

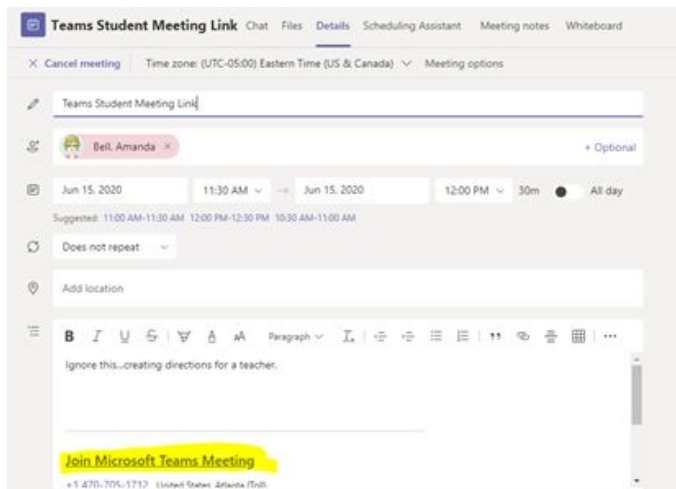
## Creating a Reusable Meeting Link in Teams

Click CALENDAR on the left purple toolbar. Click NEW MEETING.



We want this link to be reusable for as long as you need it, so we are going to set the date far in the summer (maybe June 15<sup>th</sup>). It doesn't really matter what the date is. We just need a placeholder.

Fill out the rest of the areas, and invite one person. It doesn't matter who you invite; this is again just a placeholder. Click SEND. \*Make sure to tell the person to ignore your invite 😊



Now, go to your calendar where you made the meeting and OPEN. Right-click the purple words JOIN TEAMS MEETING and click COPY THE LINK. You can now share this link with whatever parent/student wants to chat with you. They will need to have the Teams app on their phones or open the link on a computer to participate.

