Schedule a Recurring Teams Meeting with your Class via Outlook

You can schedule a Video Conference or Audio Call only with multiple individuals, both internally and externally of LLCC by using the **Teams Meeting** function in Outlook desktop, Outlook web-based email and the Teams application in Office 365 and Desktop.

Outlook Desktop

- 1. Click on Calendar
- 2. Click on New Teams Meeting



- 3. Add the **CourseID@llcc.edu** (Ex. PHI-204-01 enter as <u>PHI-204-01@llcc.edu</u>) in the To... field.
 - a You can add more than one Course to the same meeting.
 - b Ex. PHI-204-01 and PHI-204-02 could both be added to the same scheduled meeting.
 - c Only the assigned instructor will have permissions to create a Teams Meeting and invite all students using the Course ID.
- 4. Select **Recurrence** and **set dates/times** and an **ending date** for the meetings.

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Send Subject J. Send Location Microsoft Teams Meet Start time Wed 3/18/2020 End time Wed 3/18/2020	ng] All day event	Duration: 30 minutes Recurrence pattern Obaily Recur every 1 Weekly Sunday Monday Tuesday Wonthly Thursday Vearly Saturday
Join Microsoft Teams Meeting Learn more about Teams Meeting options			Range of recurrence Start: Tue 12/24/2019

5. Click on Send

a Recipients will receive an email invitation to which they should RSVP.

Outlook Web (Office 365 Application)

- 1. Click on Calendar
- 2. Select New Event (Upper Left corner)
 - o Add all pertinent information, include Invite attendees
 - Ex. PHI-204-01 enter as <u>PHI-204-01@llcc.edu</u>
 - You can add more than one Course to the same meeting.
 - Ex. PHI-204-01 and PHI-204-02 could both be added to the same scheduled meeting.
 - Only the assigned instructor will have permissions to create a Teams Meeting and invite all students using the Course ID.
- 3. Select the **Teams meeting** toggle to activate.
 - **Repeat** will be set to Never. Select the drop-down arrow and choose the appropriate parameters or choose Custom for additional settings, Save.
 - Set a reminder, this will default to 10 minutes and Add a description or attach documents as necessary.
- 4. **Send** to save the meeting.

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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.

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			
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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.

