# Creating and sharing a link to a MS Teams Meeting
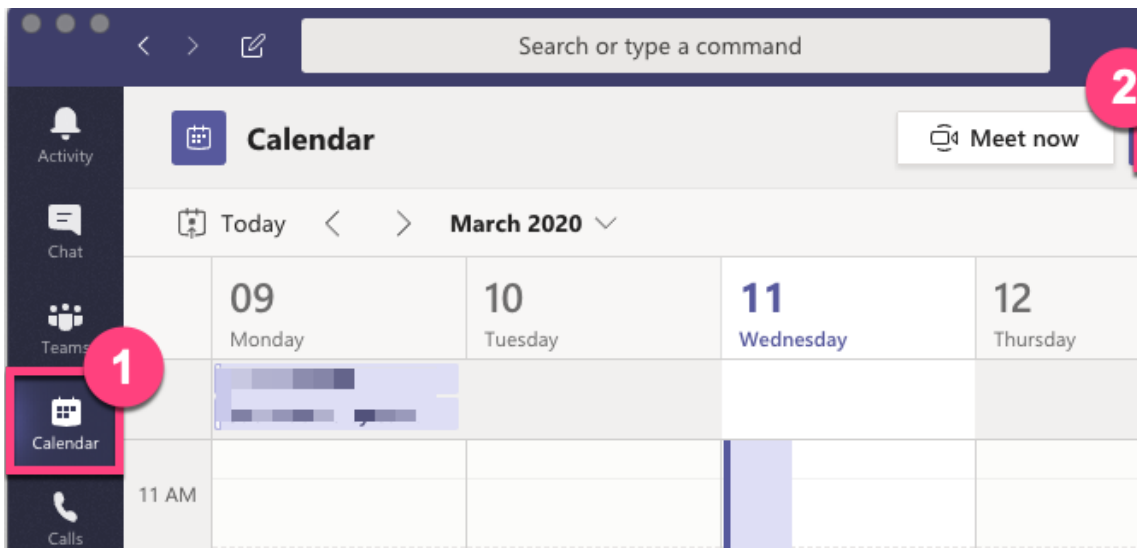
1) In the Teams application, select the **Calendar** tab from the left sidebar, then click the **+New Meeting** button



*The New Meeting Details page will pop up*

2) On the new meeting page, do the following:

- o Enter a title for your meeting (if it is for a class, include the course name)
- o Enter any email address in the **Add required attendees** box. At least one address needs to be invited to your meeting to create a shareable link. You can use your personal Uni-ID email address if desired.
- o Set the date and time for the meeting (by the way, meeting links will not expire, so it's possible to use the same link over and over again)
- o Enter a brief description for the meeting (optional)
- o Click **Send** once all necessary information has been filled out
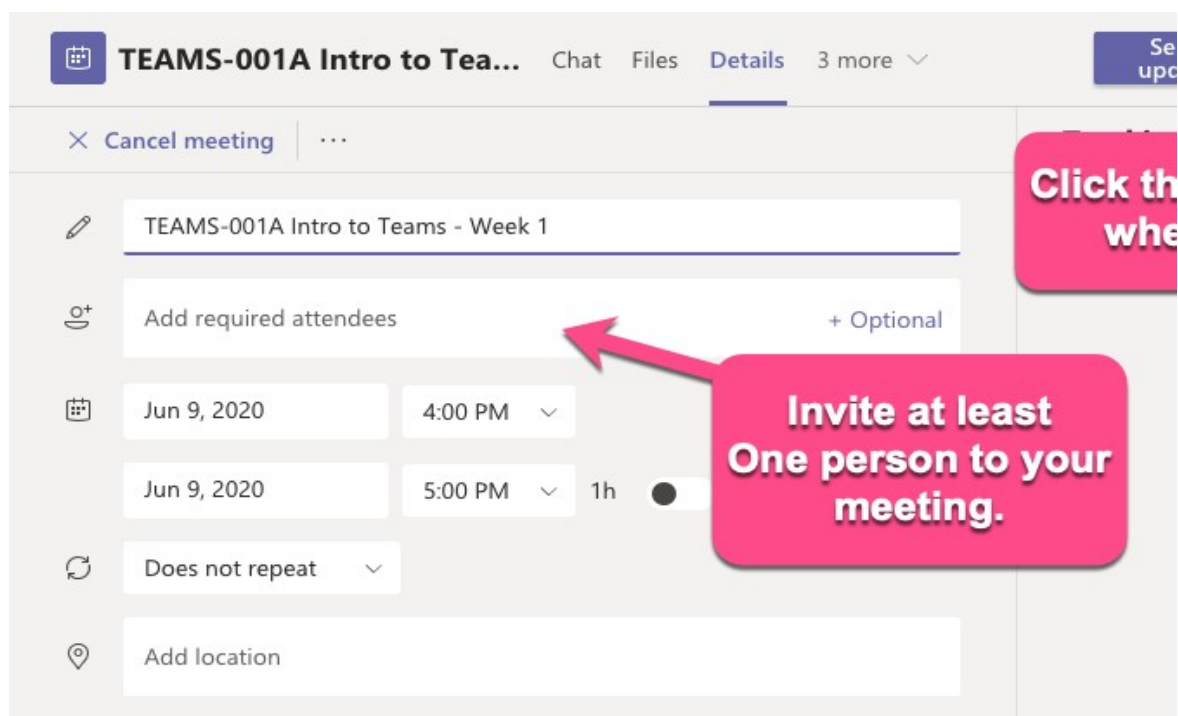
3) After sending the meeting, open your calendar in Teams and click on the newly created meeting.
*This will open the meeting details page.*

4) In the description field, there will now be a **Join Microsoft Teams Meeting** link. **Right** click on the link, then select **Copy Link**



5) Share the link with colleagues through email or other means, e.g paste link to Moodle