

TEACHING WITH TEAMS: ESSENTIALS

CREATING A TEAMS MEETING SESSION

Creating Teams sessions can be done from Teams, Outlook, and Canvas, but the method you use depends on your purpose and where you want it to be seen by your students or colleagues. The three following options will be covered in detail in this guide.

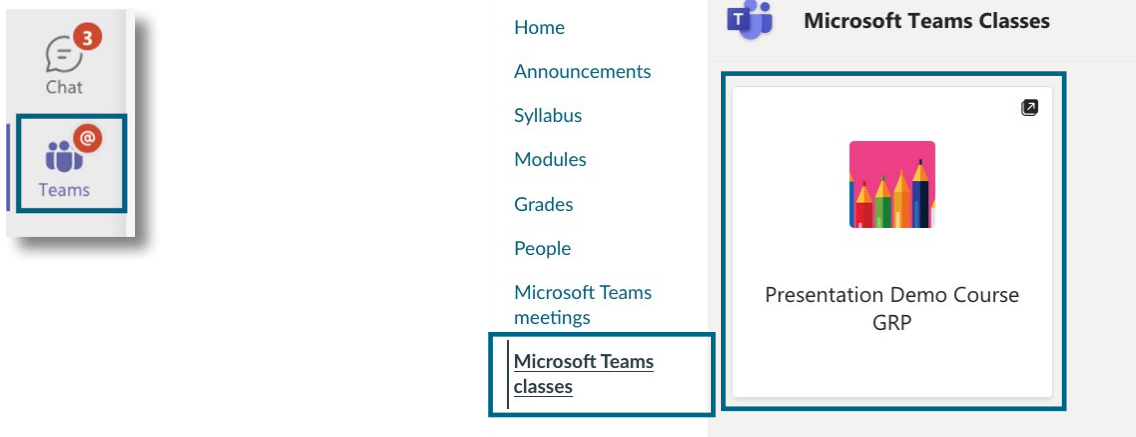
- Create a meeting through a Class Team: Use this method to hold scheduled synchronous class sessions.
- [Create a meeting through Calendar Event Invitation](#) (Outlook or Teams): Use this method for scheduling one-on-one or small group meetings with colleagues.
- [Create a meeting from inside of Canvas](#): Use this method to create meetings OUTSIDE of a Class Team. ***These meetings are NOT CONNECTED to your Class Team.***

Creating a Meeting from Inside a Class Team

If you have created an integrated **Microsoft Class Team** for your Canvas course, this is the recommended method for setting up meetings.

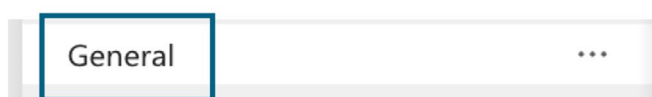
01

To access the **Class Team**, click on **Teams** from the top left side of the **Teams App**. Select the Team that is named the same as your class. It's also possible to access the Class Team from the navigation panel in Canvas.



02

Once in the Class Team, make sure the General Channel is selected.



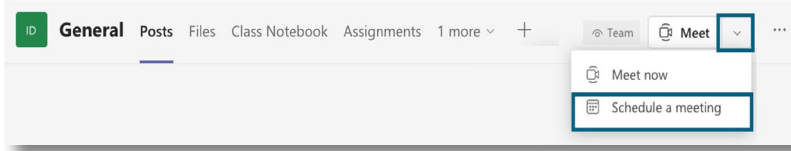
Was this resource helpful? [Tell us how we did.](#)

Developed by Digital Learning, USF Innovative Education • Visit us on [LinkedIn](#)

Additional faculty resources at [USF Digital Learning](#) • Email facultysupport@usf.edu for questions & training

03

At the top of your screen is a menu ribbon, choose the **drop-down arrow** next to the **camera icon**, and then choose **Schedule a meeting**.

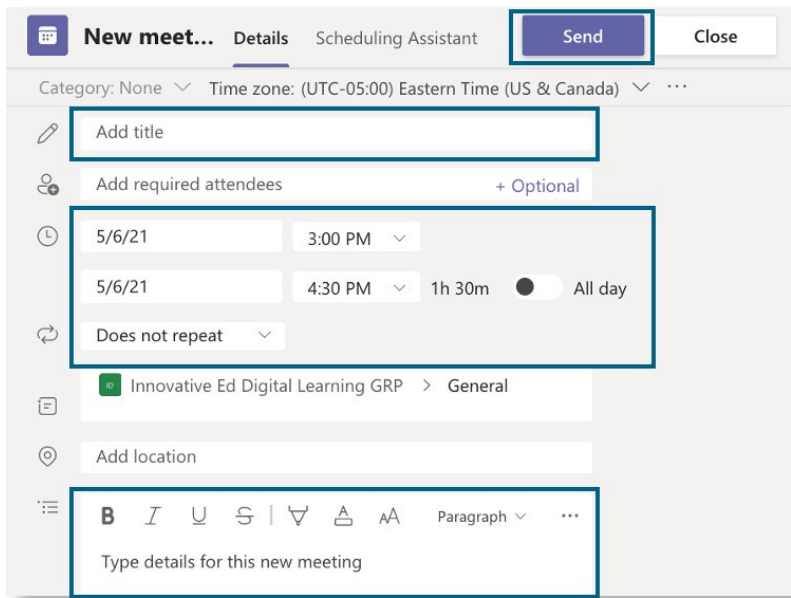


04

Give the meeting a title, set the dates, provide a description, and select **Send**. You can either make a one-time meeting or set the meeting to repeat throughout the semester. To make a meeting that repeats throughout semester, choose the **Does not repeat** dropdown and select **Custom**.

Don't MISS

*By default, repeat meetings do not have an end date. Selecting **Custom** allows you to put in an end date. Otherwise, unless adjusted, meeting times will populate in your calendar in perpetuity.*



Quick TIP

*Using this method of meeting creation, you will not need to **Add required attendees** as everyone in the group will have access. If you'd like to add a guest to the session, you must add them to the **Class Team** itself.*

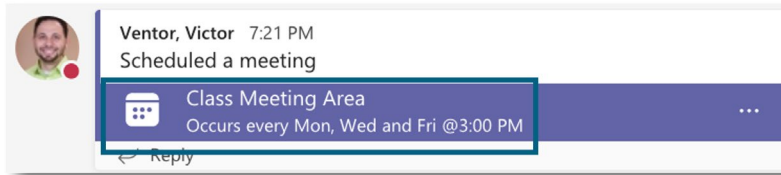
Was this resource helpful? [Tell us how we did.](#)

Developed by Digital Learning, USF Innovative Education • Visit us on [LinkedIn](#)

Additional faculty resources at [USF Digital Learning](#) • Email facultysupport@usf.edu for questions & training

05

The meeting is now scheduled. You and your students will have access to the meeting through either the **General Channel** for the **Class Team** or in the calendar (**Outlook** and **Teams**). Join the session by clicking on the meeting title.



[↑ BACK TO TOP](#)

Creating a Meeting Through the Calendar (Outlook and Teams)

This method of meeting creation is typically used to schedule a meeting with fellow colleagues. The meeting will go to all invited attendees' Outlook and Teams calendars. Whether the meeting is created in Outlook or the Teams calendar both areas will be populated. This tutorial will explain both processes.

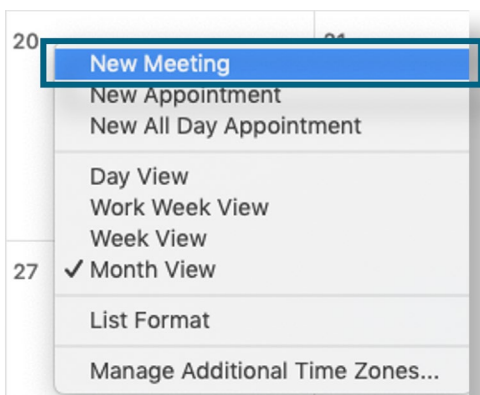


Due to changes in Teams permissions, it is not recommended to use this method for making class sessions. However, it still remains the recommended option for small groups and meetings with colleagues.

Create a Meeting in Outlook

01

Open your Outlook calendar and right-click on the date of your Teams meeting. Choose **New Meeting** in the dropdown that appears.



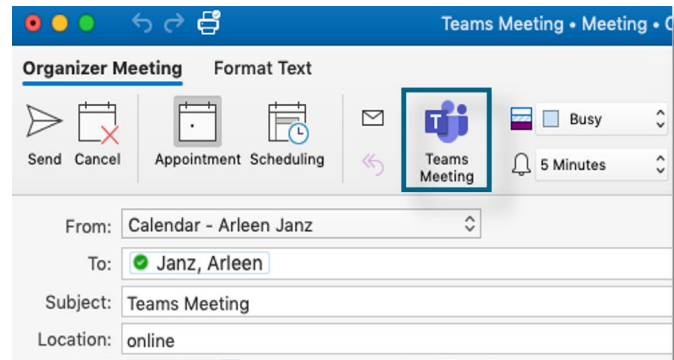
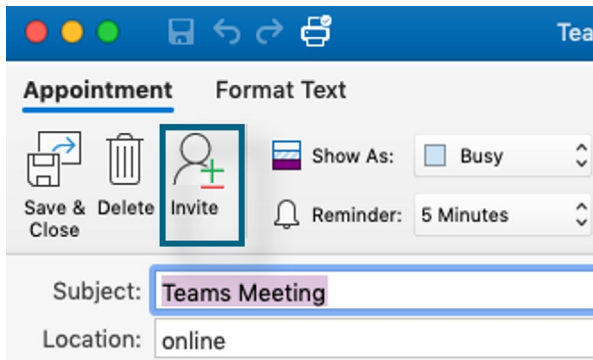
Was this resource helpful? [Tell us how we did.](#)

Developed by Digital Learning, USF Innovative Education • Visit us on [LinkedIn](#)

Additional faculty resources at [USF Digital Learning](#) • Email facultysupport@usf.edu for questions & training

02

A meeting dialog box will open. Fill in the information. Select the **+Invite** icon to add your attendees. Then select the **Teams Meeting** icon.



The **Teams Meeting** button is only available after someone is invited. If you would like the option to create a meeting and add attendees later, you can put in your own email address and invite just yourself to the meeting.

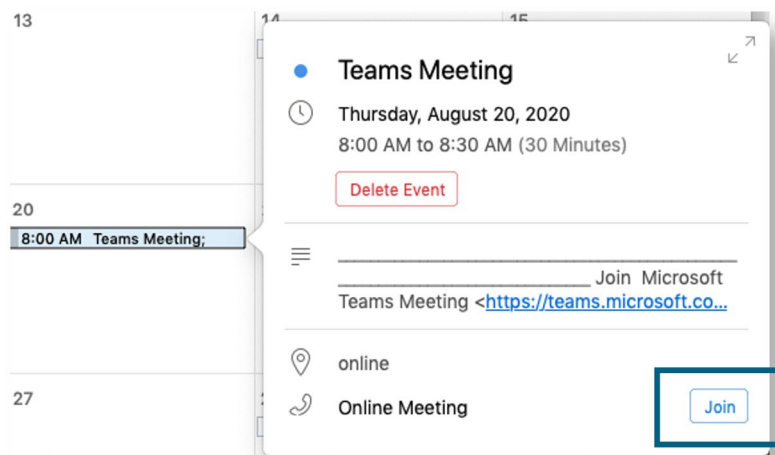
03

After the Teams Meeting icon is selected, you see a line appear that states, “Teams meeting details will be added after you send the invitation”. The meeting will be created and embedded in the calendar invitation.



04

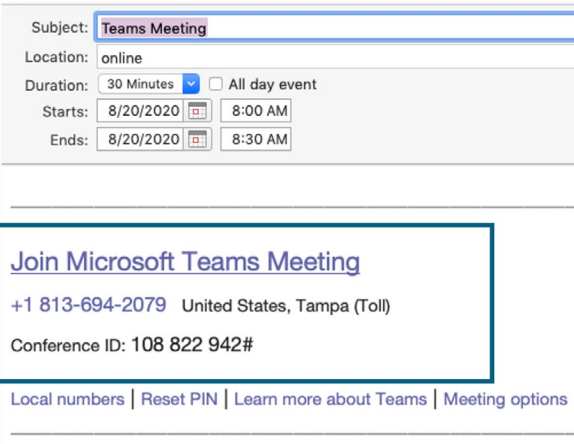
Send the invitation. You and those invited will receive the meeting invitation in both the Outlook and the Teams Calendar. Clicking on the calendar invitation will provide an option to Join the meeting.



Was this resource helpful? [Tell us how we did.](#)

Developed by Digital Learning, USF Innovative Education • Visit us on [LinkedIn](#)

Additional faculty resources at [USF Digital Learning](#) • Email facultysupport@usf.edu for questions & training



NOTE

Access to the meeting is not restricted to only those who were invited. Anyone with the meeting link can join. Double-clicking on the invitation will display the meeting link that can be copied and pasted to others. If including the call-in number, make sure to include the Conference ID. Attendees outside of USF will be considered guests and sent to a lobby before entering.

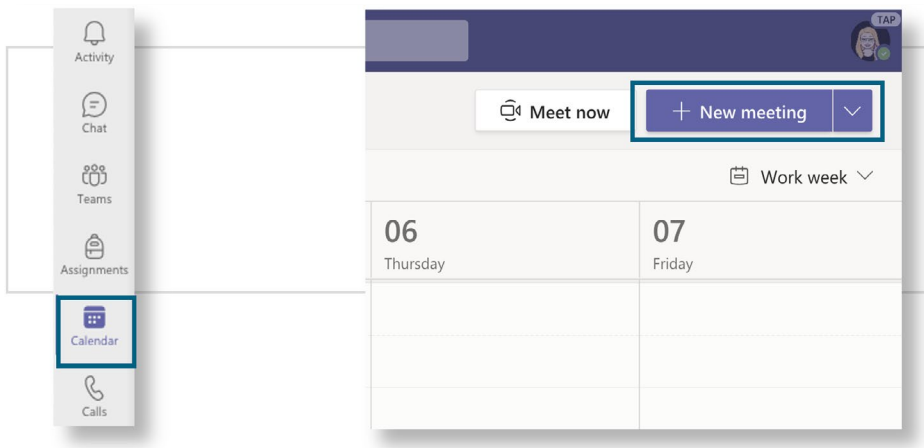
[↑ BACK TO TOP](#)

Create a Meeting in the Teams App

This method allows you to create a Teams meeting within Teams, which will populate to both your Teams and Outlook calendars.

01

Open your Teams app and select the **Calendar**. When the calendar opens, select **+ New meeting**. Or you can double-click on a date.



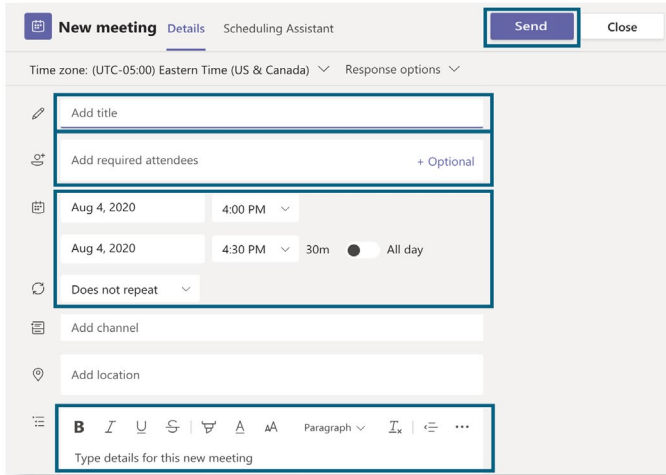
02

Fill in the details on the screen that opens. Add a title, at least one **Required Attendee**, dates, and meeting details and select **Send**.

Was this resource helpful? [Tell us how we did.](#)

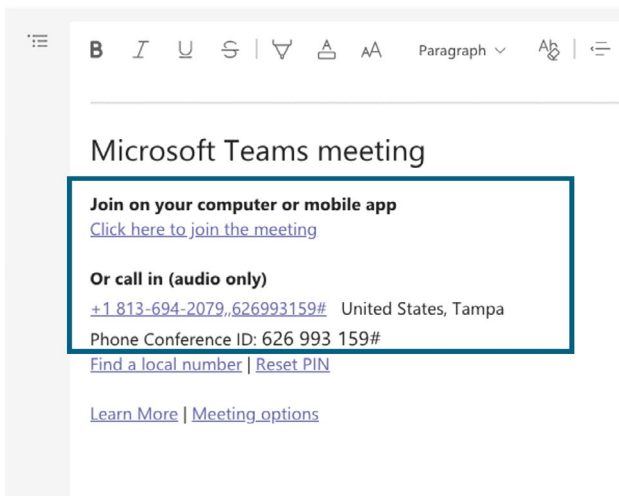
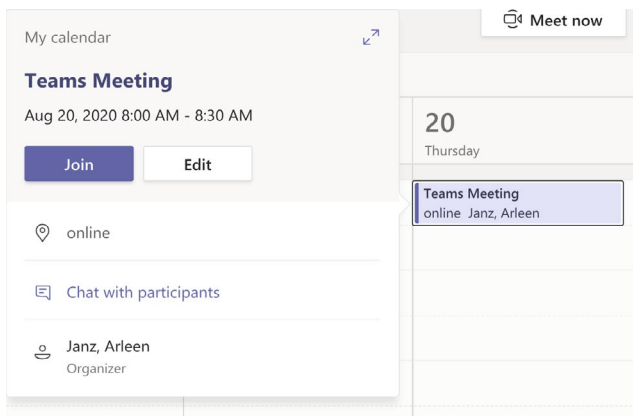
Developed by Digital Learning, USF Innovative Education • Visit us on [LinkedIn](#)

Additional faculty resources at [USF Digital Learning](#) • Email facultysupport@usf.edu for questions & training



03

The meeting will populate in your Teams and Outlook Calendars. People you set as attendees will receive the meeting invitation as well. Clicking on the calendar invitation will provide an option to Join the meeting.



NOTE
 Access to the meeting is not restricted to only those who were invited. Anyone with the meeting link can join. Double-clicking on the invitation will display the meeting link that can be copied and pasted to others. If including the call-in number, make sure to include the Conference ID. Attendees outside of USF will be considered guests and sent to a lobby before entering.

[↑ BACK TO TOP](#)

Was this resource helpful? [Tell us how we did.](#)

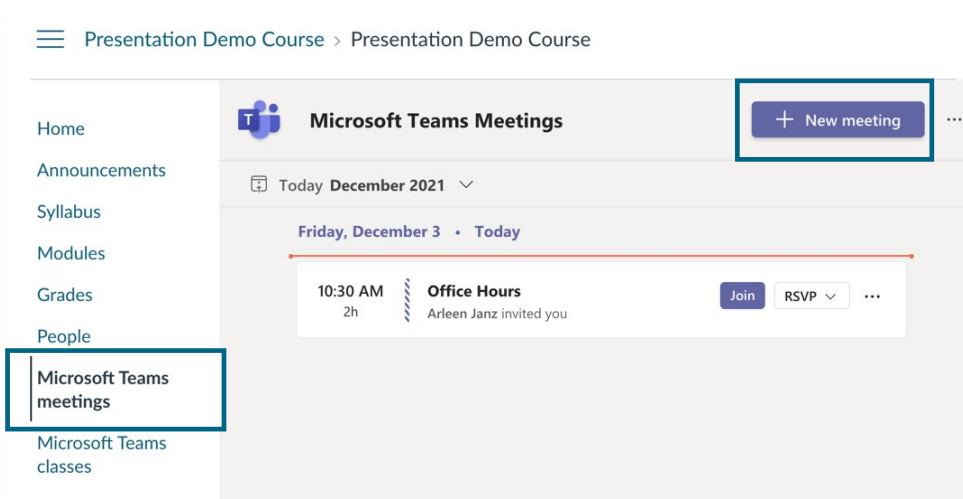
Developed by Digital Learning, USF Innovative Education • Visit us on [LinkedIn](#)

Additional faculty resources at [USF Digital Learning](#) • Email facultysupport@usf.edu for questions & training

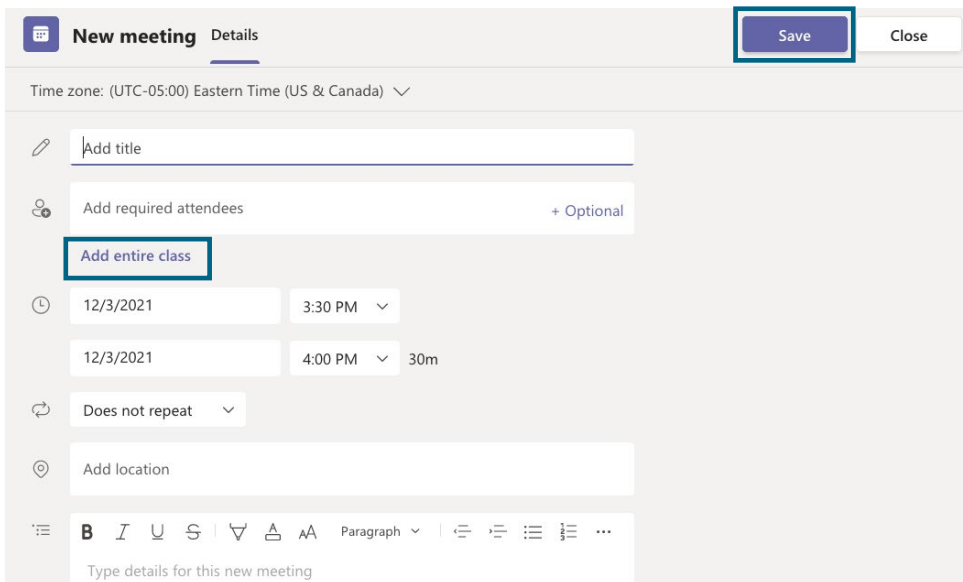
Create a Meeting in Canvas

This method allows you to create a Teams meeting within Canvas. You can invite your entire class, and it will populate to both your Teams and Outlook calendars. ***This is NOT CONNECTED to your Class Team.***

- 01** Select the **Microsoft Teams meetings** link in your Canvas navigation panel. Then select **+ New meeting**. If the link is not there, you must activate through the Navigation tab in your Canvas settings.



- 02** Fill out the invitation as usual. To include the entire class, select **Add entire class**. You must add at least one attendee. Then select **Save**. You can copy and paste the resulting link, should you choose to do so.



[↑ BACK TO TOP](#)

Was this resource helpful? [Tell us how we did.](#)

Developed by Digital Learning, USF Innovative Education • Visit us on [LinkedIn](#)

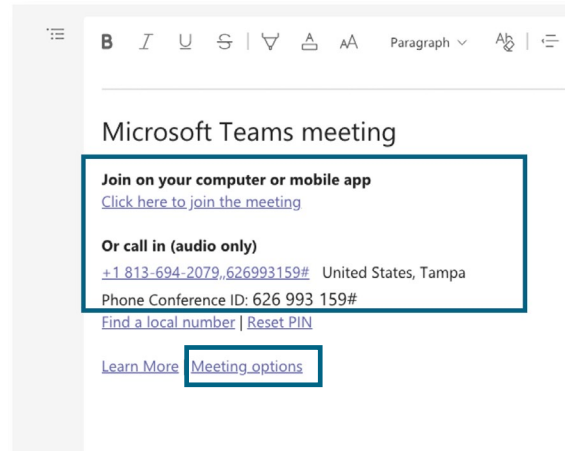
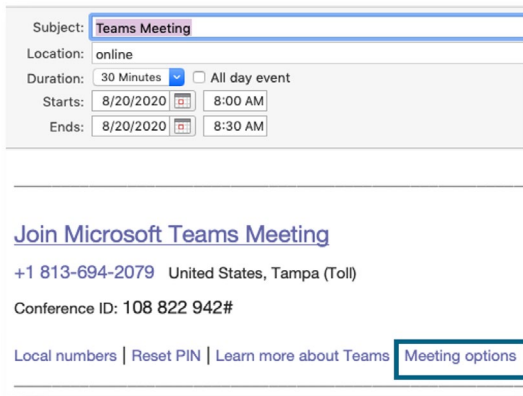
Additional faculty resources at [USF Digital Learning](#) • Email facultysupport@usf.edu for questions & training

Setting Meeting Options in Outlook or Teams

By default, anyone that joins a meeting made through Outlook or Teams will have the ability to present. If you would like to have more control, you can make changes to the **Meetings Options** area. These settings allow you to control who can present, who are just attendees, and how guests from outside USF can access the meeting.

01

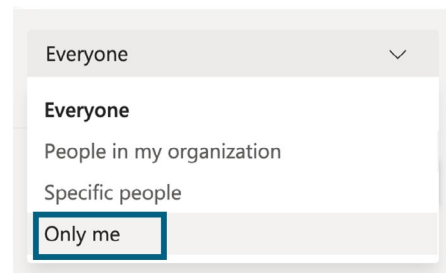
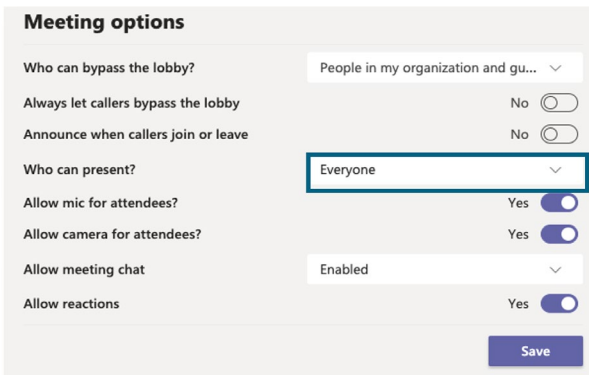
Meeting Options can be accessed from the text body of a meeting invitation. It can be found in both Outlook and Teams underneath the meeting link and Conference ID number.



Access to the Meeting Options area is available in a couple of different places throughout Outlook and the Teams App. The two places described above are just the most common places to find the link.

02

This opens the **Options dialog box**. We recommend keeping the lobby settings at default. This makes your meeting more secure. Guests will go into a lobby area and will be accepted into the meeting. By default, anyone in the meeting can present. You can change the **Who can present?** setting to **Only me**.



[↑ BACK TO TOP](#)

Was this resource helpful? [Tell us how we did.](#)

Developed by Digital Learning, USF Innovative Education • Visit us on [LinkedIn](#)

Additional faculty resources at [USF Digital Learning](#) • Email facultysupport@usf.edu for questions & training