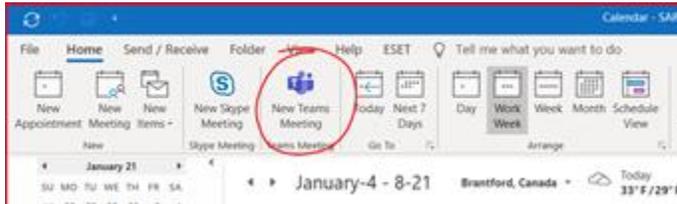


Create and Share a Secure Teams Meeting Link

This support document outlines how to create and share a Teams meeting link in the desktop and web version of your Outlook Calendar.

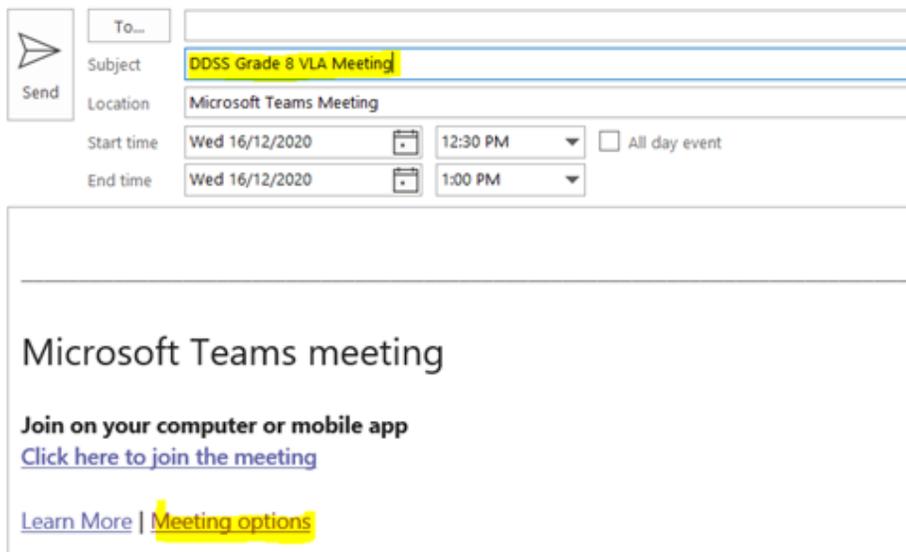
Outlook (Desktop)

Starting in your Outlook Calendar. Create a Teams Meeting.

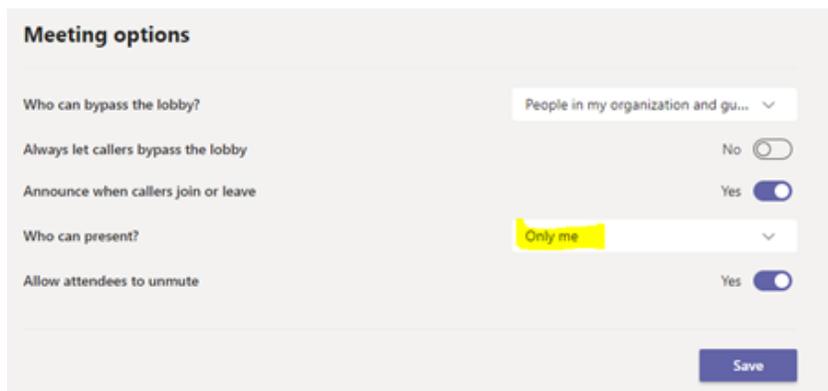


Name your meeting in the Subject area. You do not need to add anyone to the To line.

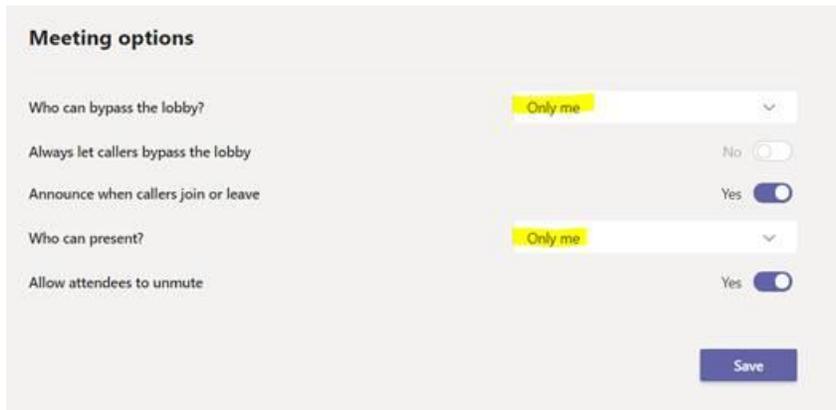
Click "Meeting Options"

A screenshot of the Outlook meeting creation form. The 'To...' field is empty. The 'Subject' field contains 'DDSS Grade 8 VLA Meeting'. The 'Location' field contains 'Microsoft Teams Meeting'. The 'Start time' is set to 'Wed 16/12/2020' at '12:30 PM', and the 'End time' is 'Wed 16/12/2020' at '1:00 PM'. There is an 'All day event' checkbox which is unchecked. Below the form, the text 'Microsoft Teams meeting' is displayed, followed by the instruction 'Join on your computer or mobile app' and a link 'Click here to join the meeting'. At the bottom, there is a link 'Learn More | Meeting options'.

Control who joins the meeting as a presenter or attendee. Select "Only Me" to designate all other participants as attendees. This is the safest set-up for meetings held in a classroom setting.

A screenshot of the 'Meeting options' dialog box. It contains several settings: 'Who can bypass the lobby?' is set to 'People in my organization and gu...'; 'Always let callers bypass the lobby' is set to 'No'; 'Announce when callers join or leave' is set to 'Yes'; 'Who can present?' is set to 'Only me'; and 'Allow attendees to unmute' is set to 'Yes'. A 'Save' button is located at the bottom right.

Control who can bypass the lobby. Select “Only Me” to indicate that all other attendees must wait in the lobby until you start the meeting. This adds another layer of safety to your meeting.



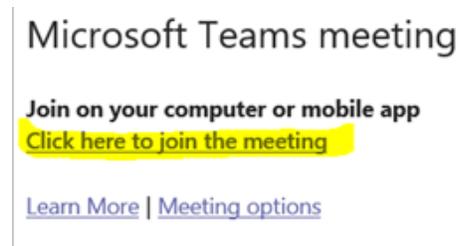
The screenshot shows the 'Meeting options' settings panel. It includes the following options:

- Who can bypass the lobby? (Dropdown menu set to 'Only me')
- Always let callers bypass the lobby (Toggle switch set to 'No')
- Announce when callers join or leave (Toggle switch set to 'Yes')
- Who can present? (Dropdown menu set to 'Only me')
- Allow attendees to unmute (Toggle switch set to 'Yes')

A 'Save' button is located at the bottom right of the panel.

Once you set up your meeting options, click Save.

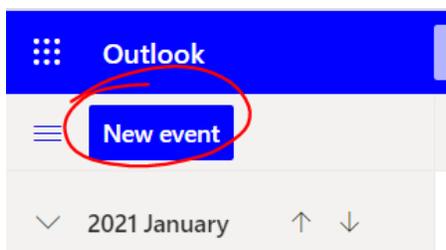
Return to your meeting invite and right click the “Click here to join the meeting” hyperlink. Select “Copy Hyperlink”. **This is the link you will share in the Activity Feed.**



Click Send. If you don't have anyone in the To section, it will let you know. That's okay. Click “Ok” to save your meeting invite.

Outlook (Web)

Starting in your Outlook Calendar. Click New Event.



Name your meeting in the Subject area. You do not need to invite any attendees.

Click Add online meeting and select Teams meeting.

Save Discard Scheduling Assistant Busy Categorize Response options

Calendar

DDSS Grade 8 VLA Meeting

Invite attendees Optional

2021-01-05 1:00 PM to 2:00 PM All day

Repeat: Never

Search for a room or location **Teams meeting**

Remind me: 15 minutes before

Click Save.

Double click the meeting in your calendar to open it up.



Click "Meeting Options"

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

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

Control who joins the meeting as a presenter or attendee. Select "Only Me" to designate all other participants as attendees. This is the safest set-up for meetings held in a classroom setting.

Meeting options

Who can bypass the lobby? People in my organization and gu...

Always let callers bypass the lobby No

Announce when callers join or leave Yes

Who can present? **Only me**

Allow attendees to unmute Yes

Save

Control who can bypass the lobby. Select “Only Me” to indicate that all other attendees must wait in the lobby until you start the meeting. This adds another layer of safety to your meeting.



The screenshot shows the 'Meeting options' panel in Microsoft Teams. It contains five settings:

- 'Who can bypass the lobby?': A dropdown menu with 'Only me' selected.
- 'Always let callers bypass the lobby': A toggle switch set to 'No'.
- 'Announce when callers join or leave': A toggle switch set to 'Yes'.
- 'Who can present?': A dropdown menu with 'Only me' selected.
- 'Allow attendees to unmute': A toggle switch set to 'Yes'.

A 'Save' button is located at the bottom right of the panel.

Once you set up your meeting options, click Save.

Return to your meeting invite and right click the “Click here to join the meeting” hyperlink. Select “Copy Hyperlink”. **This is the link you will share in the Activity Feed.**

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

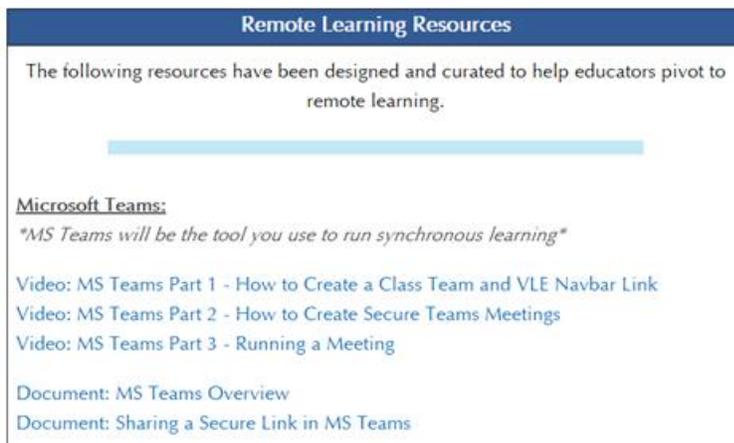
[Learn More](#) | [Meeting options](#)

Ending the Meeting

Remember to end the meeting when you are finished by clicking Leave → End meeting. This will prevent students from accessing your meeting space once your meeting is over.

You will find various resources supporting the use of Microsoft Teams on your Virtual Learning Environment (Brightspace/ D2L) homepage:

Additional Resources



The screenshot shows a page titled 'Remote Learning Resources'. It contains the following text:

The following resources have been designed and curated to help educators pivot to remote learning.

Microsoft Teams:
MS Teams will be the tool you use to run synchronous learning

- Video: MS Teams Part 1 - How to Create a Class Team and VLE Navbar Link
- Video: MS Teams Part 2 - How to Create Secure Teams Meetings
- Video: MS Teams Part 3 - Running a Meeting
- Document: MS Teams Overview
- Document: Sharing a Secure Link in MS Teams