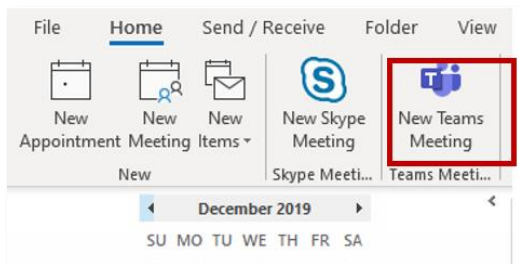


Schedule a Recurring Teams Meeting with your Class via Outlook

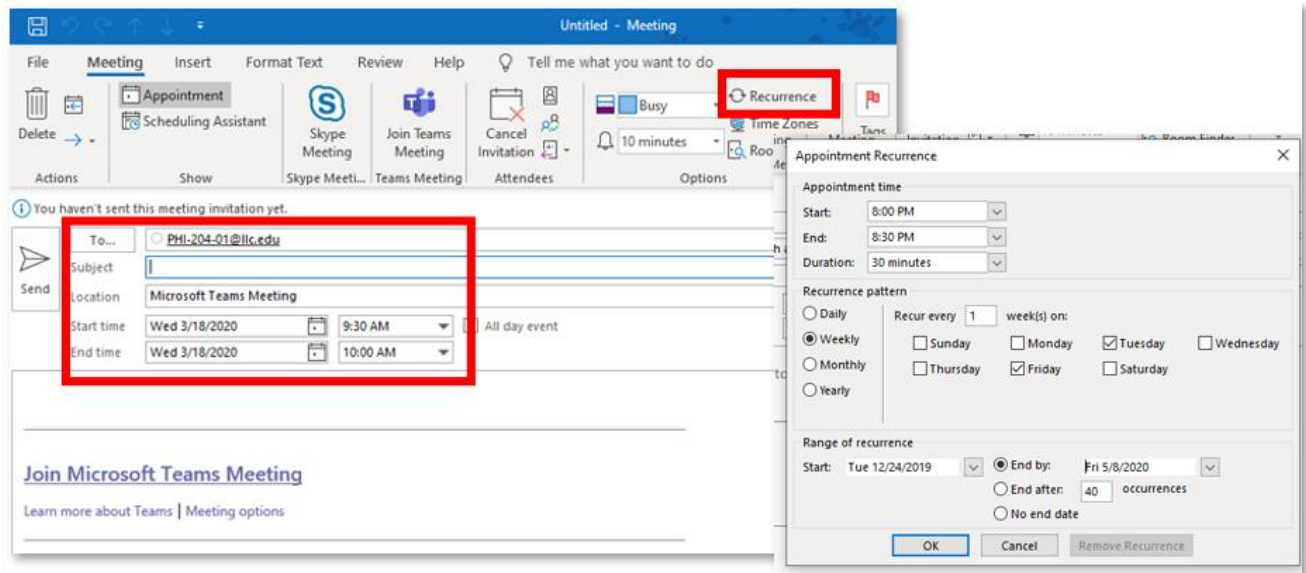
You can schedule a Video Conference or Audio Call only with multiple individuals, both internally and externally of LLCC by using the **Teams Meeting** function in Outlook desktop, Outlook web-based email and the Teams application in Office 365 and Desktop.

Outlook Desktop

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



3. Add the **CourseID@llcc.edu** (Ex. PHI-204-01 enter as PHI-204-01@llcc.edu) 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.



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)
 - Add all pertinent information, include **Invite attendees**
 - Ex. PHI-204-01 enter as PHI-204-01@lcc.edu
 - 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.

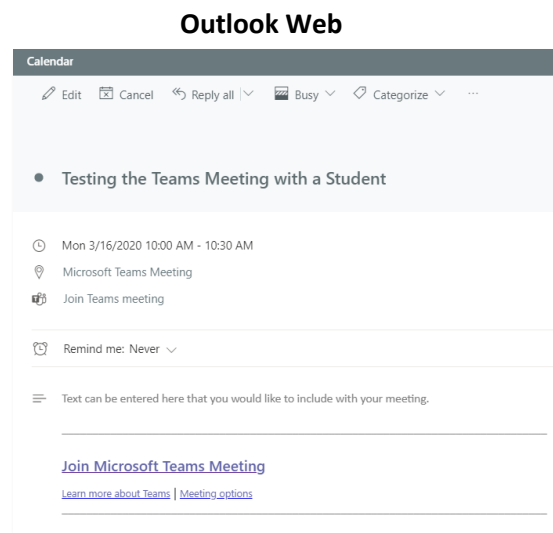
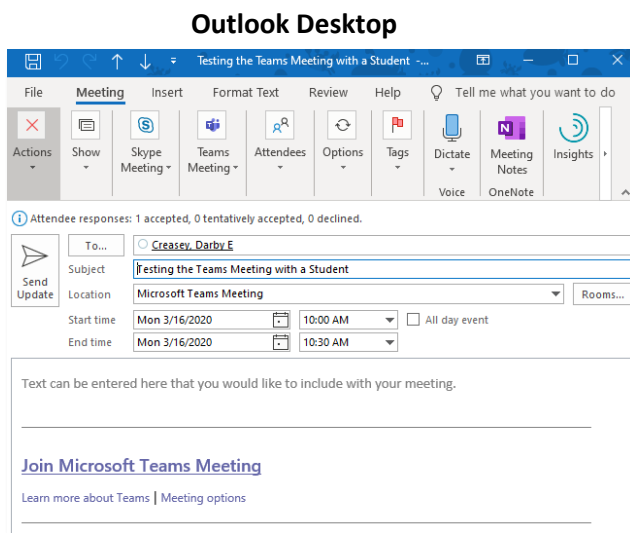
The screenshot displays the Outlook Web interface for creating a new event. The 'Send' button is highlighted with a red box. The event title is 'Teams meeting with a Class'. The attendee list shows 'PHI-204-01' with a red box around the plus icon and the course ID. The date is set to 3/18/2020, and the time is 11:00 AM to 11:50 AM. The 'Repeat' section is highlighted with a red box, showing 'Repeat: every Monday, Wednesday, and Friday until May 8, 2020'. The 'Teams meeting' toggle is also highlighted with a red box and is currently turned on. A 'Repeat' dialog box is open, showing the start date as 3/18/2020, the frequency as 'Repeat every 1 week', and the days of the week as M, W, and F. The dialog box includes 'Save' and 'Discard' buttons.

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.



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**.

