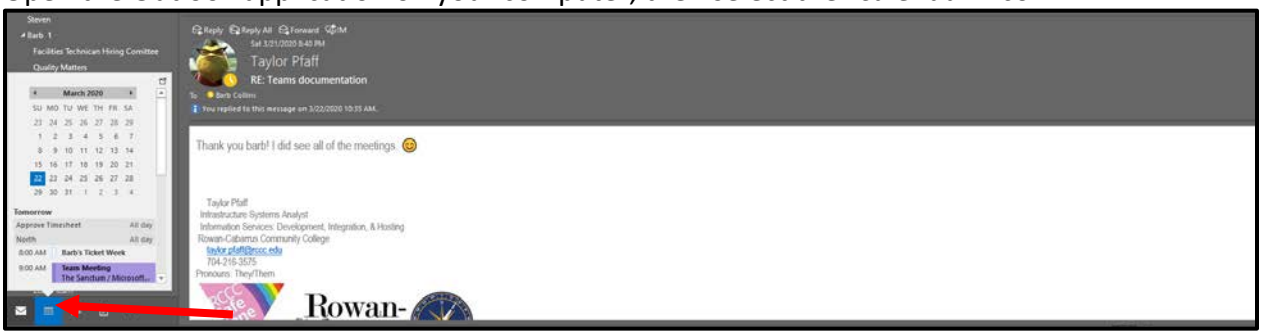
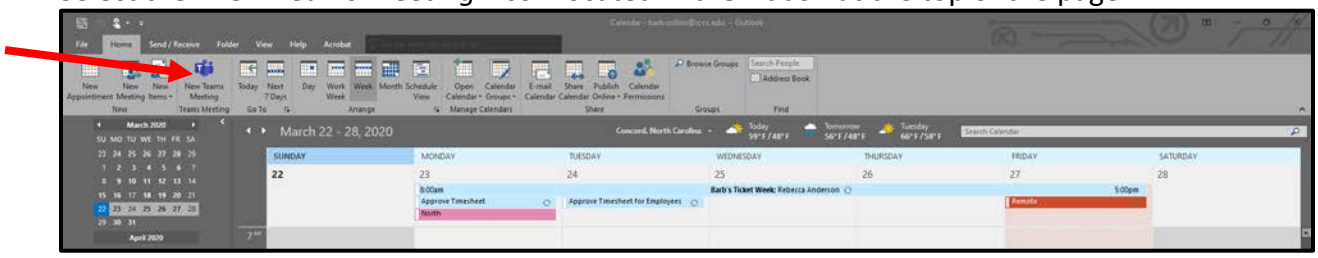
Schedule Teams Meeting- Outlook

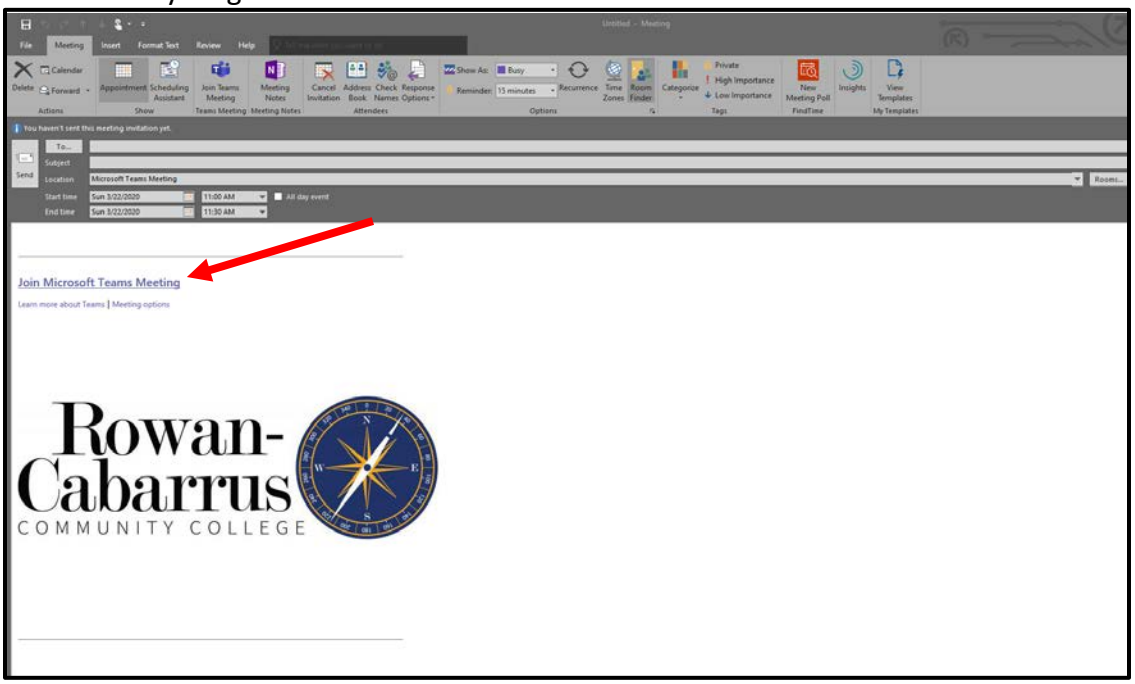
Open the Outlook application on your computer, then select the "*calendar*" icon.



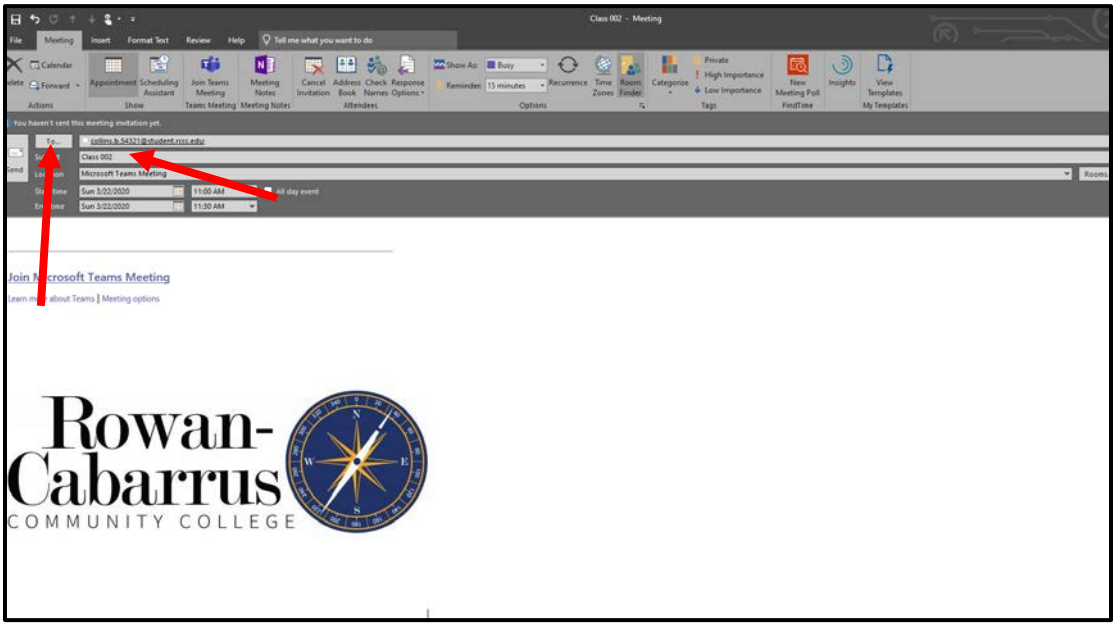
Select the "*New Teams Meeting*" icon located in the ribbon at the top of the page.



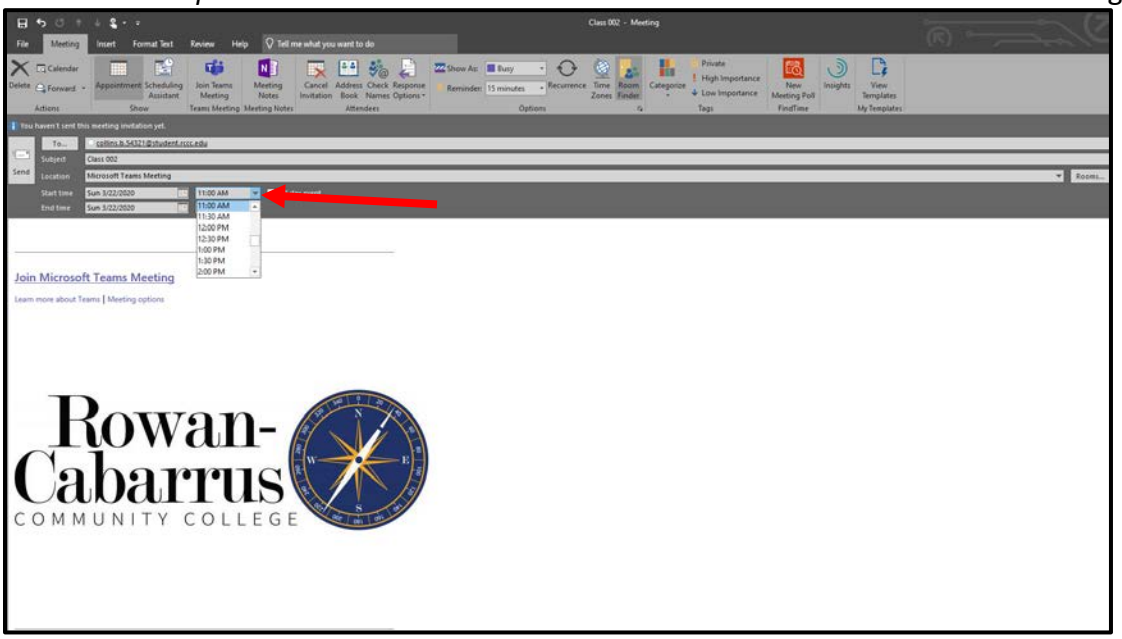
The meeting window will now display. Notice the Join Microsoft Teams Meeting link will automatically be generated.



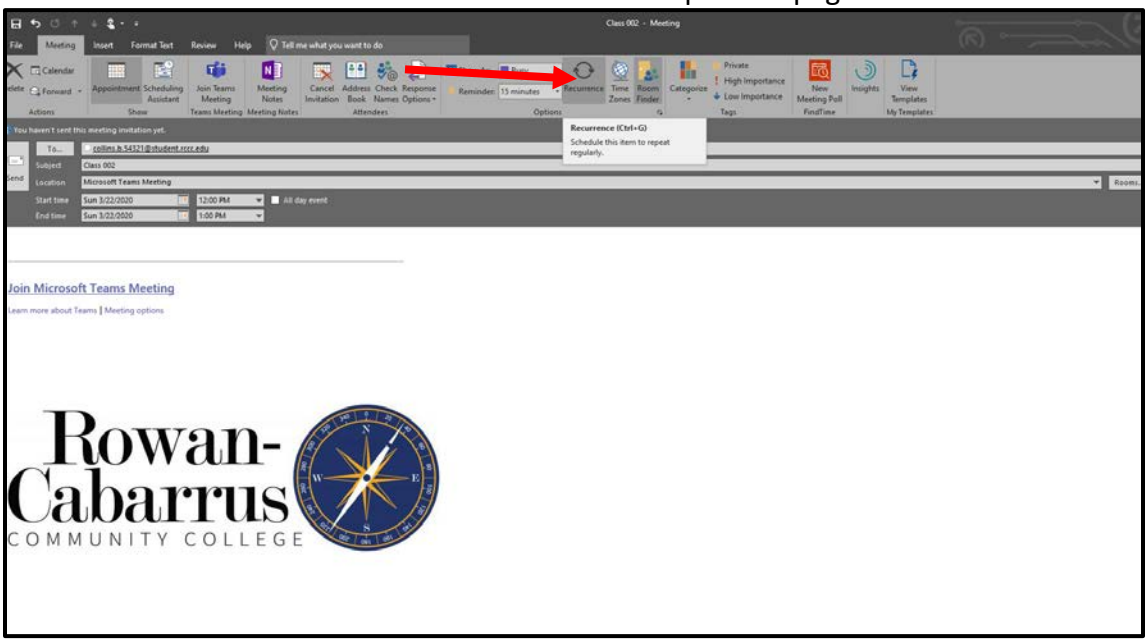
Enter the student email addresses in the To field, then enter in a subject next to the Subject field.



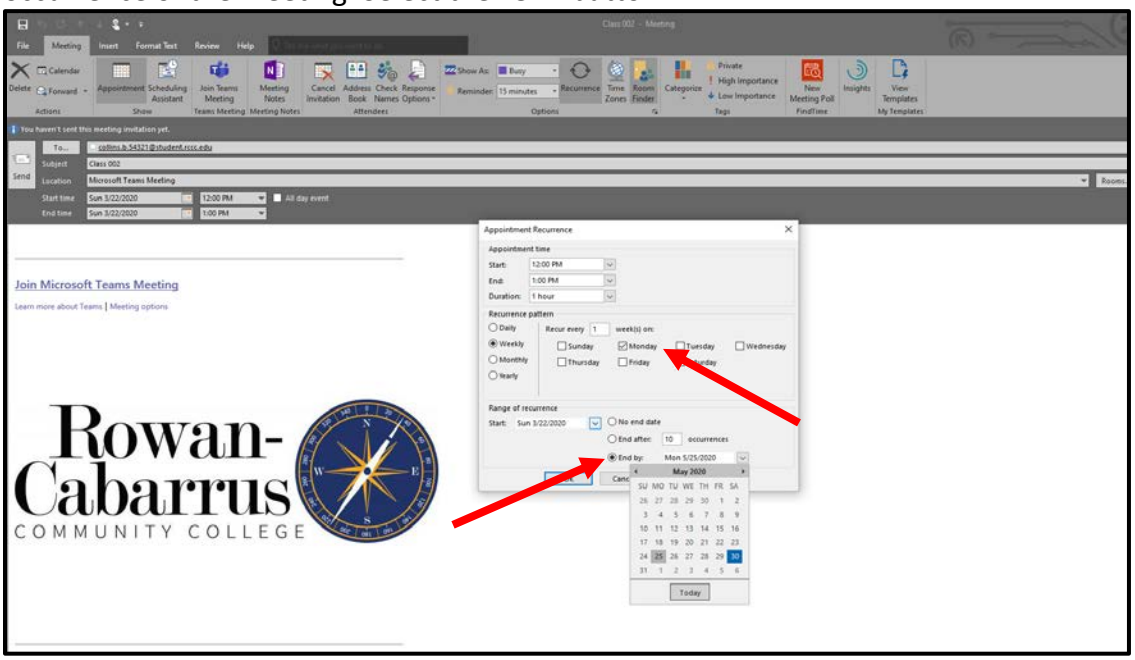
Select the "*drop-down*" next to Start and End time to set the time of the class meeting.



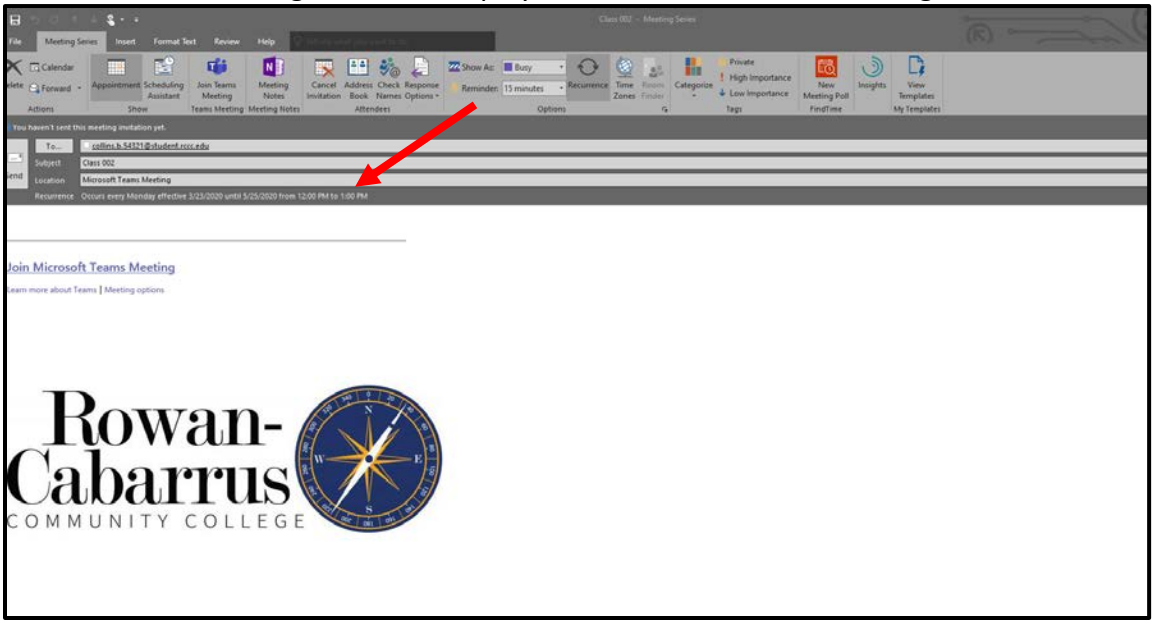
If you would like to set this meeting to occur every Monday from 12:00pm-1:00pm, then select the "*Recurrence*" icon located in the ribbon at the top of the page.



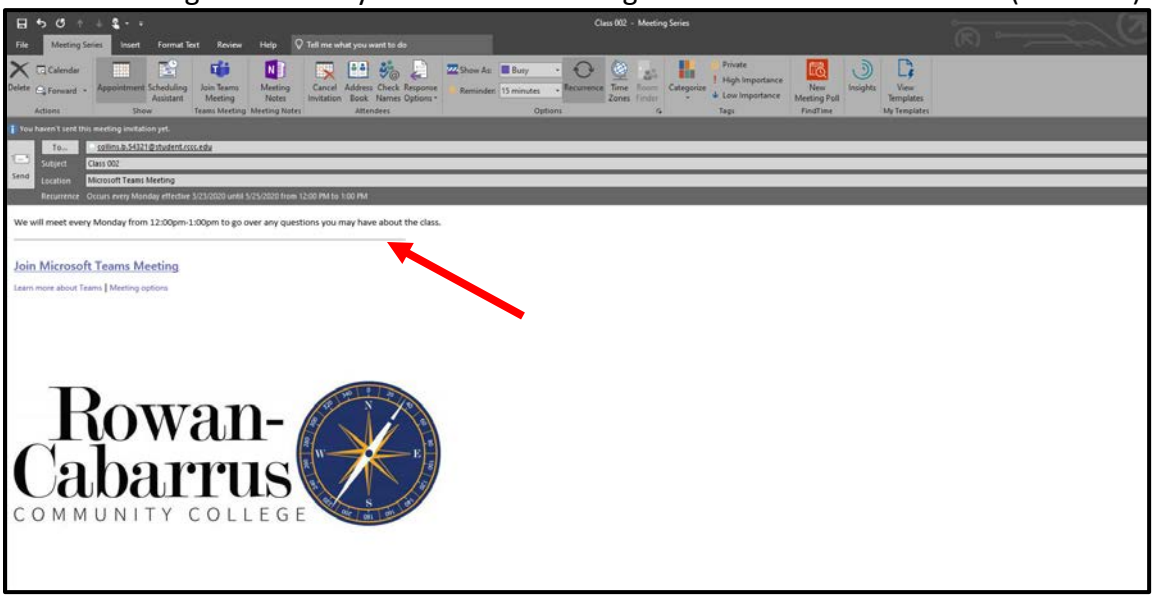
The Appointment Recurrence pop-up window will now display. Select the "*check box*" next to Monday. Select the "*radio button*" next to End by and set it to when you would like to end the occurrence of the meeting. Select the "*OK*" button.



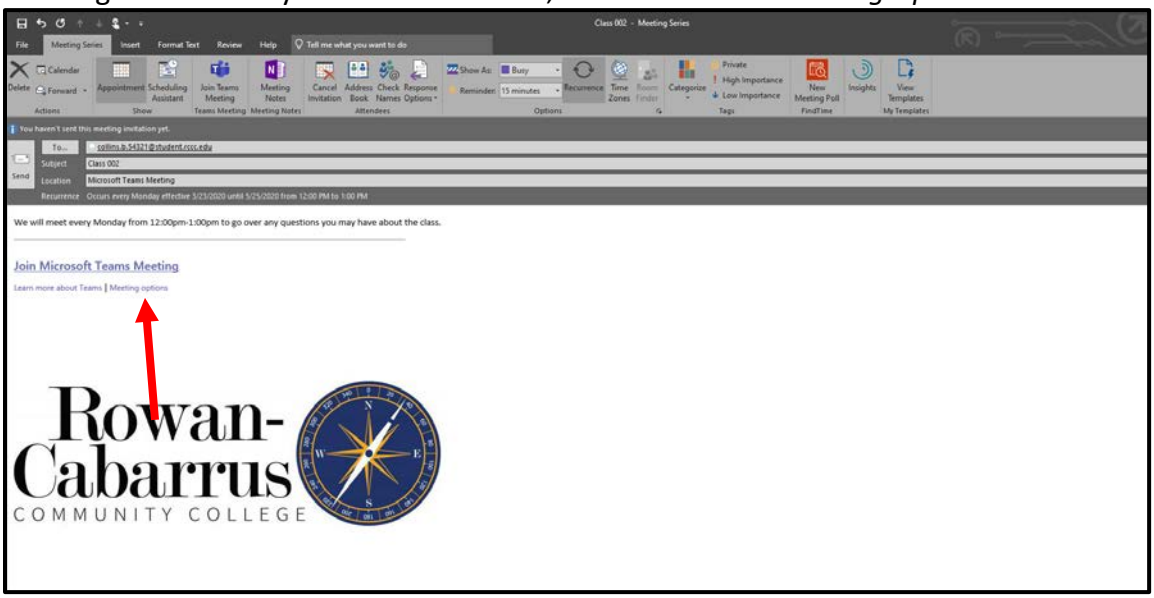
The recurrence message will now display under Location in the meeting invite.



Enter a message in the body of the class meeting invitation for the attendees (students).

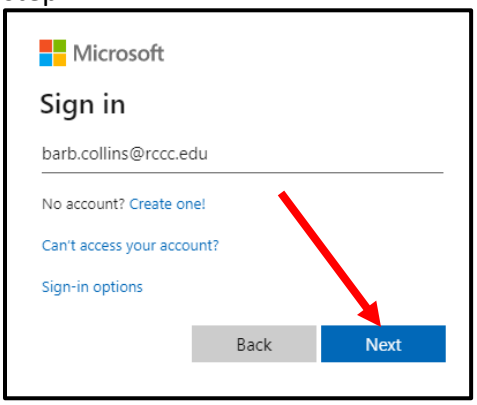


If you would like to change the default settings for the class meeting such as who can enter the meeting automatically and who can share, then select the "*Meeting Options*" link.

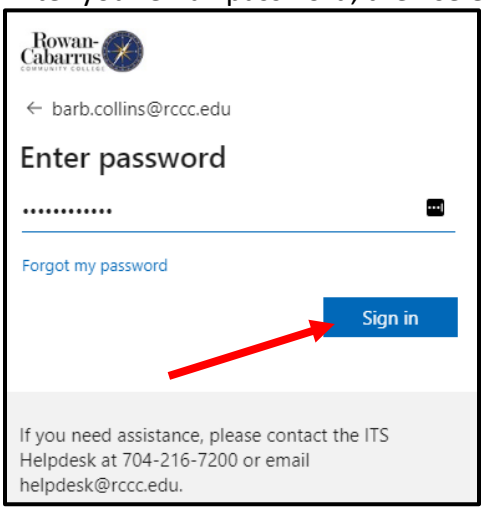


Enter your RCCC email address, then select the "*Next*" button.

Note: If you are sign into your RCCC email address, then you would not have to complete this step.

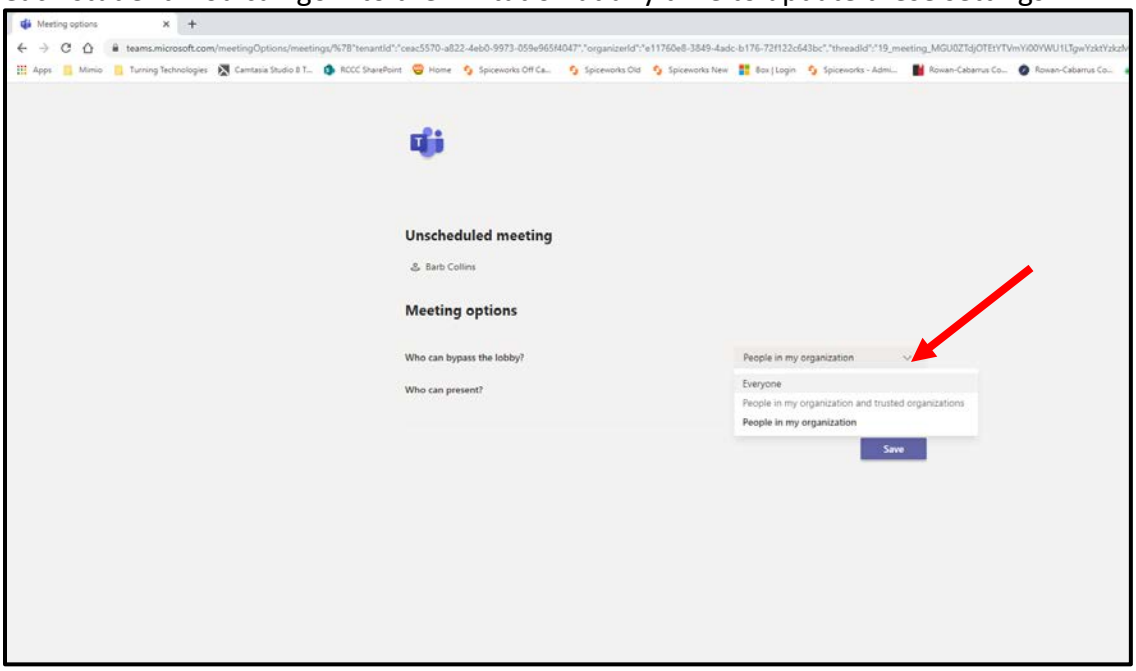


Enter your email password, then select the "*Sign in*" button.



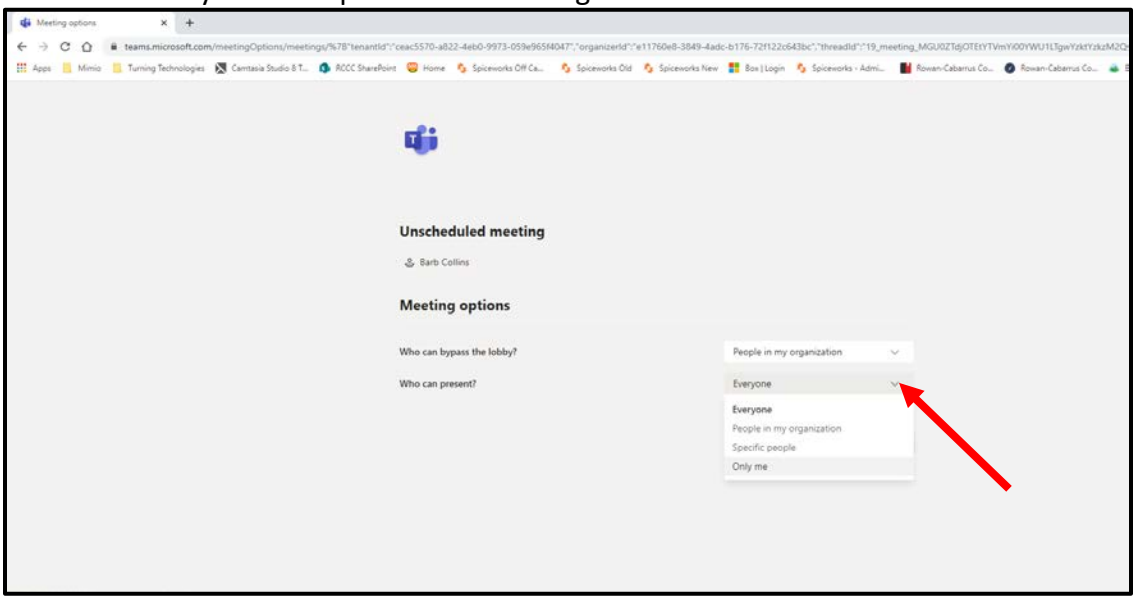
The Meeting Options page will now display in the window. The default setting for who can bypass the lobby is set to People in my organization. Since students are considered external users you will need to select the “drop-down” next to Who can bypass the lobby and change the setting to Everyone if you 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.

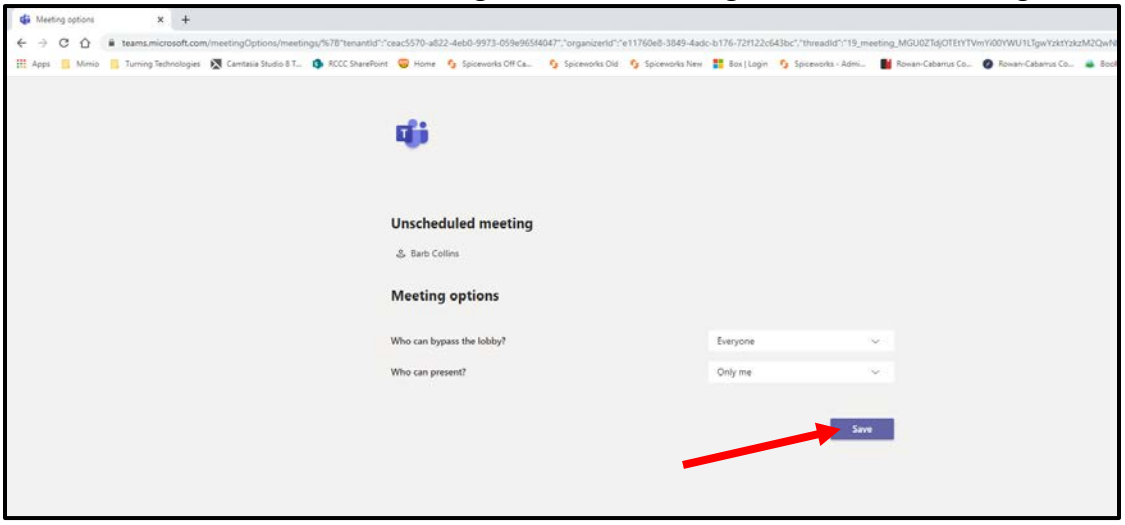


The default setting for who can share is set to Everyone. If you do not want the students to be able to share their desktop or have access to other presenter functions, then select the “*drop-down*” next to Who can present and select the “*Only me*” option.

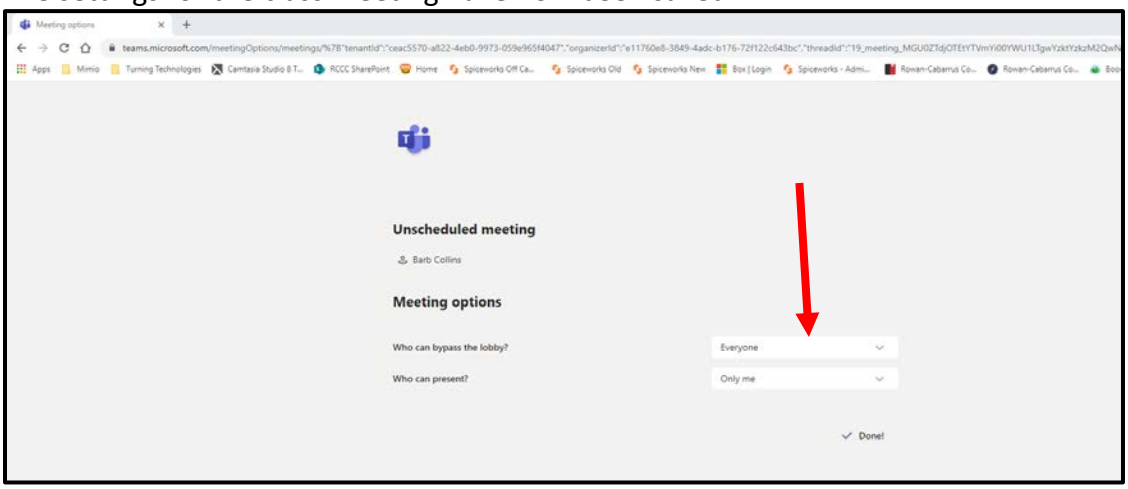
Note: If you leave the default setting, then each of the students in the class will have the ability to share their desktop, plus have access to other presenter options. You can go into the invitation at any time to update these settings.



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



The settings for the class meeting have now been saved.



Select the "*Send*" button to email the Teams Meeting invitation to attendees (students).