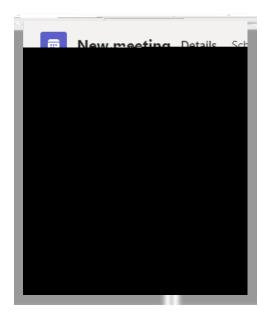
Creating an Open Session Teams Meeting Link

Follow the stepso create a Teamsneeting linkthat is available throughout the semester aroan be usedfor multiple courses/sections

1.

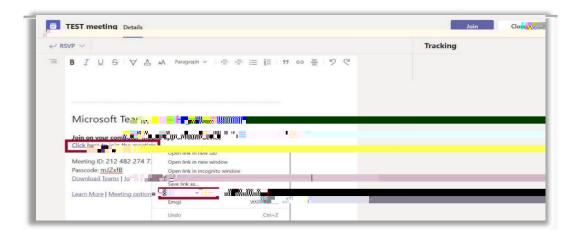
8/16/23

5. To avoid havingour calendar showing you as always busy during the semester, change the Show assettings from Busto Free.



Copy Teams Meeting Link to Share

1. To create a meeting link to share, open the meeting and right click on the Click here to join the meeting link, then selecCopy link addres from the menu. The link can be pasted into an email or shared with attendees who were not invited using the Adplined attendees field.



8/16/23

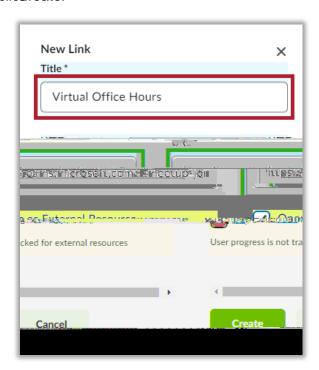
Sharing a Teams Meeting Link in Your Course Shell

Follow the steps to add a link to the recording in your course.

- 1. Open your course.
- 2. SelectContenton the Navbar, then select the module where you want to add the link to the recording from the list in the table of contents.
- 3. In the module, click Upload / Creatthen selectCreate a Linkrom the dropdown menu.



4. Type in a unique title for yourneeting in the Title field and paste the link to three eting in the URL field, then clio@reate.



8/16/23

For more information or assistance, call 22295-6490 or email

8/16/23 4