

How to Create a Teams Meeting

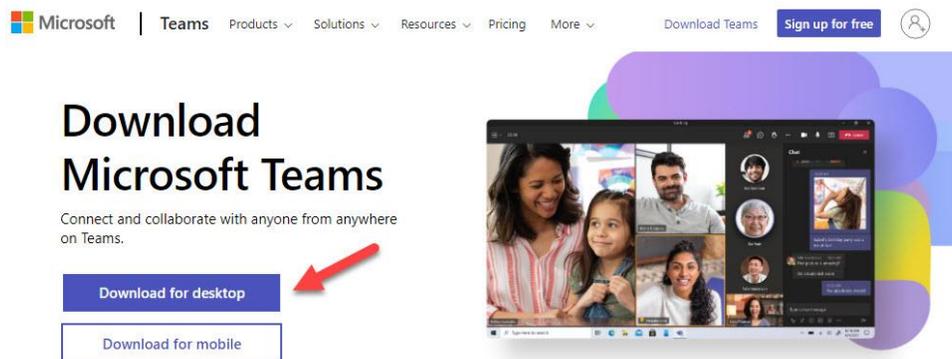
This tutorial will guide you on how to create a Teams meeting and invite people to it.

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.

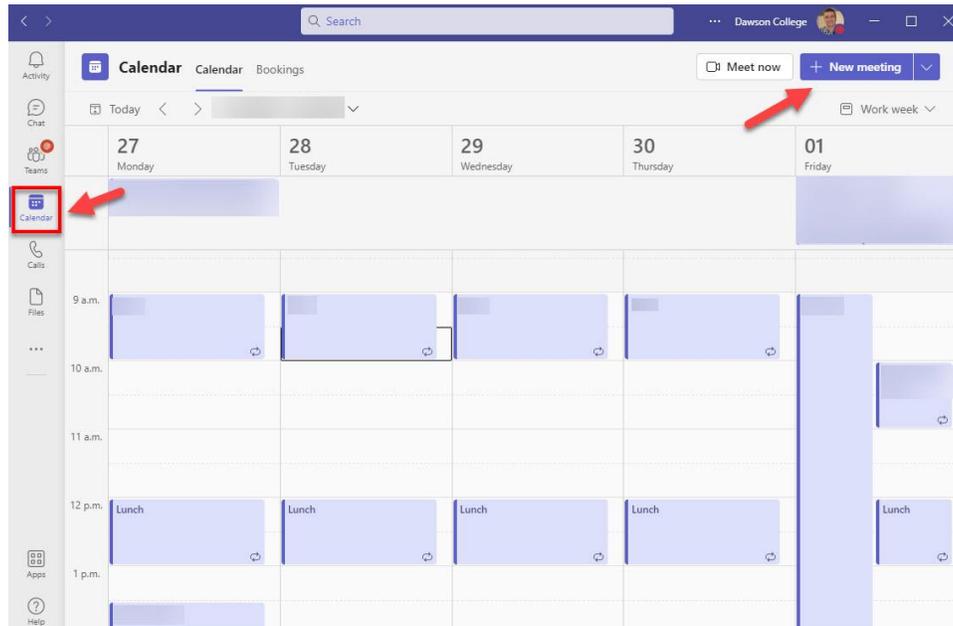
To download it, click on the link below and select **“Download for Desktop”**

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

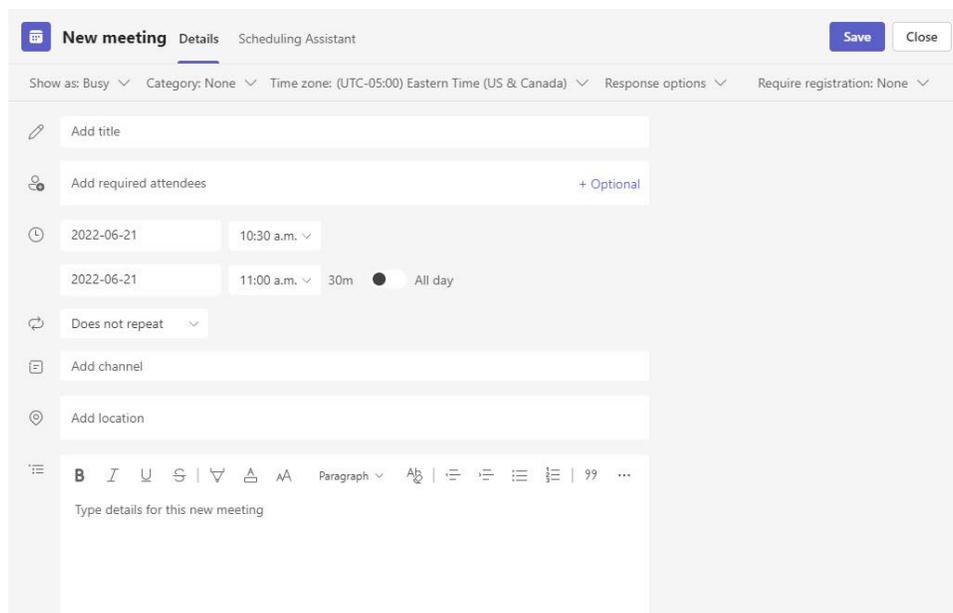


Creating a Teams Meeting

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:

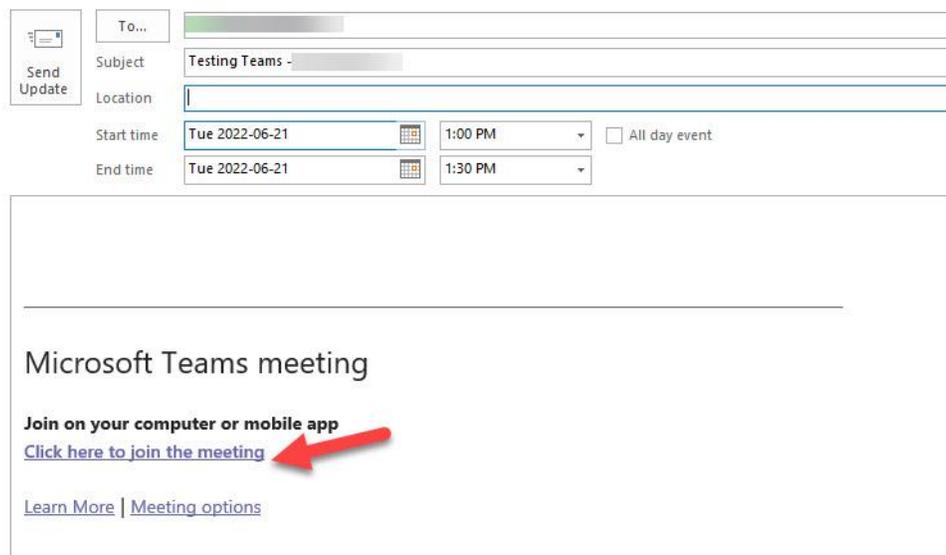


Here you must add the following items:

- 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**:



The screenshot shows the Outlook meeting invitation form. The 'To...' field is empty. The 'Subject' field contains 'Testing Teams -'. The 'Location' field is empty. The 'Start time' is set to 'Tue 2022-06-21' at '1:00 PM'. The 'End time' is set to 'Tue 2022-06-21' at '1:30 PM'. There is an 'All day event' checkbox which is unchecked. Below the form, the meeting details are displayed: 'Microsoft Teams meeting', 'Join on your computer or mobile app', and a blue link 'Click here to join the meeting' with a red arrow pointing to it. There are also links for 'Learn More' and 'Meeting options'.

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

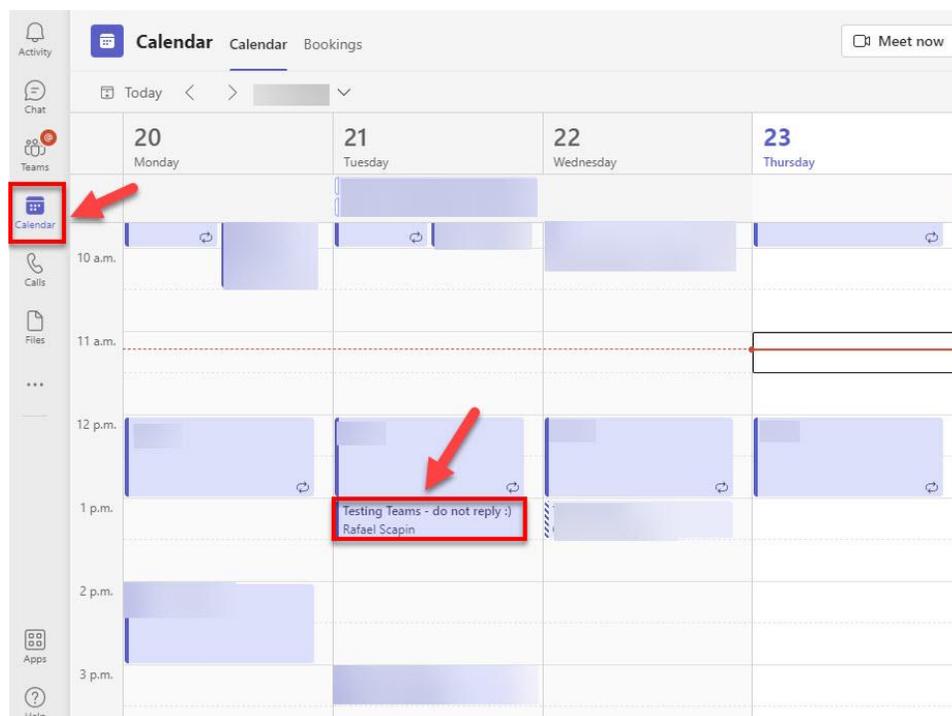
IMPORTANT: If you will share the meeting invite into Moodle or Lea, there is no need to add the attendees when you create the meeting. The students will just click on the meeting link and join the Teams videoconference in Moodle or Lea.

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

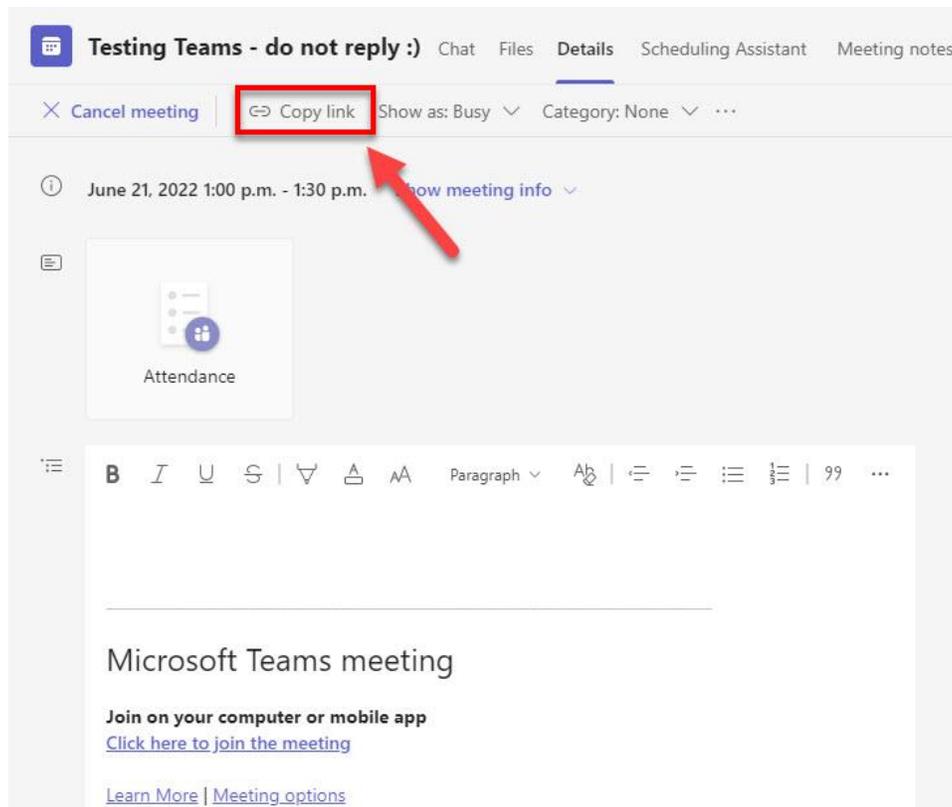
Unfortunately, Teams does not have such feature.

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:



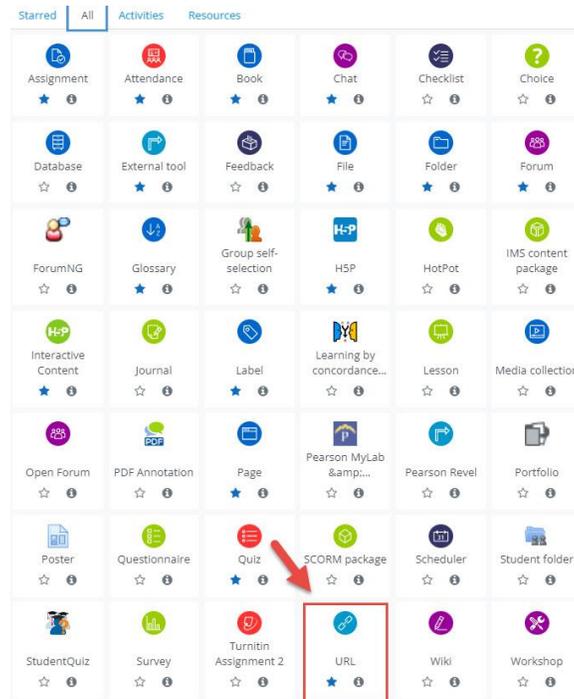
Now you will see the Teams meeting page. In order to copy the link for it, click on **“Copy Link”** on the upper menu as shown below:



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 new URL to Documents

Expand all

General

Name

External URL

Description

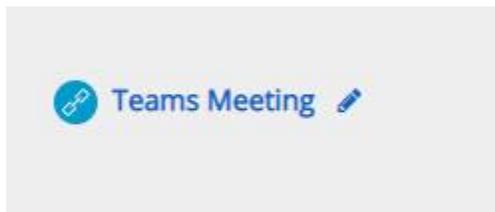


Display description on course page

Appearance

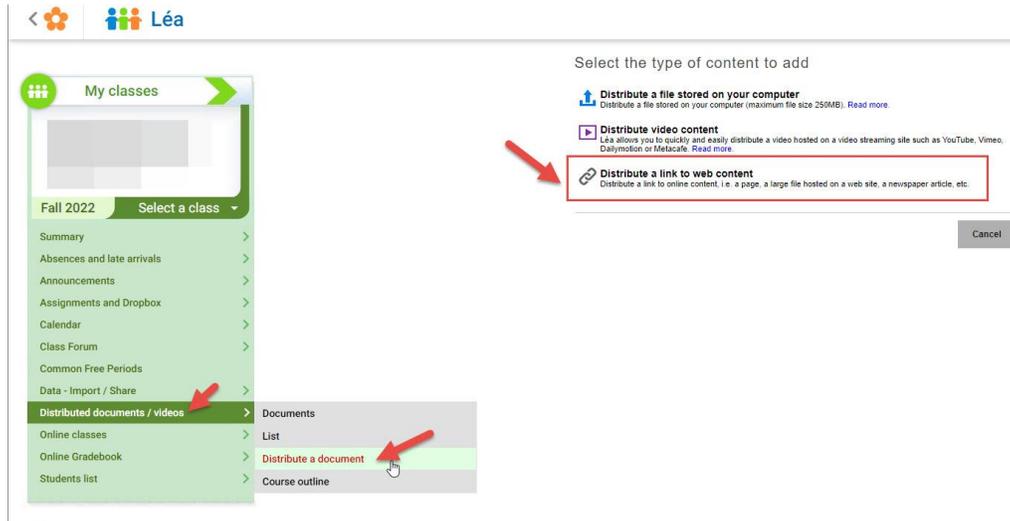
Display

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

Description

Category

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 right now
 Not for now (document will be invisible for students)
 Between the following dates:
[] [] and [] []

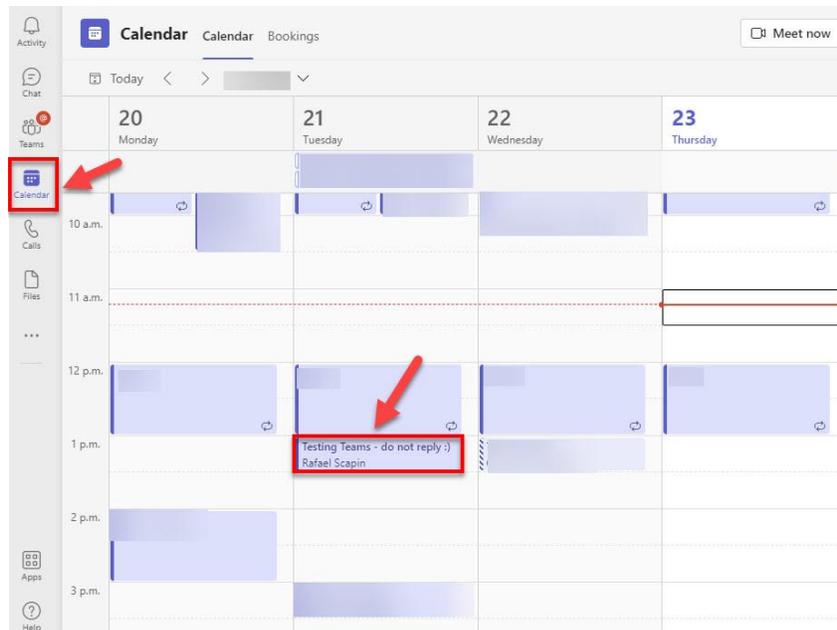
Reading date No recommended reading date
 Tell students to have read this document for the following date:
[] [] [] []

Address of the resource

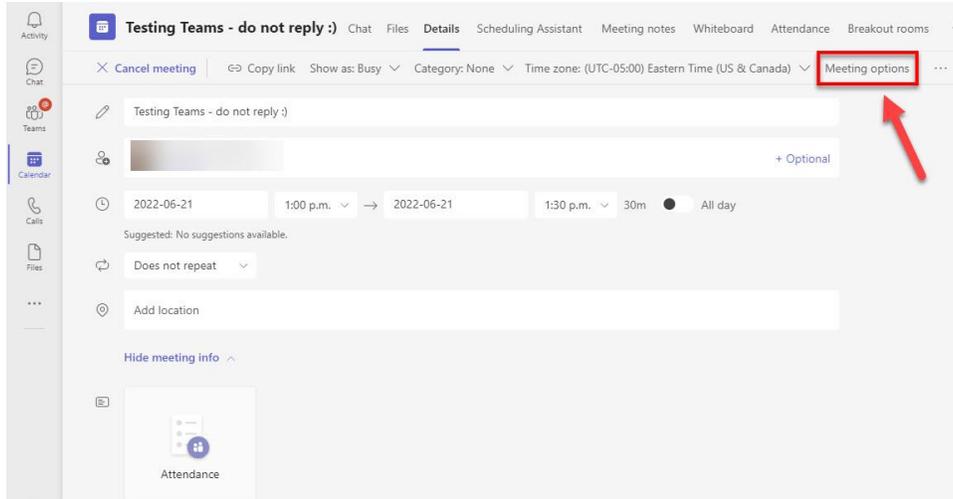
Supported services

How to Control the Parameters of your Teams Meeting

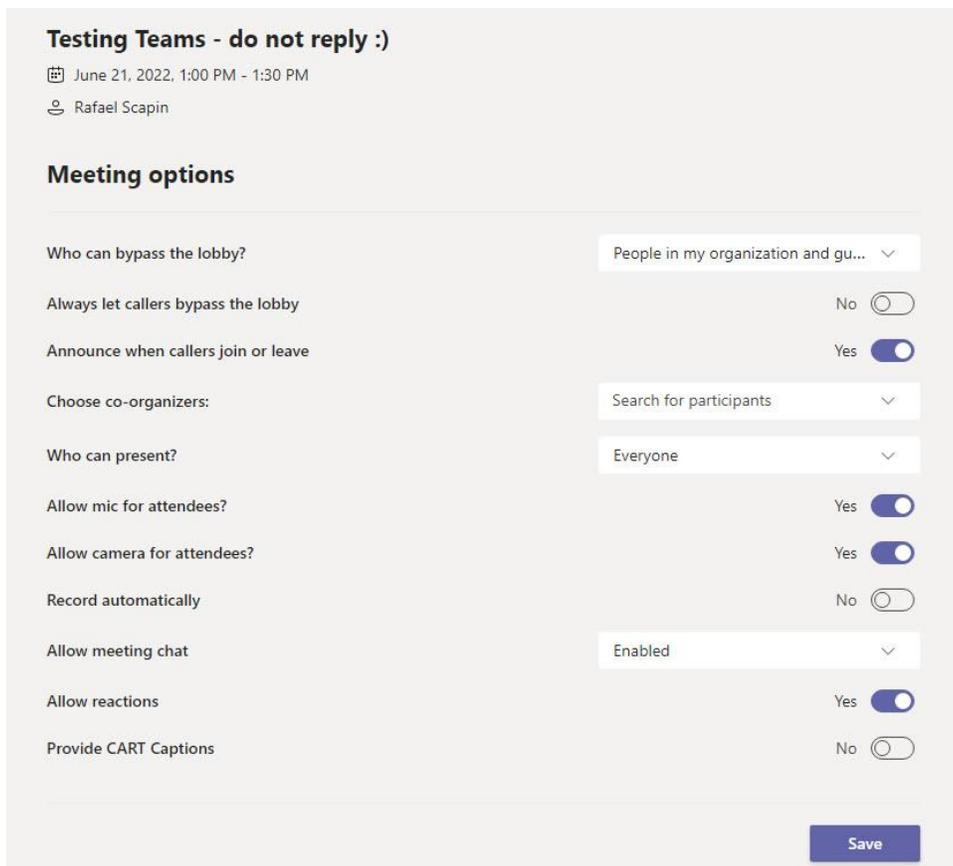
After you have created your Teams meeting, you can set up its parameters. On your desktop Teams, click on Calendar on the left sidebar and then click twice on the Teams meeting you just created:



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

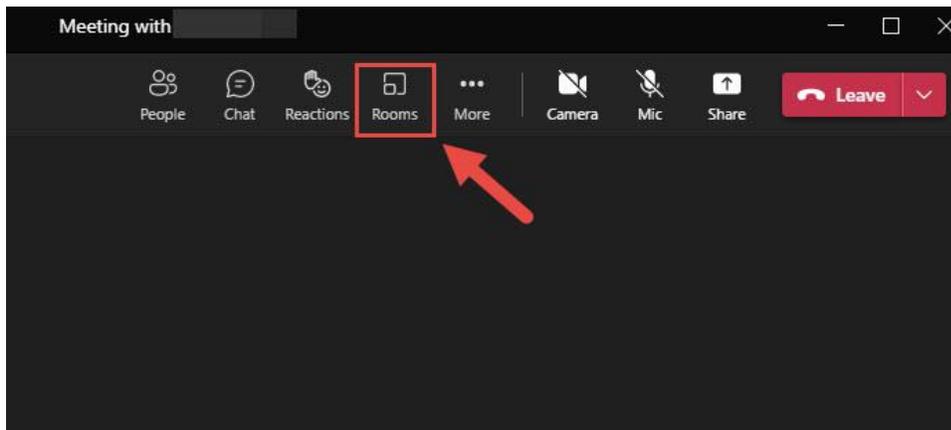


Now you can set up the parameters for that meeting:

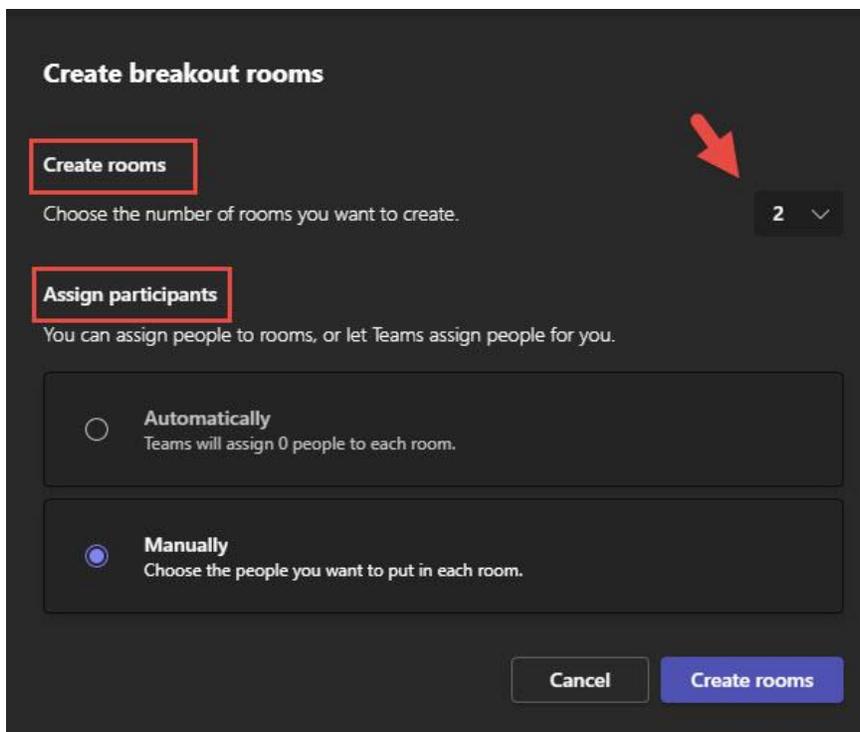


How to Create Breakout Rooms in Teams

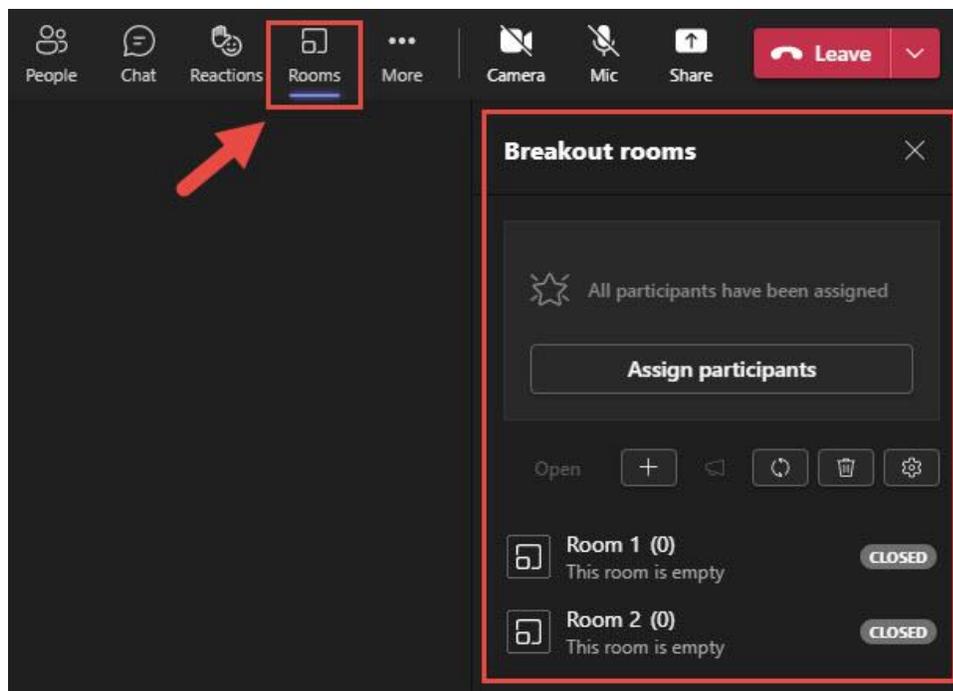
After you start the meeting, click on “**Rooms**” on the upper menu:



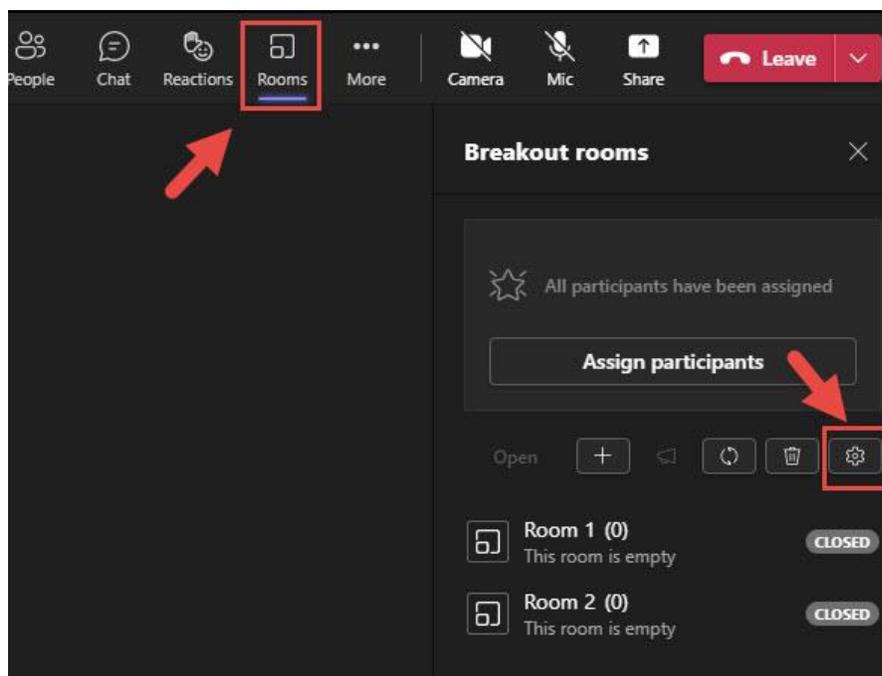
Now select how many rooms you need and select the way to assign participants to each one (manually or automatically):



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

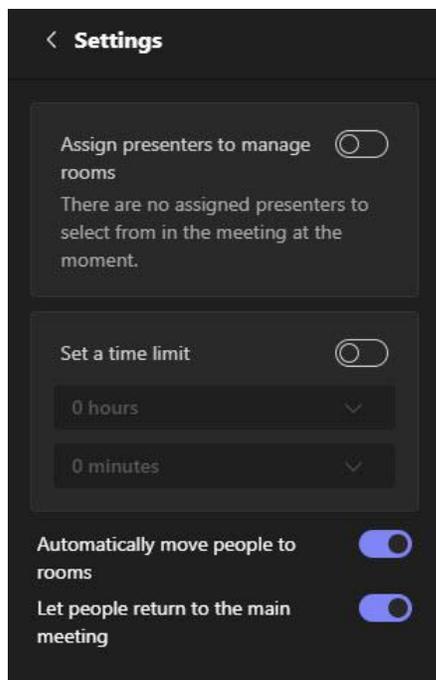


If you want to change the settings of each breakout room, click on the gear icon:

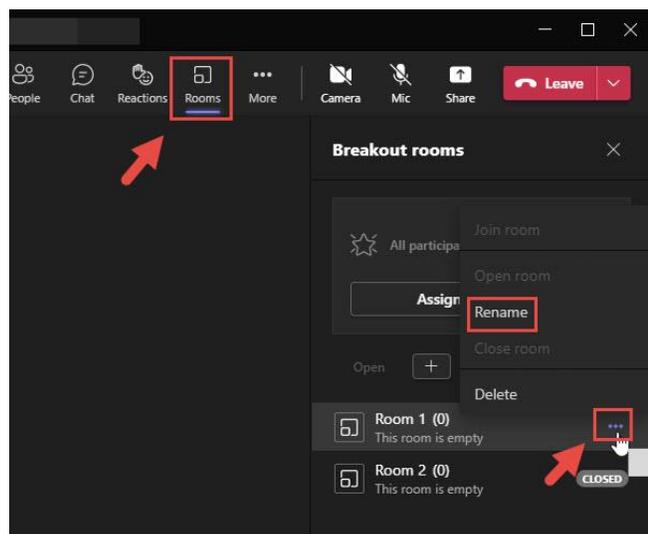


You can set a time limit for each breakout room and assign presents to manage rooms if needed:

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



If you want to rename the breakout room, click on the 3 dots on the right:



Questions?

Please contact the **HelpDesk**: helpdesk@dawsoncollege.qc.ca