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:

Meeting	name	imes , week $ imes$	D3 Meeti	ing with Rafael Scapin	× ·k weel	. ~	
Meetin	g with		https://tea	ms.microsoft.com/l/me	etup		
	Get a link to share Start meeting			Share via email			
				Start meeting			

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:

Meeting with						
Meeting options						
Who can bypass the lobby?	People in my organization and gu $ imes$					
Always let callers bypass the lobby	No O					
Announce when callers join or leave	Yes 💽					
Choose co-organizers:	To assign a role to a participant, invite them to the meeting individually. Learn more					
Who can present?	Everyone \checkmark					
Allow mic for attendees?	Yes 💽					
Allow camera for attendees?	Yes 🚺					
Allow meeting chat	Enabled \checkmark					
Allow reactions	Yes 💽					
Provide CART Captions	No 🔘					

Questions

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