Scheduling a Meeting in Microsoft Teams

This reference sheet accompanies the Teacher Tutorial Video: “Vid2-Scheduling a Meeting in Teams.”

**Step 1:** Open Teams either from the Office 365 home page in your browser or open the Teams desktop app which you will need to have installed on your computer.

(Directions for doing this are included in the Teacher Tutorial: Vid 1-Recording a Lesson in Teams.)

**Step 2:** Click on the team/class where you wish to schedule a meeting.

**Step 3:** Click the **“Meet Now”** button in a new post.

**Step 4:** Click **Schedule a meeting**.

**Step 5:** Enter a title, date, time, etc. for the meeting.

**Step 6:** Click **send** to send the meeting to your students.

**Step 7:** The **meeting will post** in the Team for students to see and they can **click join** on the scheduled day/time.

*Watch the video for more tips on recording and managing the meeting.*