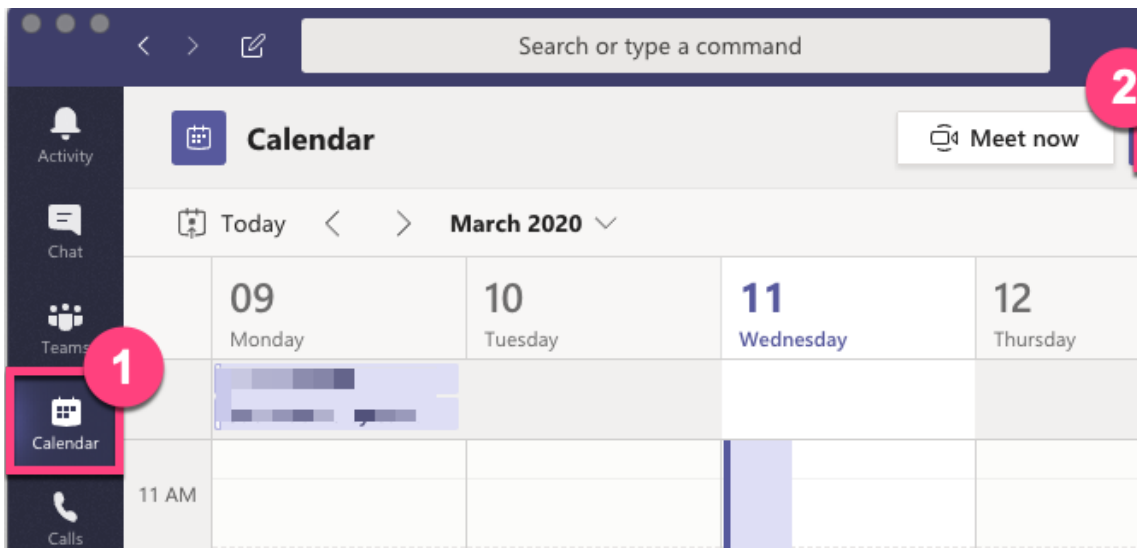


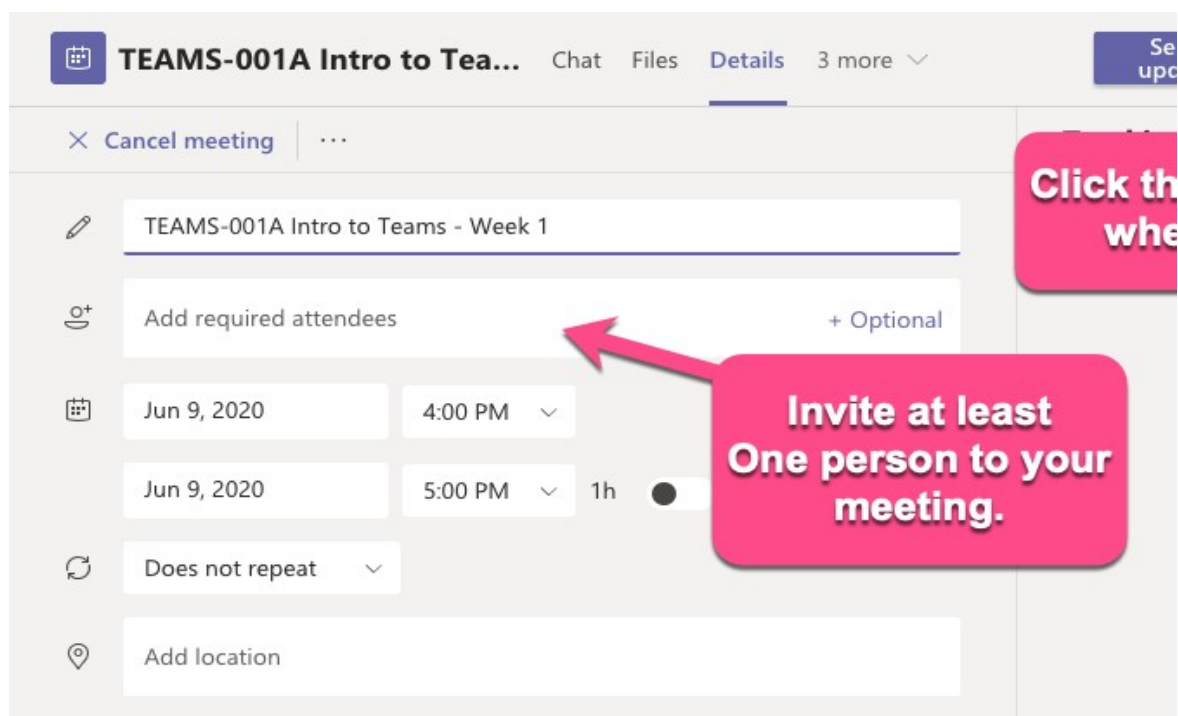
Creating and sharing a link to a MS Teams Meeting

- 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**

The screenshot displays the Microsoft Teams meeting details interface. At the top, the meeting title is "TEAMS-001A Intro to Teams - We...". Below the title, there are options for "Cancel meeting" and a dropdown menu. The meeting details include the title "TEAMS-001A Intro to Teams - Week 1", the organizer's email address, and the meeting date and time: "Mar 12, 2020" at "11:30 AM" for "30m". There are also suggested time slots and a "Does not repeat" option. The description field contains the text "Please read Chapter 1 before class." and a link "Join Microsoft Teams Meeting". A red box highlights the link, and a red arrow labeled "Right Click" points to it. A context menu is open over the link, showing options "Copy Link" and "Open Link". A red arrow labeled "Copy Link" points to the "Copy Link" option in the menu. The right sidebar shows "Tracking" with "Organizer" and "Unknown" participants.

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