If you leave the default setting, then each of the attendees (students) in the class will have the ability to share their desktop, plus have access to other presenter options. You can go into the invitation at any time to update these settings.



Select the "*Save*" button after setting the desired settings for the meeting.



The settings for the meeting have now been saved. Select the "*X*" to close the browser window.



Select the "*Close*" button to close the meeting window in your Teams calendar.