

# Creating Teams Meetings for Students

Do you use Teams in your class?

**YES?**

## Create a Meet Now Video Call in a Channel

### How to Create a Meet Now Meeting

*(Click Here for Instructions)*

- All students will enter the call as an attendee\*  
*\*The meeting organizer defaults as the only presenter unless changed in meeting settings*
- During a call teachers can change a student from an attendee to a presenter\*  
*\*Settings can be changed via the participant pane for each student*
- When choosing the "End Meeting" option, all students are removed from the call and cannot re-enter

**NO?**

## Create a Teams Meeting Link via Outlook

### How to Create a Teams Meeting Link

*(Click Here for Instructions)*

- Teachers should share meeting links via a private and secure digital workflow  
*(Email, Seesaw, Remind, ClassDojo, etc.)*
- By default, the meeting organizer is the only presenter and students will enter the call as an attendee unless changed in the meeting options either before or during a call
- When choosing the "End Meeting" option, students can click to rejoin the call
  - *If meeting options are set for "Only those in the Organization" to bypass lobby, students signed into their O365 account can rejoin and bypass the lobby*
  - *If students entered the call as a guest (not signed into O365), they can rejoin and will be placed in the lobby*
- Teachers should cancel the meeting and delete all links at the conclusion of the call

Learn more:

[bit.ly/TeamswithStudents](http://bit.ly/TeamswithStudents)



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