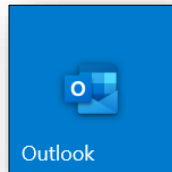


Create a Teams Meeting for Students and Guests

These directions explain how to create a Teams Meeting for students and guests.

Create a Teams Meeting via Outlook

1. Open the **Outlook** app.

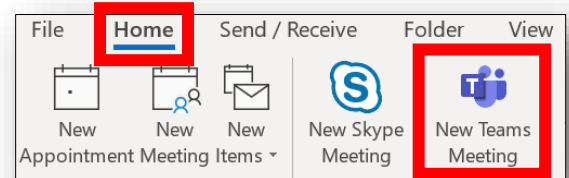


2. Select the **calendar icon**.



3. Locate the **date and time** on the calendar that you want to plan a Teams Meeting and double-click to select it.

4. On the **Home Tab**, click on **New Teams Meeting**.



5. Complete the applicable fields in the pop-up window.

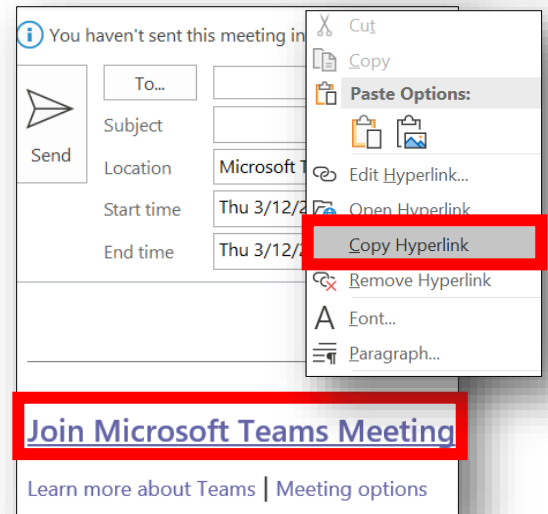
Note: If you are only inviting students or other guests, put your own email address in the Required field to ensure the meeting appears in your Outlook calendar when sent.

A screenshot of the Outlook meeting creation pop-up window. The 'Title' field is highlighted with a red box. Below it, the 'Start time' and 'End time' fields are also highlighted with a red box. The 'Start time' is set to 'Sat 3/14/2020 9:00 AM' and the 'End time' is set to 'Sat 3/14/2020 9:30 AM'. Other visible fields include 'Optional', 'Location' (Microsoft Teams Meeting), and 'Room Finder'. At the bottom, there is a 'Join Microsoft Teams Meeting' link and 'Meeting options'.

6. Adjust date and start/end time as needed.

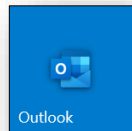
7. Navigate to the body of the message and locate the **Join Microsoft Teams Meeting** link. Right click and select **Copy Hyperlink**. This link can be pasted in another location for students or guests to join the meeting.

8. Click **Send** to add the meeting to your Outlook calendar.

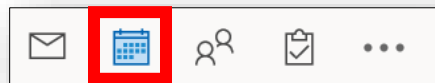


CCSD Staff: How to Join a Teams Meeting

1. Open the **Outlook** app.

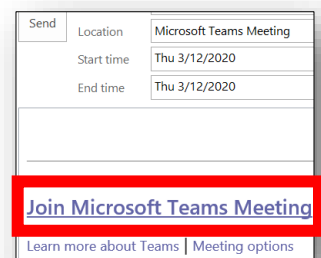


2. Select the **calendar icon**.



3. Locate the **Teams Meeting appointment** on your Outlook calendar and double-click on the item.

4. Click the **Join Microsoft Teams Meeting** link to enter the Teams Meeting.



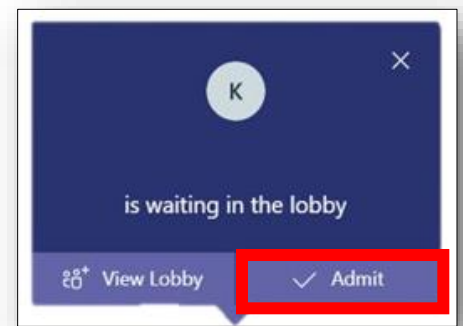
5. Turn on your computer's microphone and camera by clicking on the icons at the bottom of the screen so that guests and students can hear and see you during the meeting. You can also share your desktop by clicking on the share screen icon.



Admit Students or Guests to a Teams Meeting

1. As students or other guests join the virtual Teams Meeting, you will see a pop-up window. Click **Admit** allowing participants to join the meeting as they appear in the lobby.

Note: Students and other guests will be prompted to enter their own name in a browser when they click on the meeting link after choosing Join on the Web. The host will see that entered name waiting to be admitted in the lobby.



Best Practices for Using Teams Meetings

1. Teachers should share Teams Meeting links via a private and secure digital workflow.
2. Cancel the Teams Meeting link and remove or delete the link after the call.
3. If students or guests join the Teams Meeting on a device, especially an Apple product, they may be prompted to download the free app.
4. The default to be a presenter in a call is set only for the meeting organizer. Other participants in the call are attendees. Additional presenters can be added before or during the call in settings.
5. When ending the call, choose the "End Meeting" option to fully end and close the call.
6. For more information on Teams Meeting Workflow, [CLICK HERE](#).
7. For more information on participant settings, [CLICK HERE](#).