



# How To Create Teams Link and Add to Schoology

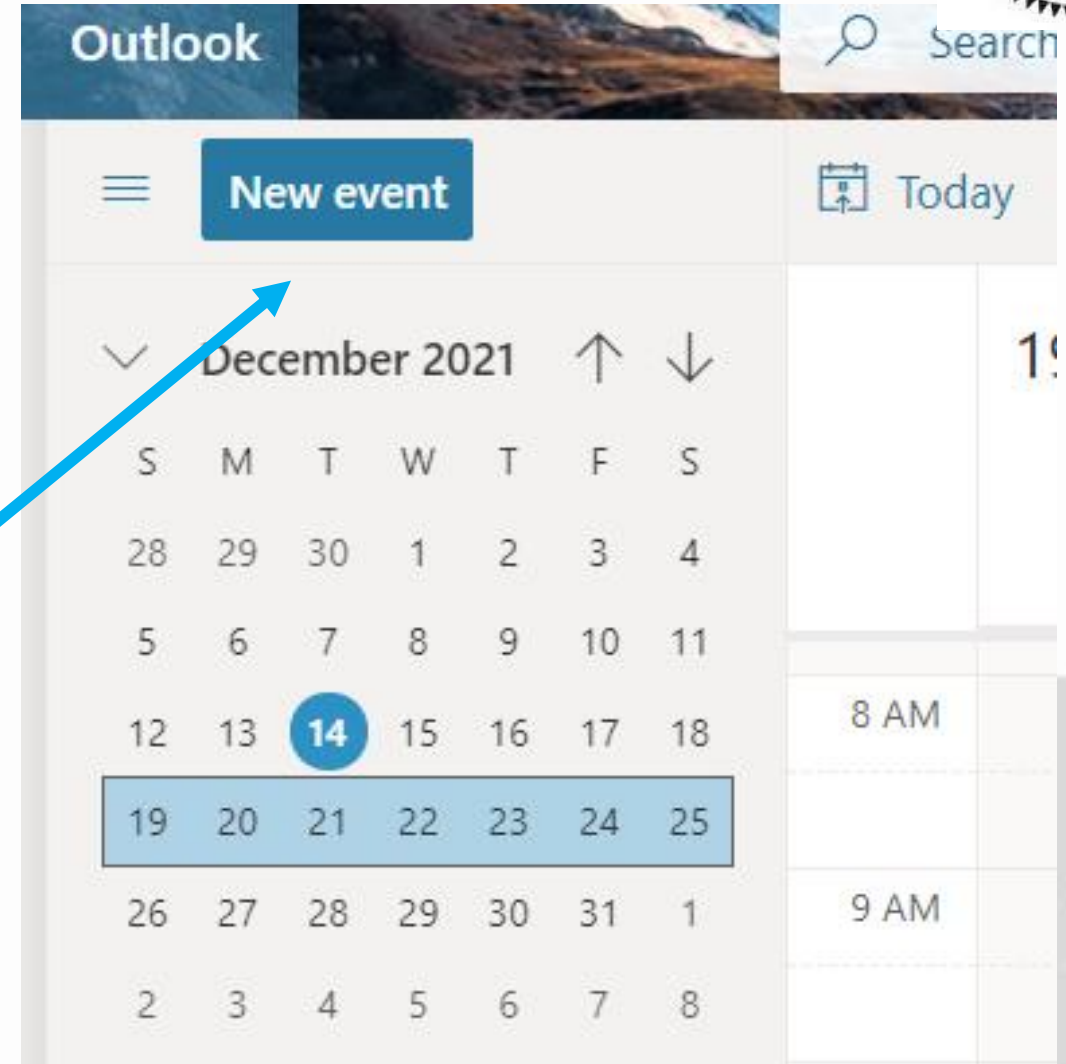
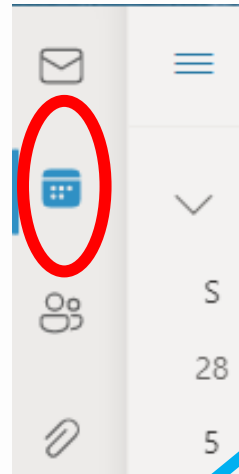


# Scheduling a Teams Meeting

1. Open Microsoft Outlook email in browser

2. Click on the calendar

3. Click **NEW EVENT** button



# Scheduling a Teams Meeting

4. Fill In all the meeting details.

➤ Title of the meeting

➤ Invite attendees (people who should be able to present) – co-teachers

➤ Check the date and time

➤ **MAKE SURE THAT THE SLIDER IS SHOWING TEAMS MEETING**

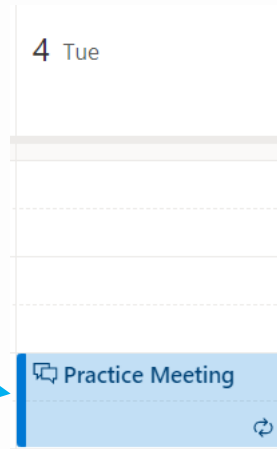
5. Click **SEND** at the top

The screenshot shows the Microsoft Teams meeting scheduling interface. At the top, there is a navigation bar with options like 'Scheduling Assistant', 'Response options', 'Busy', 'Categorize', and a 'Send' button circled in red. Below this, the meeting title 'Practice Meeting' is visible. The organizer is 'Wilcott, Matthew'. Under 'Suggested times', three time slots are shown for Tuesday, 1/4: 10:00 AM - 11:00 AM, 11:00 AM - 12:00 PM, and 12:00 PM - 1:00 PM, all marked as 'Available: Everyone'. The date is set to 1/4/2022, and the time is 10:00 AM. There are options for 'All day' and 'Repeat: Never'. A search bar for a room or location is present, and the 'Teams meeting' toggle is turned on. A reminder is set for 15 minutes before the meeting.

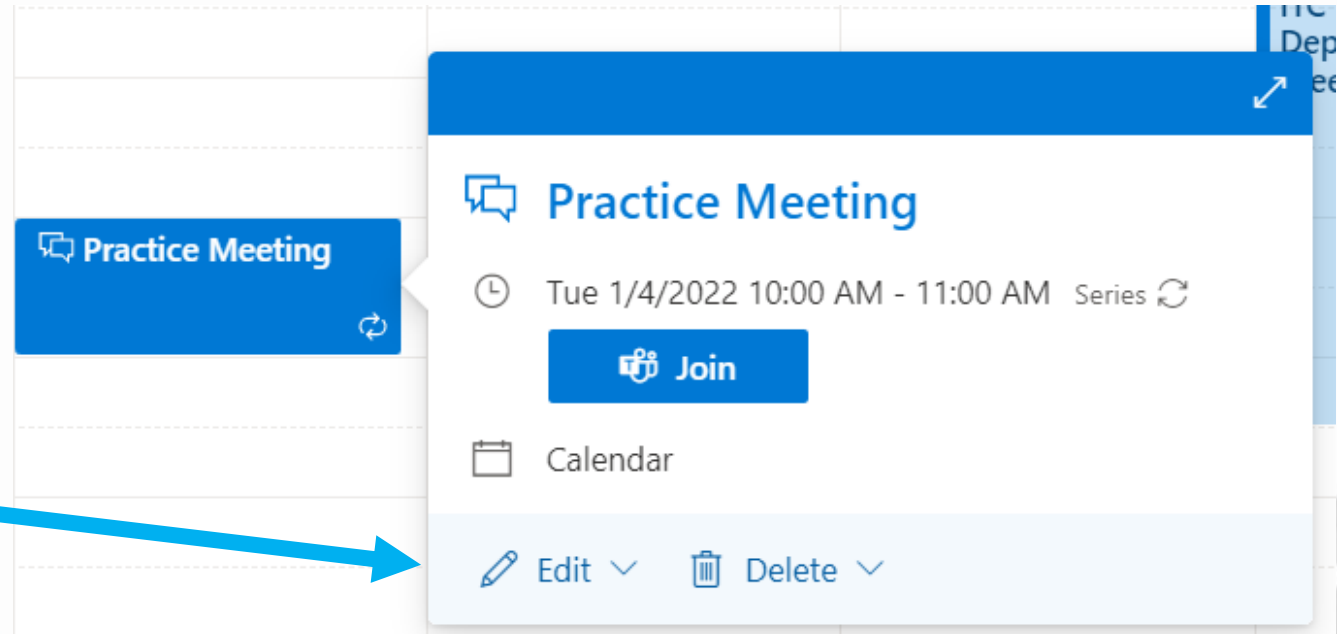


# Scheduling a Teams Meeting

6. Select newly created meeting from your calendar



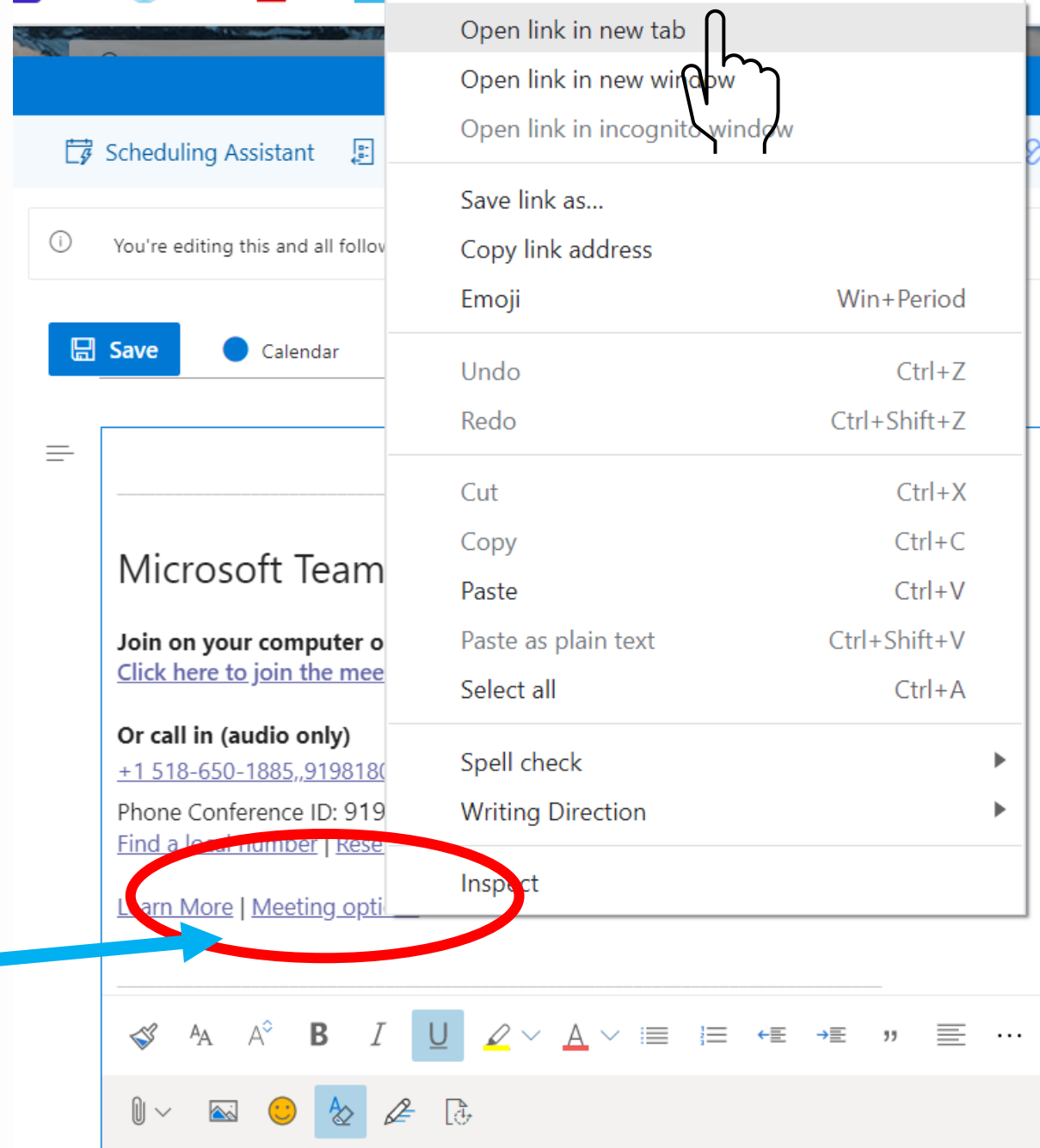
7. Select **EDIT**



# Scheduling a Teams Meeting

8. Scroll down and click on **MEETING OPTIONS**.

Click on **Open link in new tab**



The screenshot shows the 'Scheduling Assistant' interface in Microsoft Teams. A context menu is open over a link, with the 'Open link in new tab' option highlighted by a hand cursor. A blue arrow points from the text 'Click on Open link in new tab' to the 'Open link in new tab' option in the menu. A red circle highlights the 'Open link in new tab' option in the menu. The page content includes a 'Save' button, a 'Calendar' button, and a meeting link: 'Microsoft Teams Join on your computer or Click here to join the meeting'. Below this, there are options for audio-only calls with a phone number and conference ID, and a 'Learn More | Meeting options' link.



# Scheduling a Teams Meeting

9. Choose the settings for the following:

Who can bypass the lobby?

Options –

**Everyone – Never use!** –

anyone who clicks on your link can get it – even guests

**People in my organization and trusted organizations – never use** – ignore

**People in my organization** – anyone signed into their BPS Microsoft account can skip the lobby and be in your meeting including students who are logged into their Microsoft account. – **Do Not Use!**

## Practice Meeting

📅 January 4, 2022, 10:00 AM - 11:00 AM

👤 Wilcott, Matthew

### Meeting options

#### Who can bypass the lobby?

Always let callers bypass the lobby

Announce when callers join or leave

Who can present?

Allow mic for attendees?

Allow camera for attendees?

Only me

Everyone

People in my organization, trusted organizations, and guests

People in my organization and guests

People in my organization

People I invite (Turn off Allow Forwarding in the meeting invite)

Only me

**Only Me** – Only you as the meeting organizer or any of invitees (staff members) can start your meeting and bypass the lobby – **Please Use!**



# Scheduling a Teams Meeting

10. Choose the settings for the following (cont.):

Choose the settings for your meeting paying close attention to **“Who can present?”**

Options:

**Everyone** – anyone who enters your meeting can present. – **Never Use!**

**People in my organization** – anyone who is logged into the BPS account has the ability to present and facilitate your meeting – even the students – **Never Use!**

**Specific people** – Those users who you type in their name (the meeting invitees) can present – **great option if you have a co-teacher** that you have invited so they can help you admit students from the lobby and present.

**Only Me** – Only you as the meeting creator can admit students from the lobby and present – you can give this power to other during the meeting

## Practice Meeting

📅 January 4, 2022, 10:00 AM - 11:00 AM

👤 Wilcott, Matthew

### Meeting options

Who can bypass the lobby?

Only me

Always let callers bypass the lobby

No

Announce when callers join or leave

Yes

Who can present?

Only me

Everyone

People in my organization and guests

Specific people

Only me

Allow mic for attendees?

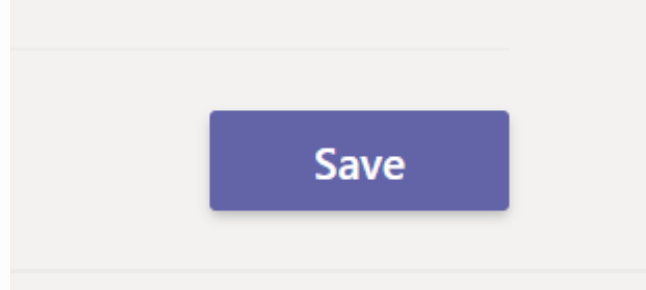
Allow camera for attendees?



# Scheduling a Teams Meeting



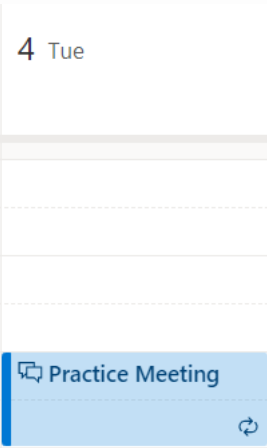
11. Please hit the **SAVE** button



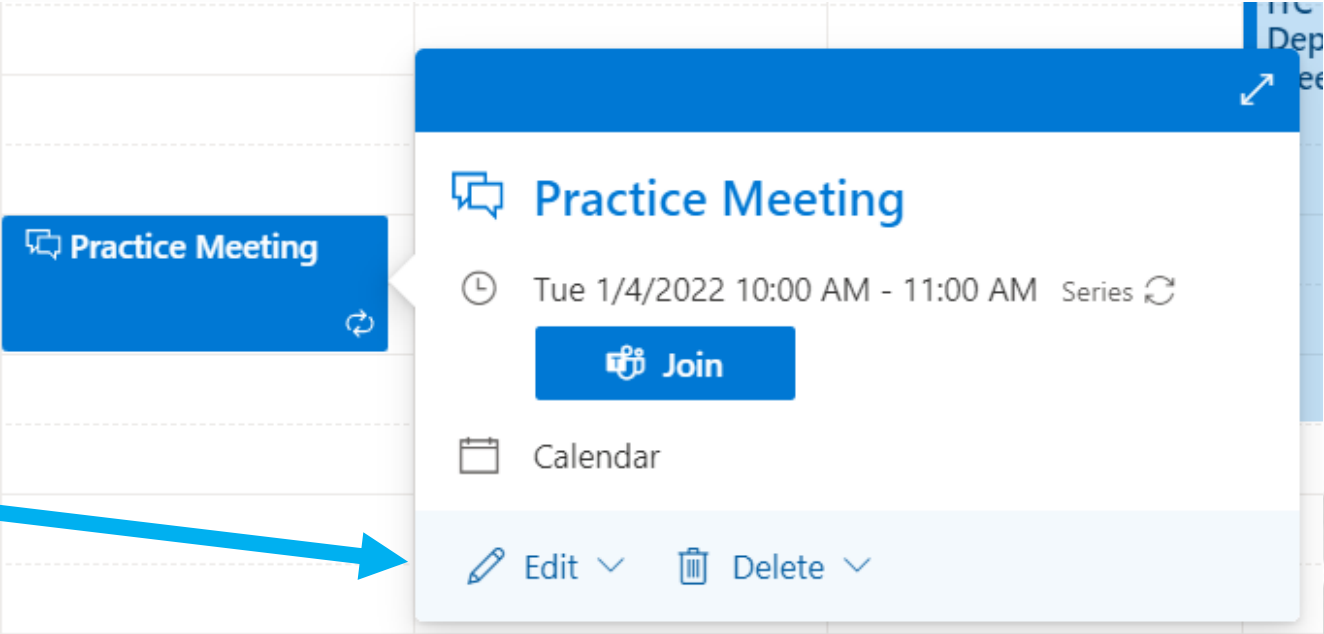


# Adding the link to your class meeting in Schoology

12. Go back and select newly created meeting from your calendar



13. Select **EDIT**



# Adding the link to your class meeting in Schoology

14. Scroll down and right click on **CLICK HERE TO JOIN THE MEETING.**

Click on **COPY LINK ADDRESS**

Practice Meeting

Tue 1/4/2022 10:00 AM - 11:00 AM [View series](#)

Calendar

Remind me: 15 minutes before

Microsoft Teams

**Join on your computer or mobile app**  
[Click here to join the meeting](#)

Or call in (audio only)  
[+1 518-650-1885,,919818045#](#) United States, Albany  
Phone Conference ID: 919 818 045#  
[Find a local number](#) | [Reset PIN](#)

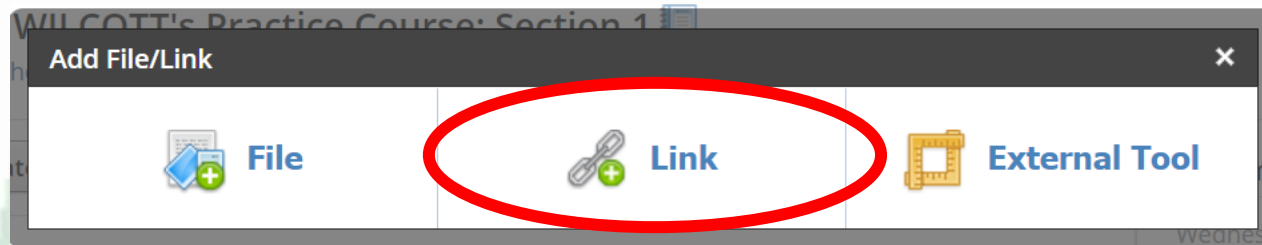
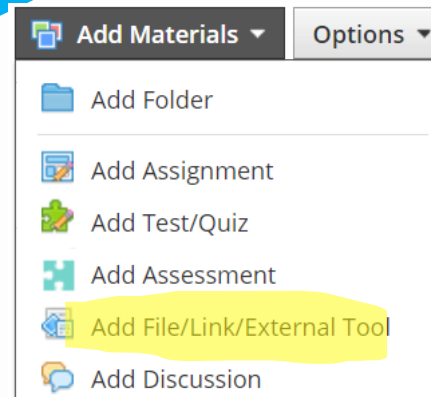
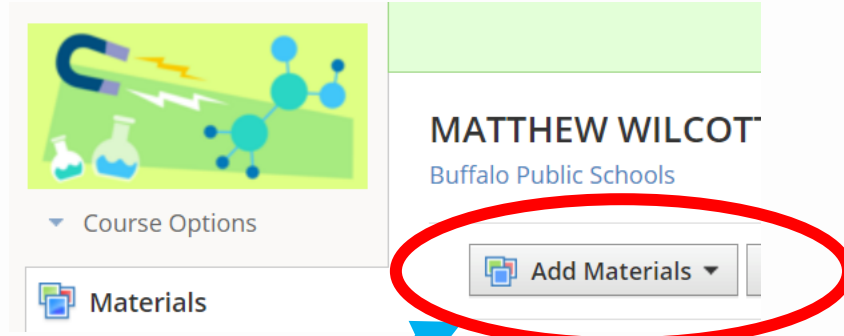
[Learn More](#) | [Meeting options](#)



# Adding the link to your class meeting in Schoology

15. After you have copied your link:

- Log into Schoology.
- Go to the course who would like to add the link.
- Click on **ADD MATERIALS**
- Select **ADD FILE/LINK/EXTERNAL TOOL**
- Select **LINK**



# Adding the link to your class meeting in Schoology



## 16. Link/URL:

- Right Click and select paste - **OR** – Ctrl +V
- **Title:** Type in a meeting name
- Under **Options** – click on the ABC icon so your link opens in a new window.
- Click **ADD** to add to your course

**Add Link**

**Link/URL:**

**Title:**

**Learning Objectives:**

**Options:**