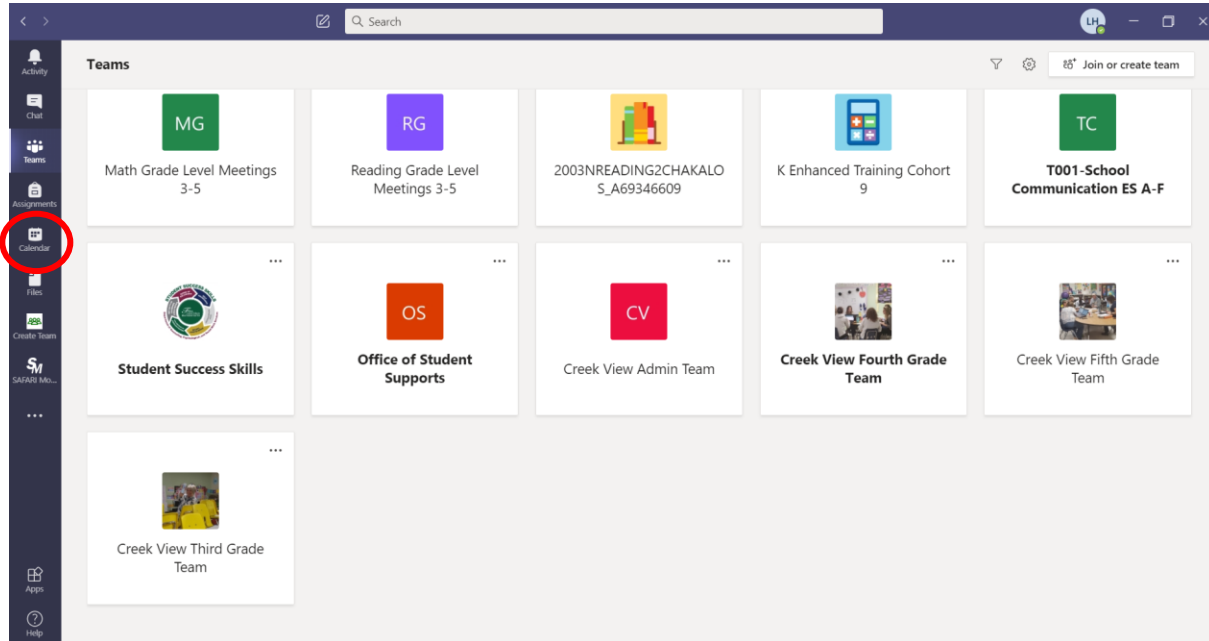
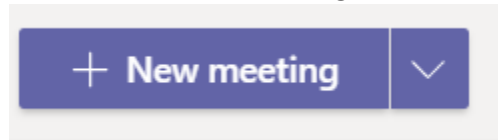


Setting Up Microsoft Teams Class Meetings

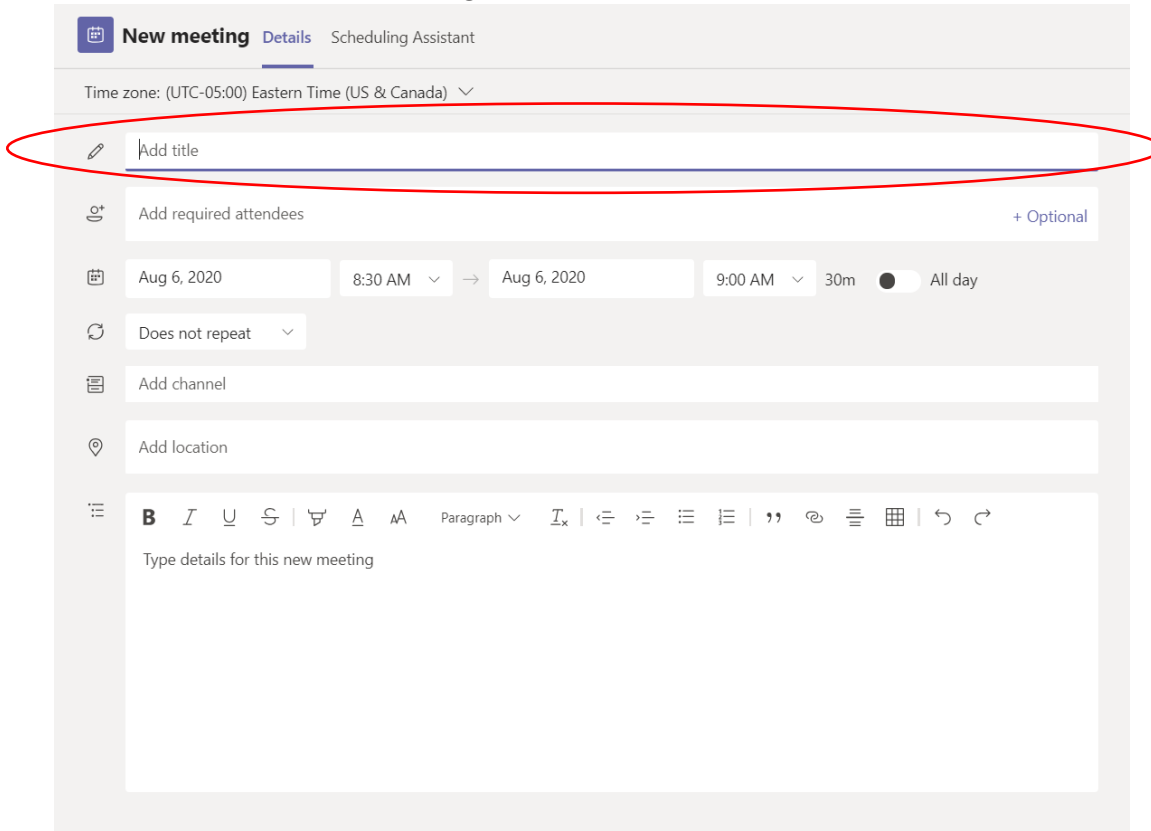
1. Go to your calendar in Teams.



2. Click on New Meeting in the upper right-hand corner.



3. Add a title for your meeting.



4. Select the channel (or class Team) you would like to invite to the meeting (i.e. Science, Green Reading, etc.)

New meeting Details Scheduling Assistant

Time zone: (UTC-05:00) Eastern Time (US & Canada) ▾

Add title

Add required attendees + Optional

Aug 11, 2020 2:30 PM → Aug 11, 2020 3:00 PM 30m All day

Does not repeat ▾

Add channel

- 2002NLANGARTS1HEITMEIER_L27056609
- 2003NREADING2CHAKALOS_A69346609
- 2004NMATH1HEITMEIER_L27056609
- 2005NSCIENCE1HEITMEIER_L27056609
- 2006NSOCSTUDIES1HEITMEIER_L27056609
- 2008NHEALTH1HEITMEIER_L27056609
- 2009NREADING2HEITMEIER_L27056609
- 2016NIMAGINELEARNINGTIHEITMEIER_L27056609
- Art

5. Set the date and starting/end times for the meeting.

New meeting Details Scheduling Assistant

Time zone: (UTC-05:00) Eastern Time (US & Canada) ▾

Add title

Add required attendees + Optional

Aug 6, 2020 8:30 AM → Aug 6, 2020 9:00 AM 30m All day

Does not repeat ▾

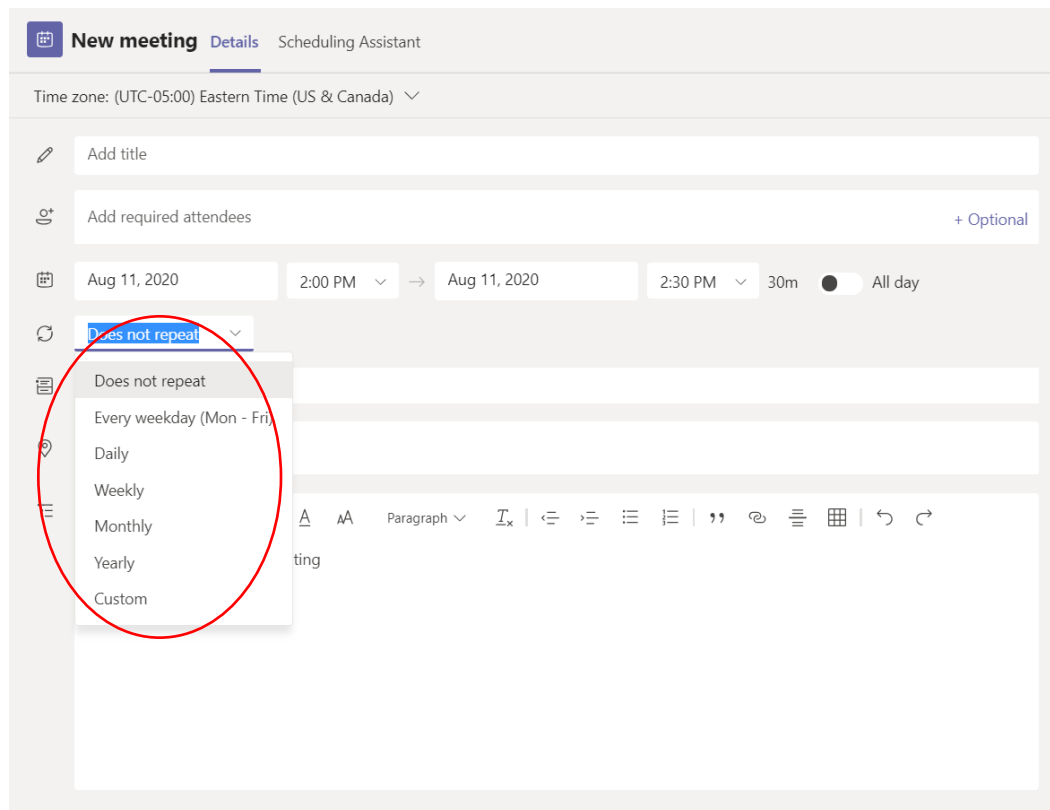
Add channel

Add location

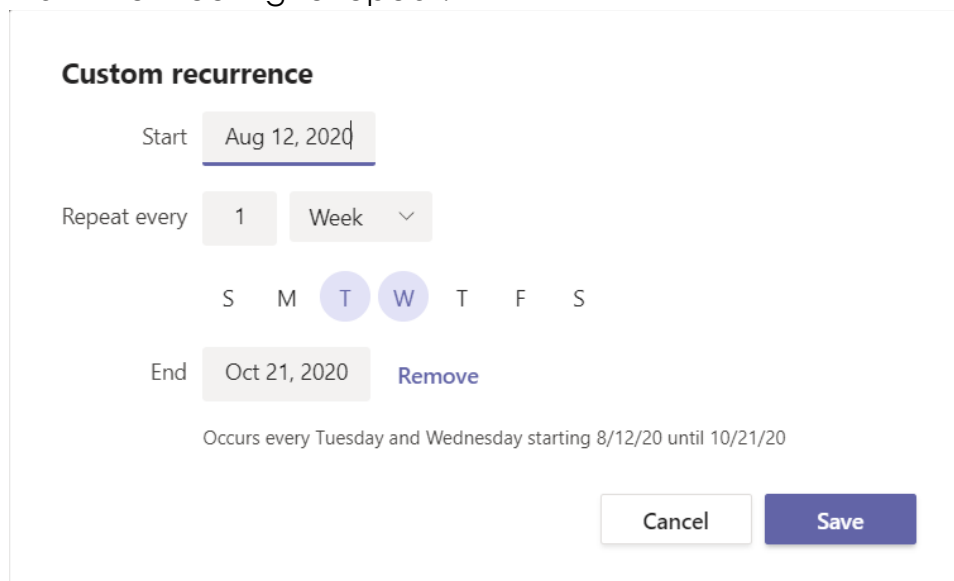
B *I* U ~~S~~ | **A** **AA** Paragraph ▾ | **I** | **↶** **↷** | **≡** **≡** | **”** **”** | **🔗** **📄** **📄** | **↶** **↷**

Type details for this new meeting

6. If this meeting will take place on a consistent basis, you can set it up to repeat. Select when you would like for the meeting to repeat.
- Every weekday: The meeting will occur at this same time every day of the week.
 - Weekly: The meeting will occur one day a week at the same time (i.e. every Monday)
 - If you are only meeting a few days a week (i.e. Monday, Wednesday), see directions below.



7. If you are only meeting a few days a week (i.e. Monday, Wednesday), click on Custom. Then enter your start and end date, and click on the days of the week you want the meeting to repeat.



8. Once you've filled in all of the details for your meeting, press send in the upper-right hand corner.

The screenshot shows the 'New meeting' interface in Microsoft Teams. At the top right, there are two buttons: 'Send' (highlighted with a red circle) and 'Close'. Below the header, the time zone is set to '(UTC-05:00) Eastern Time (US & Canada)'. The meeting title is 'Reading Small Group'. There are two attendees listed: 'NI [redacted]' and 'LS [redacted]'. The meeting is scheduled for 'Aug 11, 2020' at '2:00 PM' for a duration of '30m'. The 'All day' option is not selected. Suggested times are listed as '2:30 PM-3:00 PM', '3:00 PM-3:30 PM', and '3:30 PM-4:00 PM'. The recurrence is set to 'Does not repeat'. There are fields for 'Add channel' and 'Add location'. At the bottom, there is a rich text editor with the text 'Type details for this new meeting'.

9. You must then edit the settings to the meeting to make students wait in the lobby before the meeting. [Click here for directions.](#)