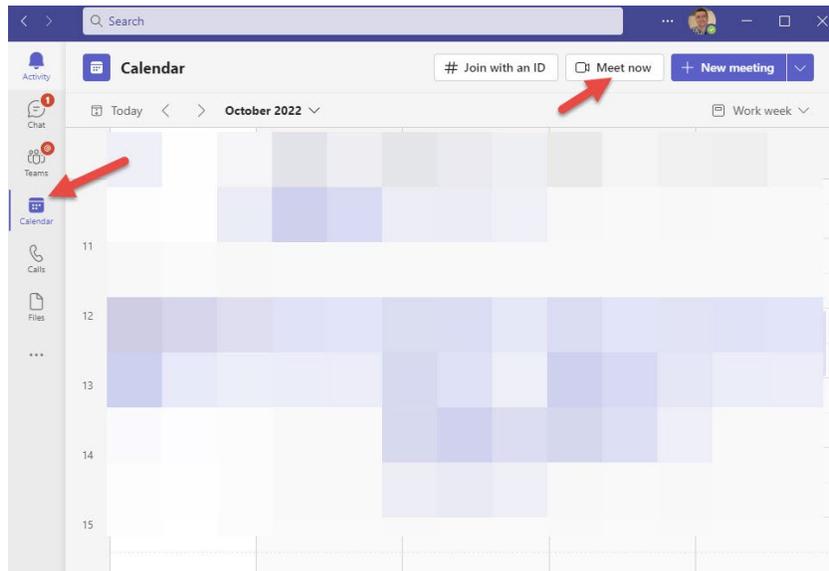# How to Create a Personal Meeting Link in Teams

To create your personal Teams Meeting link, follow the steps below:

1. Open your Teams Desktop client and click on **Calendar**, on the left sidebar. After this, click on "**Meet Now**" at the upper menu
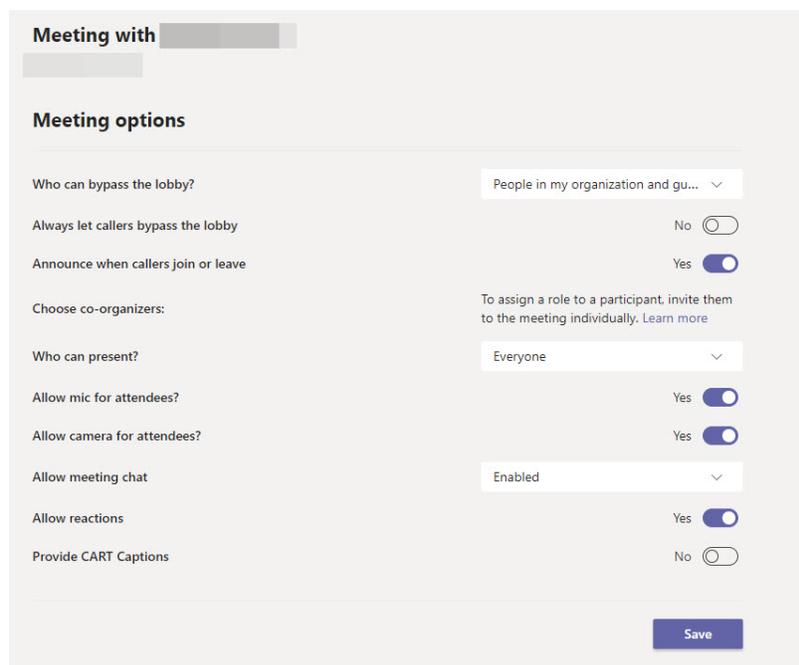

2. Then, click on "**Get a link to share**". This will create your personal link. This link will be always the same. You can copy it by clicking on the little square icon as shown on the second image below:
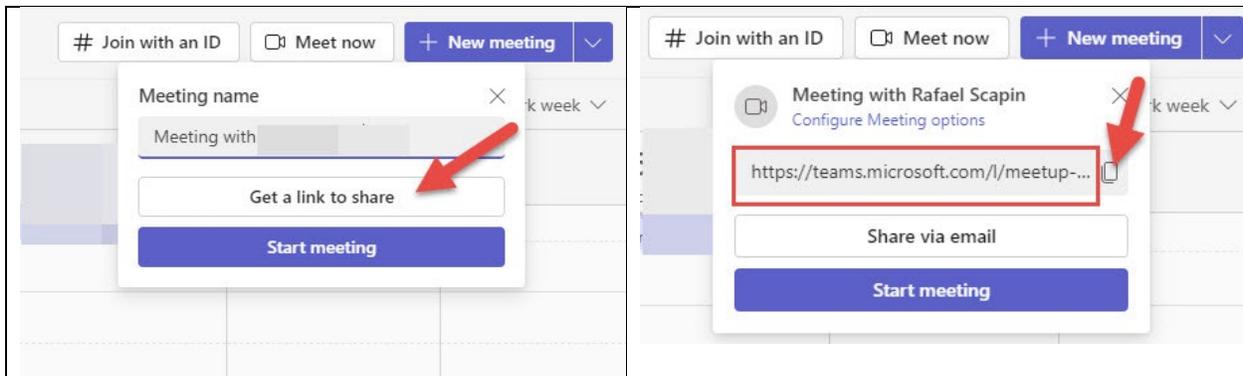
You can also click on **Configure Meeting options**, to select the options for your meeting.
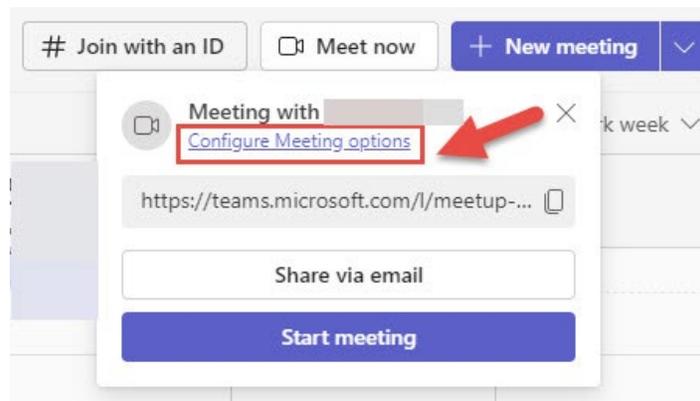
After clicking on Configure Meeting Options, you will see the options below:

Questions

For any questions, please send an email to the Helpdesk:
helpdesk@dawsoncollege.qc.ca