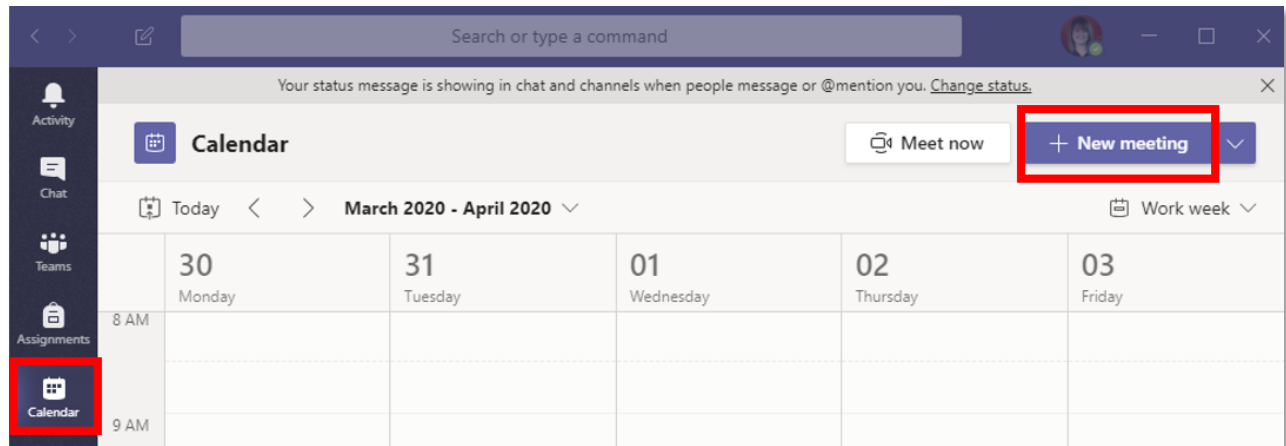


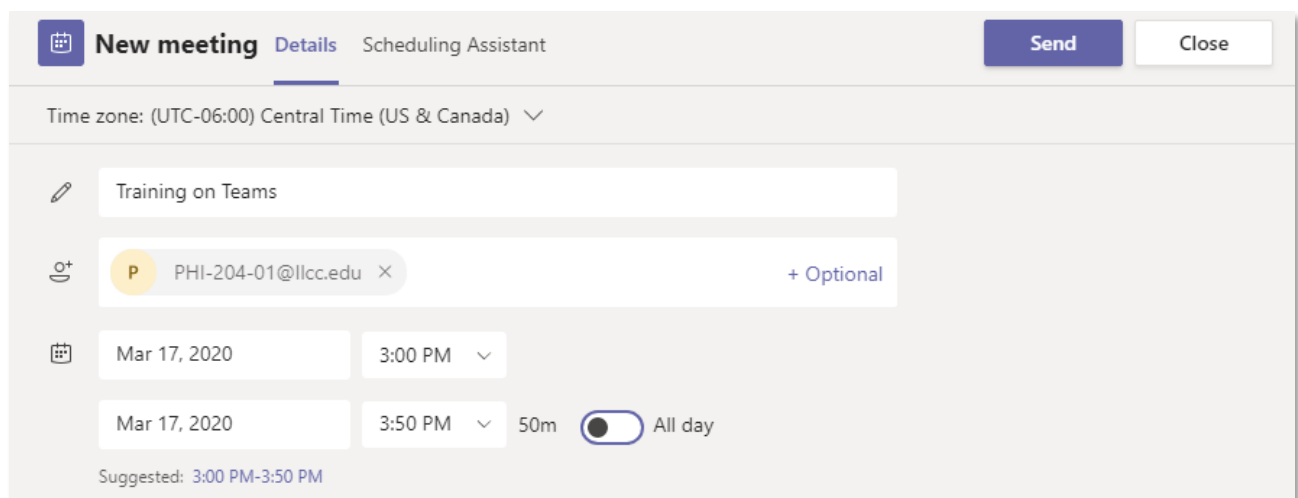
Schedule a Recurring Teams Meeting with your Class via Teams

With Microsoft Office Outlook or Teams, you can schedule a recurring meeting with your class.

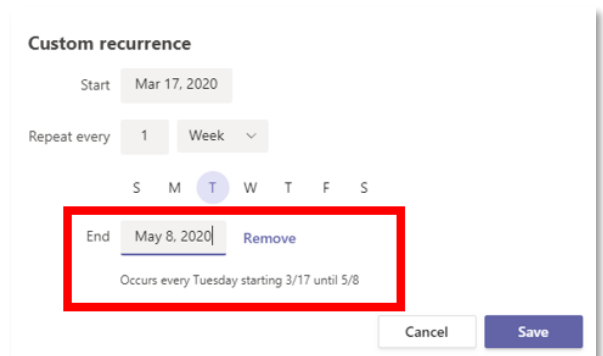
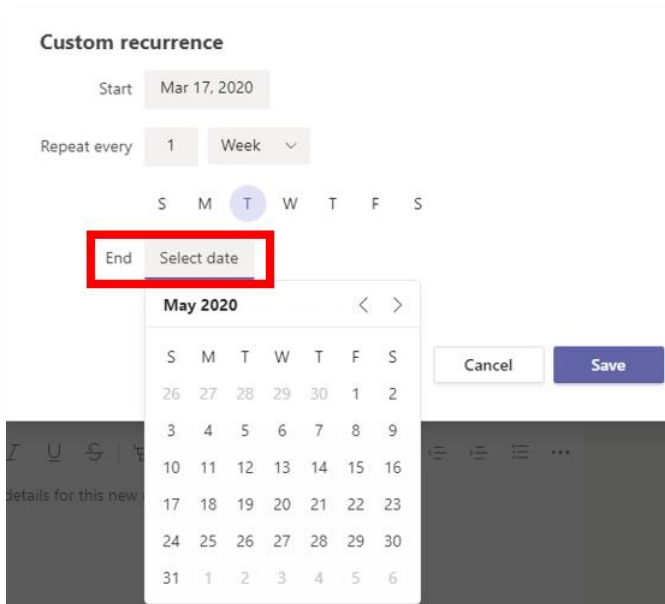
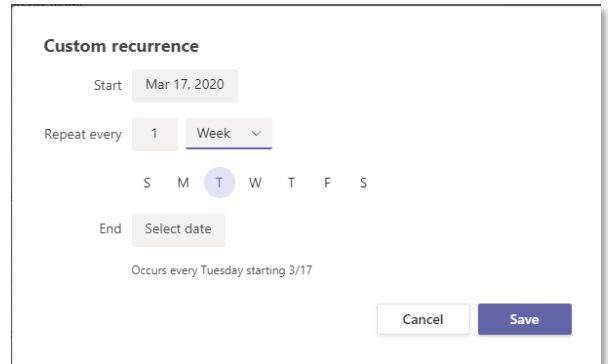
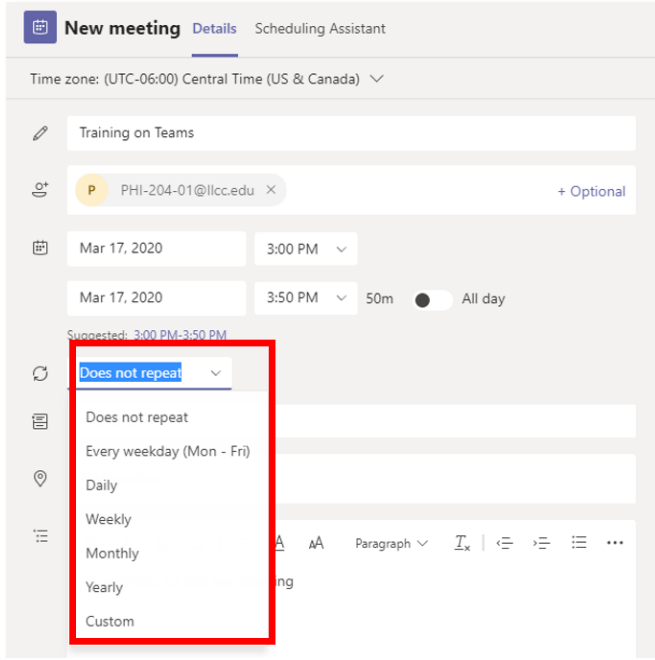
1. Open **Teams** from the Office 365 applications or the Teams app on your desktop.
2. Select the **Calendar**.
3. Select **New meeting**.



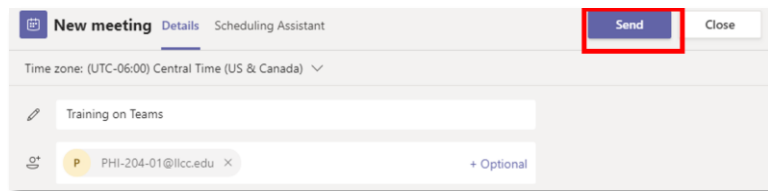
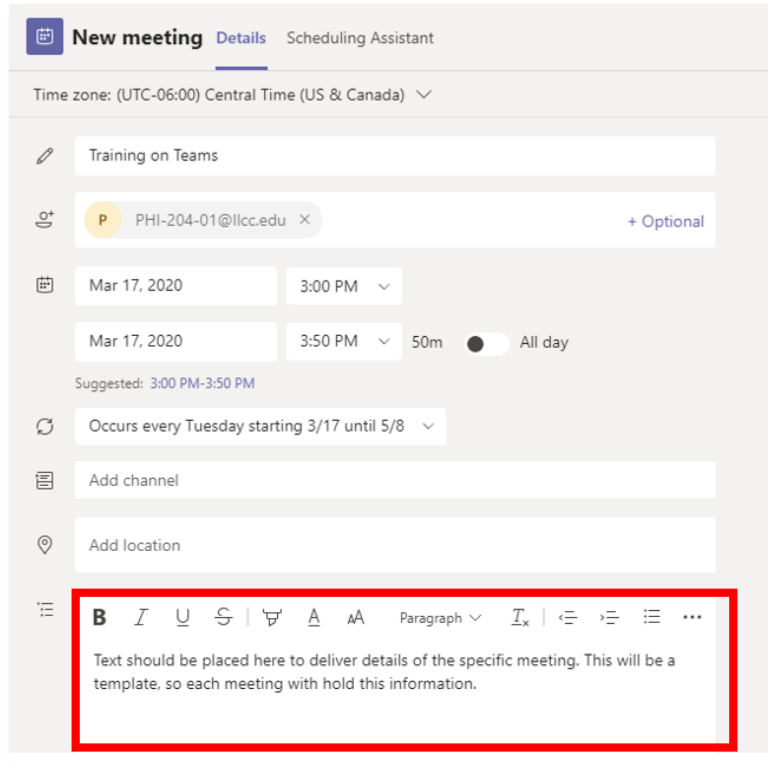
4. Add all pertinent information.
5. **Add required attendees** will be the **CourseID@lcc.edu** (Ex. PHI-204-01 enter as PHI-204-01@lcc.edu)
 - a. You can add more than one Course to the same meeting.
 - i. Ex. PHI-204-01 and PHI-204-02 could both be added to the same scheduled meeting.
 - b. Only the assigned instructor will have permissions to create a Teams Meeting and invite all students using the Course ID.
6. Set the **Start/End Date and Time** for the meeting.



7. To set a **Recurring meeting**, select the Drop down at **Does not repeat** and then choose **Custom**.
 - a. Select the frequency of the recurrence and Select date to end the recurrence by. Ex. May 8, 2020 will set a meeting for the same date/time weekly until the end of the semester.
 - b. **Save**



8. Enter **text** that, as needed into the text box. If setting a recurrence, this will serve as a template for each Teams Meeting scheduled.
9. Send the meeting invitation. This will appear in your Calendar and the attendees will receive an Email to RSVP. This will then show in their individual Calendar's.

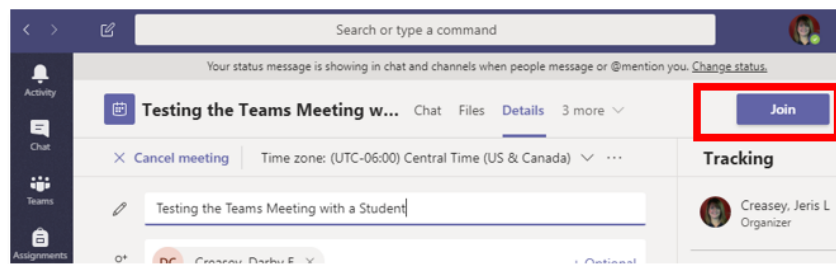


Join the Meeting

As the meeting leader, once you have Joined the meeting, you may need to admit others, primarily Students. They will be waiting in the **Virtual Lobby** until granted access. You can **Admit** as they join or **View Lobby** and admit individually selecting the check mark to the right of the attendee's name.

Teams

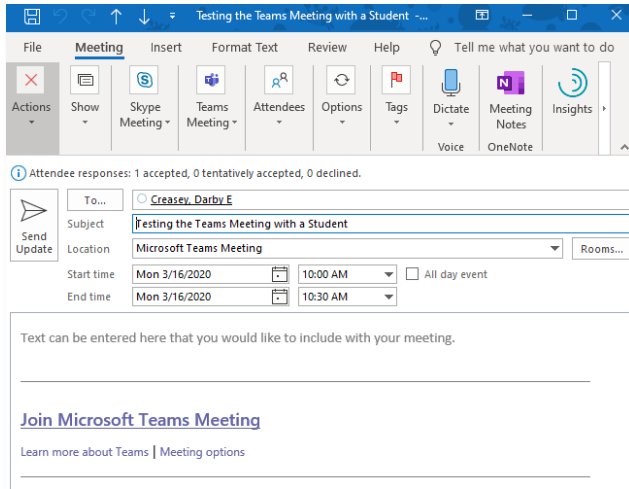
1. Open the Teams Desktop Application or the Teams Office 365 Application. Select the **Calendar** icon on the left.
2. Select the scheduled meeting and click on **Join**.



Outlook Desktop and Outlook Web

1. Open **Outlook** and access the **Calendar**.
2. Select the appointment and click on **Join Microsoft Teams Meeting**.
 - a. Teams will open.

Outlook Desktop



Outlook Web

