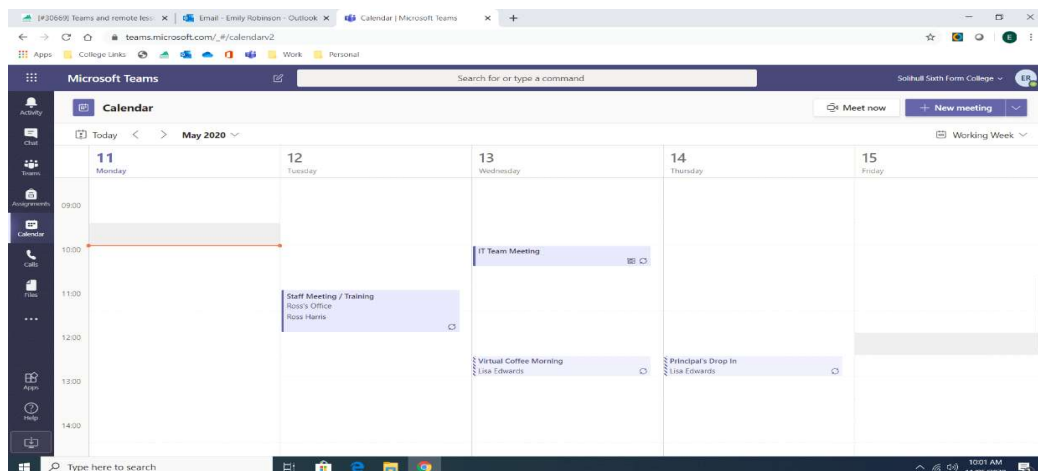


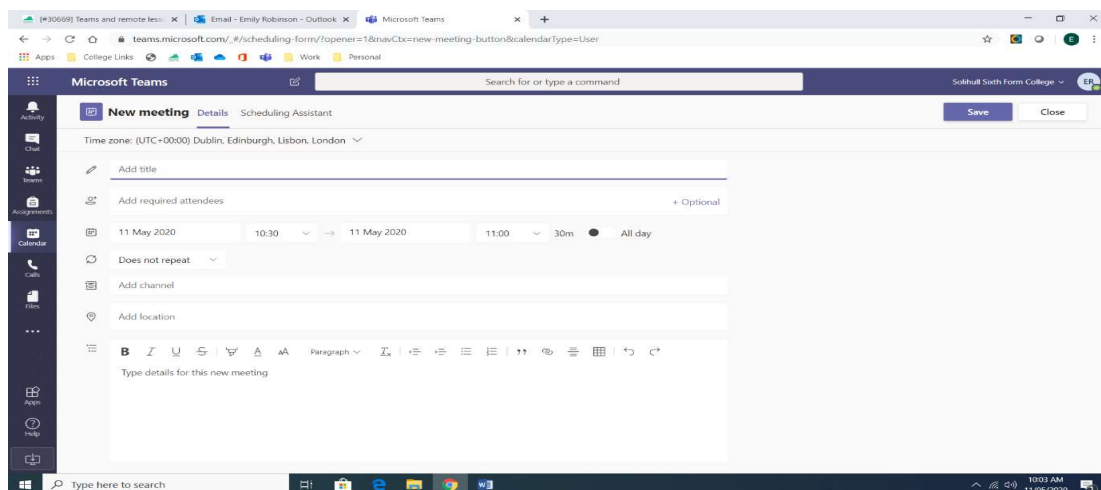
How to set up a Teams meeting

Open up the calendar tab in teams.



In the top right hand side there is a “meet now” or “+ new meeting” option.

Select “+ New Meeting” and this will allow you to set the details for your new meeting.



To add a whole team (so a class or department that is already set up on teams), in the ‘add channel’ field add the team name.

If you want individual members to your team meeting, add them as attendees by typing in their names or S numbers for students into the attendee’s field.

You can add ‘optional’ members to the attendee’s field to let people know their attendance is not compulsory.

Fill in all the fields and then hit ‘save’. This will then sync with outlook and send either your whole team that you added or the attendee’s a calendar invite.

When the time comes for the meeting, if you open up your calendar and click on the meeting, you can ‘Join Microsoft teams meeting’.