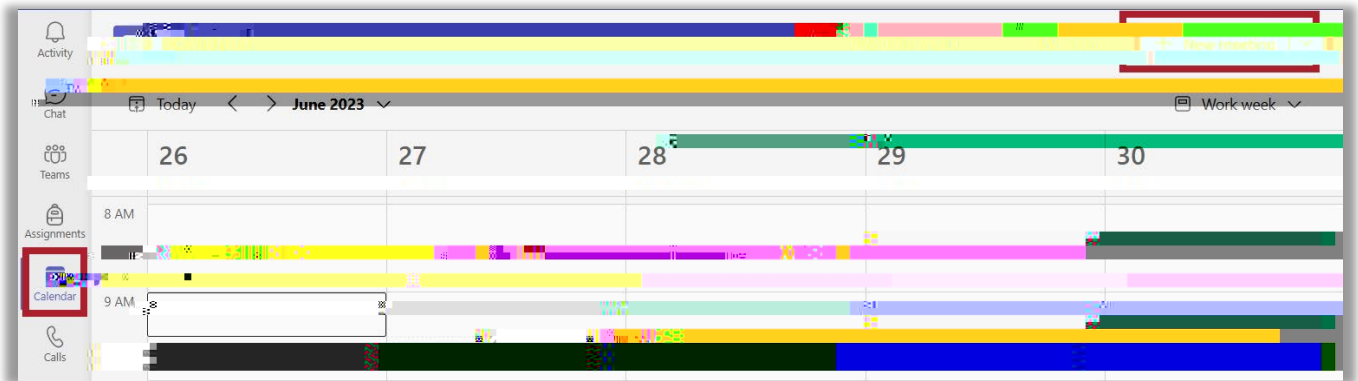


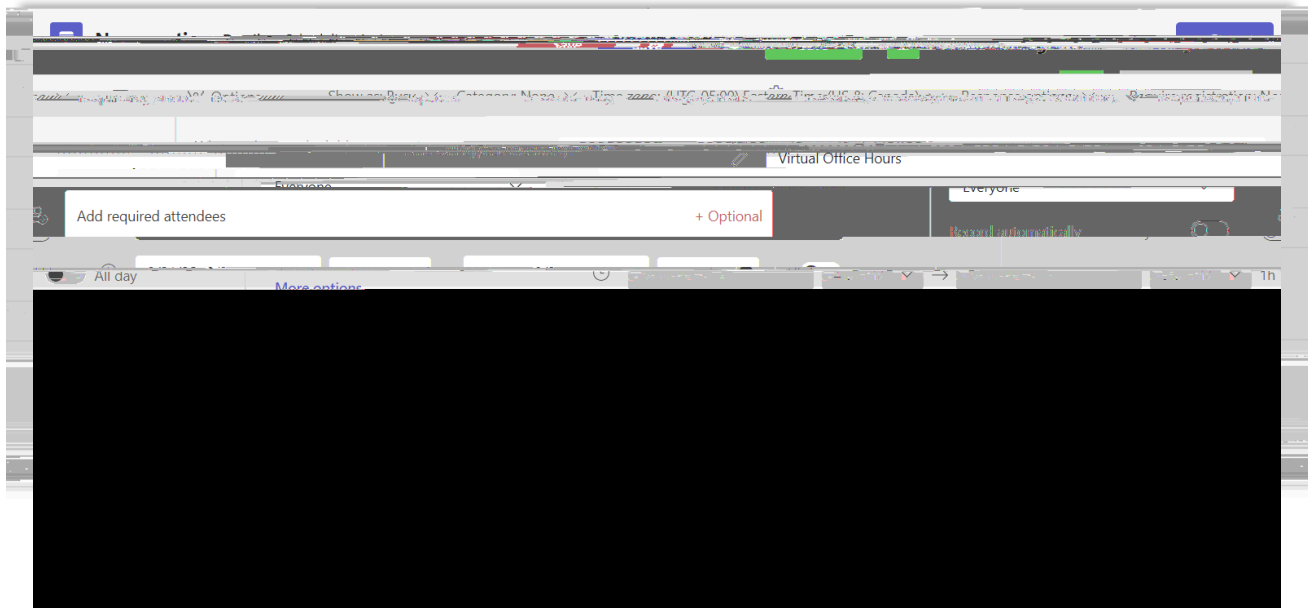
Creating an Recurring Teams Meeting Link for Office Hours

Follow the steps to create a Teams meeting link that is available throughout the semester and can be used for multiple courses/sections.

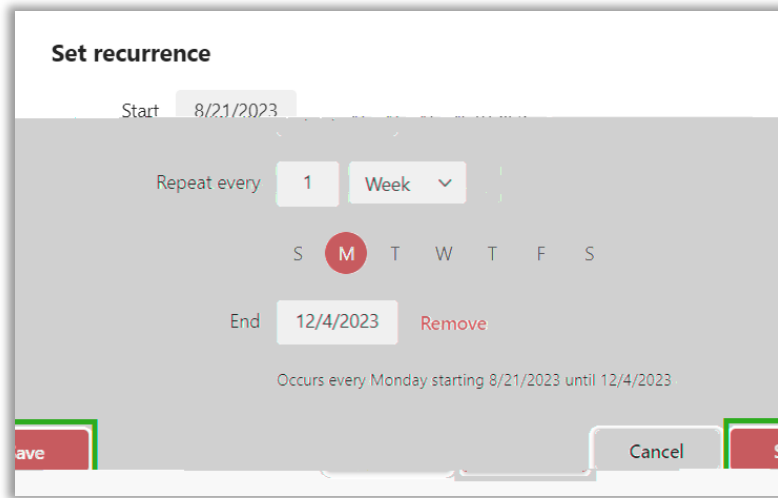
1. From the app, select on the left navigation bar.
2. Then, select in the top right corner.



3. A window will open. Under , enter the meeting name.
4. Enter the meeting and Dates.

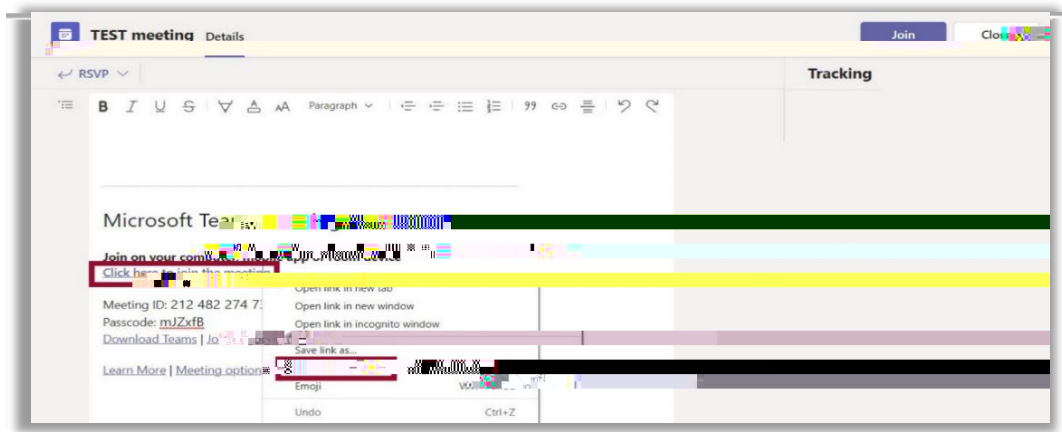


5. Set the recurrence schedule and end date, then click the Save button.



Copy Teams Meeting Link to Share

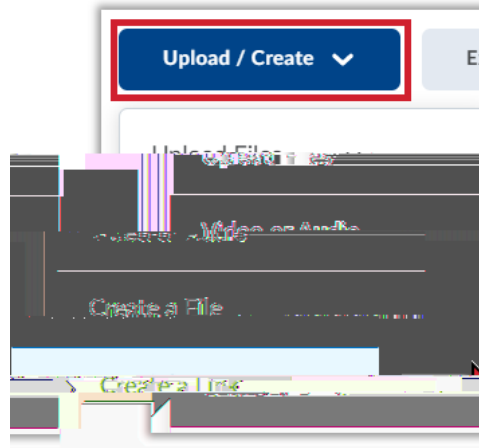
1. To create a meeting link to share, open the meeting and right click on the link, then select from the menu. The link can be pasted into an email or shared with attendees who were not invited using the field.



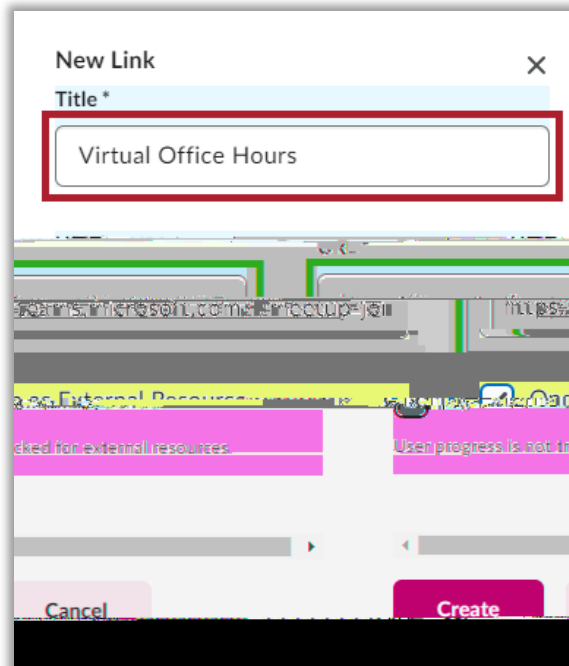
Sharing a Teams Meeting Link in Your Course Shell

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

1. Open your course.
2. Select [] on 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 [] , then select [] from the dropdown menu.



4. Type in a unique title for your meeting in the Title field and paste the link to the meeting in the URL field, then click



For more information or assistance, call 229-245-6490 or email