How to Create a Teams Meeting

This tutorial will guide you on how to create a Teams meeting and invite people to it.

Install Microsoft Teams on your Computer

We recommend you install Microsoft Teams on your computer as it is the easiest way to work with it.

To download it, click on the link below and select "Download for Desktop"

https://www.microsoft.com/en-ca/microsoft-teams/download-app



Creating a Teams Meeting

After you install Microsoft Teams for desktop, click on "**Calendar**" on the left menu and then on "**New Meeting**" on the upper right menu:



You will see the window below:

	New meeting Details Scheduling Assistant Close
Show	r as: Busy \vee Category: None \vee Time zone: (UTC-05:00) Eastern Time (US & Canada) 😒 Response options 🖂 Require registration: None 🗸
0	Add title
0	Add required attendees + Optional
<u>(</u>)	2022-06-21 10:30 a.m. V
	2022-06-21 11:00 a.m. V 30m • All day
¢	Does not repeat
E	Add channel
0	Add location
.i≘	
	Type details for this new meeting

Here you must add the following items:

- add a title to the meeting
- add the required attendees (including external ones if needed)
- select a date and time

By default, the meeting will take place once. But if you need it to repeat, click on the drop-down menu "**Does not repeat**" to see all the options.

After you click "Save", the Teams Meeting will appear on your Outlook calendar:

	0.00000				
Send	Subject	Testing Teams -			
Jpdate	Location				
	Start time	Tue 2022-06-21	1:00 PM		All day event
	End time	Tue 2022-06-21	1:30 PM	*	
Mice	osoft T	oome mosting			

Each person who receives the invitation will have the meeting added to his/her Outlook calendar as well, with a link to the meeting.

IMPORTANT: If you will share the meeting invite into Moodle or Lea, there is no need to add the attendees when you create the meeting. The students will just click on the meeting link and join the Teams videoconference in Moodle or Lea.

Can I have a customized Teams meeting link like I used to have in Zoom?

Unfortunately, Teams does not have such feature.

How do I share a Teams meeting link in a Moodle or Lea course?

After you have created a Teams meeting as explained above, go to your Teams desktop and click on the calendar link on the left sidebar. There you will see the Teams meeting you just created. Click twice on it:



Now you will see the Teams meeting page. In order to copy the link for it, click on "**Copy Link**" on the upper menu as shown below:



After having copied the meeting hyperlink, we will show you how to add it to your Moodle and Lea courses.

How to add a Teams Meeting link into a Moodle Course

Go to your Moodle course and click on "**Turn editing on**". After this, go to the section where you would like to add the Teams meeting link and click on "**Add an activity or resource**". Then click in All and select "URL" as shown below:



Now give a name to the meeting, paste the Teams meeting link select "Display in a new window", as shown below:

Adding a n	ew URL to Documents 🛛	
 General 	> Expa	nd all
Name	Teams Meeting	
External URL	https://teams.microsoft.com/l/meetup-join/19%3ameeting_N2M0YzRhMC Choose a link	
Description	I A * B I <td></td>	
 Appearance 		
Display		

Click "Save" at the bottom of the page. This is how the link will look like in your Moodle course:



How to add a Teams Meeting link into a Lea Course

Go to your Lea course and click on "Distributed documents/videos" --> Distribute a document" and then select "Distribute a link to web content", as shown below:



Now paste the Teams meeting link into "Address of the Resource" and click "Save" as shown below:

Details	
Title	Example: Background notes on the major contemporary writers
Description	
	Limit of 400 charactiers. No character used. Example: Important reading. This document complements the material covered in class during the first 6 weeks.
Category	Select the category to which this document belongs. If the desired category does not appear in the list, you can add a category by selection "Other" from the list.
Target audience	Students of all the courses that I teach (Fall 2022) Students of all sections for my course Students of course
Distributed	As of sight now No for now (concent will be invibile for students) Delivers the following dates w w w w w w
Reading date	No recommended reading date Tel students to have read this document for the following date. I I I I I I I
Address of t	he resource
	Test
Supported services	C ²
Back	Save Cancel

How to Control the Parameters of your Teams Meeting

After you have created your Teams meeting, you can set up its parameters. On your desktop Teams, click on Calendar on the left sidebar and then click twice on the Teams meeting you just created:



You will see now the Teams meeting page. Click on "**Meeting Options**" on the upper right menu as shown below:

Q. Activity		Testing Teams - do not reply :) Chat Files Details Scheduling Assistant Meeting notes Whiteboard Attendance Breakout rooms
(=) Chat	×	Cancel meeting 😔 Copy link Show as: Busy \vee Category: None 🗸 Time zone: (UTC-05:00) Eastern Time (US & Canada) 🗸 Meeting options \cdots
coo Teams	Ø	Testing Teams - do not reply -)
Calendar	ം	+ Optional
G Calls	Ŀ	2022-06-21 1:00 p.m. \lor \rightarrow 2022-06-21 1:30 p.m. \lor 30m \bullet All day
Files	¢	Suggested: No suggestions available. Does not repeat
	0	Add location
		Hide meeting info 🔿
	li)	Attendance

Now you can set up the parameters for that meeting:

ট June 21, 2022, 1:00 PM - 1:30 PM 은 Rafael Scapin								
Meeting options								
Who can bypass the lobby?	People in my organization and gu \vee							
Always let callers bypass the lobby	No (
Announce when callers join or leave	Yes 🧲							
Choose co-organizers:	Search for participants							
Who can present?	Everyone 🗸							
Allow mic for attendees?	Yes 🧲							
Allow camera for attendees?	Yes 🧲							
Record automatically	No (O							
Allow meeting chat	Enabled							
Allow reactions	Yes 🧲							
Provide CART Captions	No (O							

How to Create Breakout Rooms in Teams

After you start the meeting, click on "**Rooms**" on the upper menu:



Now select how many rooms you need and select the way to assign participants to each one (manually or automatically):

Create Create ro	oms		X
Assign pa	articipants ssign people to rooms, or let Teams assig	n people for you.	
0	Automatically Teams will assign 0 people to each room.		
	Manually Choose the people you want to put in each	1 room.	
		Cancel	Create rooms

Now click on "Room" on the upper menu so you can see the breakout rooms created:

People Chat F	Reactions Rooms	More Camera	X Mic	↑ Share	← Leave V
	X	Breal	kout roo	ms	×
		\$ <u>2</u>	E All partic	cipants have	been assigned
			Ass	ign partici	pants
		Op	en (+		0 8
		ධ	Room 1 (This room i	0) s empty	CLOSED
		Ð	Room 2 (This room i	0) s empty	CLOSED

If you want to change the settings of each breakout room, click on the gear icon:

People	(=) Chat	Co Reactions	G) Rooms	••• More	Camera	Х. Mic	↑ Share	•	Leave	~
		7			Break	out ro	oms			×
					<u>ک</u>	All part	ticipants h	sve been	assigned	
						As	sign part	ticipants		
					Ope		F.) d	0	•	¢
					6	Room 1 This room	(0) is empty		a	LOSED
					6	Room 2 This room	(0) is empty		G	LOSED

You can set a time limit for each breakout room and assign presents to manage rooms if needed:



Questions?

Please contact the HelpDesk: <u>helpdesk@dawsoncollege.qc.ca</u>