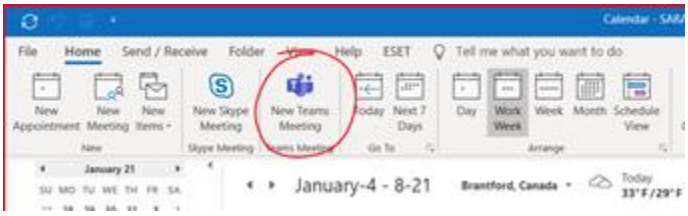
Create and Share a Secure Teams Meeting Link

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

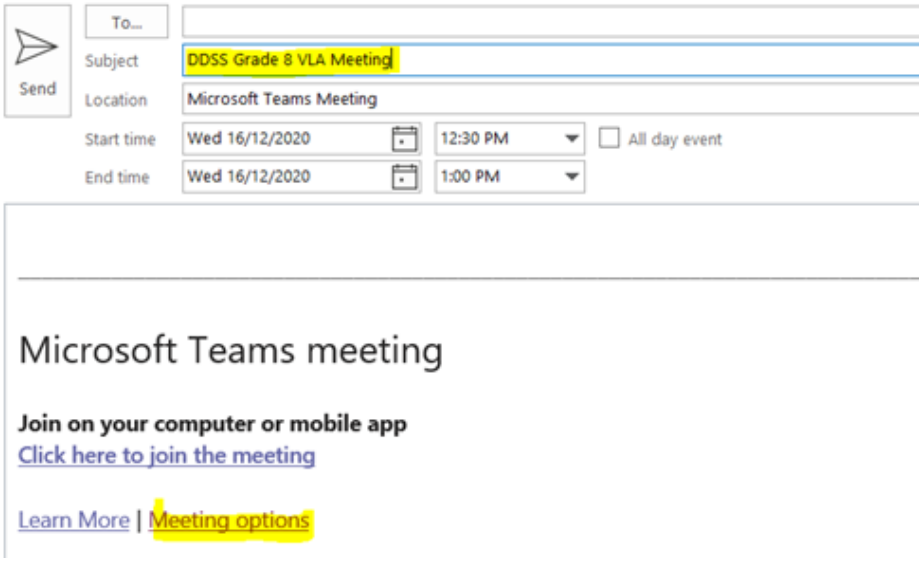
Outlook (Desktop)

Starting in your Outlook Calendar. Create a Teams Meeting.

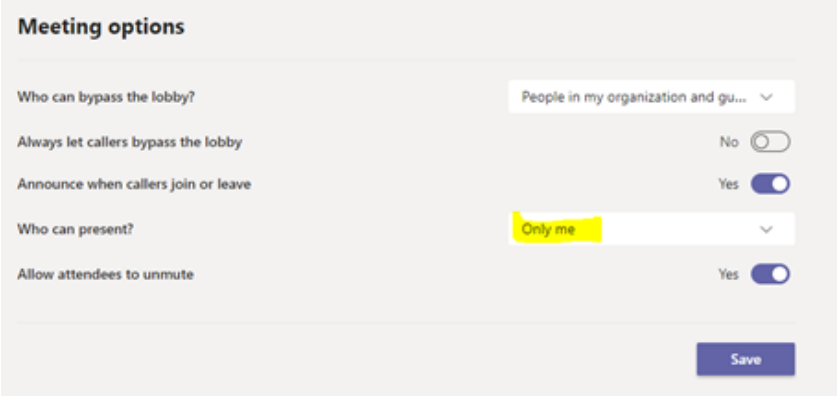


Name your meeting in the Subject area. You do not need to add anyone to the To line.

Click “Meeting Options”



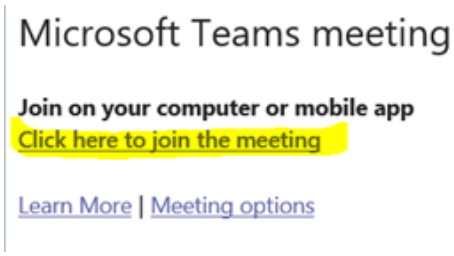
Control who joins the meeting as a presenter or attendee. Select “Only Me” to designate all other participants as attendees. This is the safest set-up for meetings held in a classroom setting.



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.

Once you set up your meeting options, click Save.

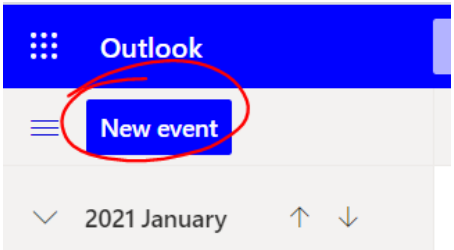
Return to your meeting invite and right click the “Click here to join the meeting” hyperlink. Select “Copy Hyperlink”. **This is the link you will share in the Activity Feed.**



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.

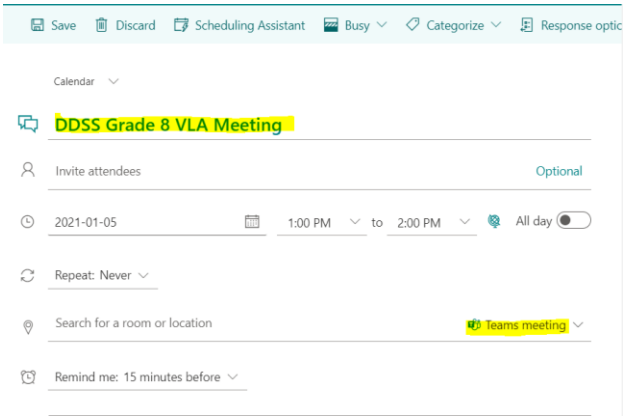
Outlook (Web)

Starting in your Outlook Calendar. Click New Event.



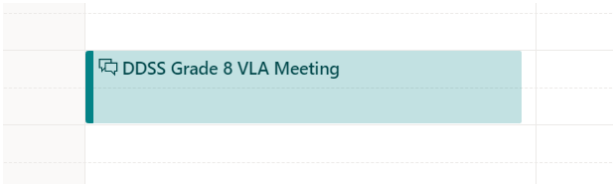
Name your meeting in the Subject area. You do not need to invite any attendees.

Click Add online meeting and select Teams meeting.

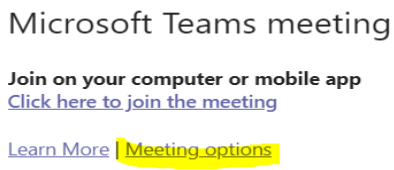


Click Save.

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



Click “Meeting Options”



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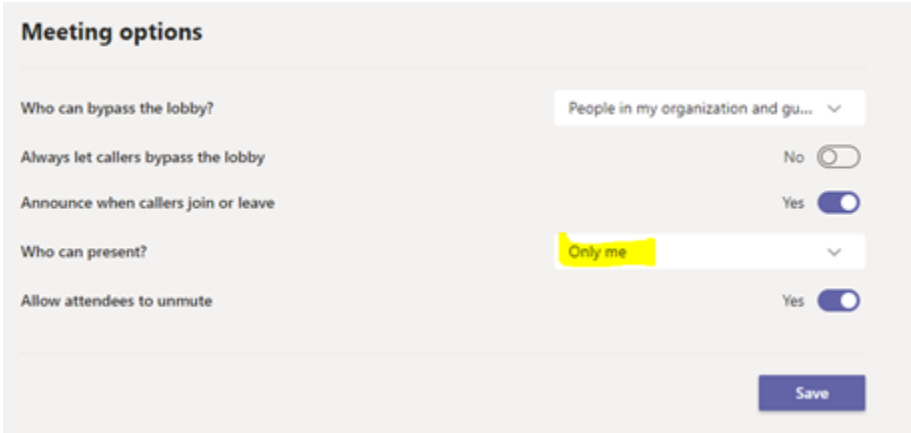

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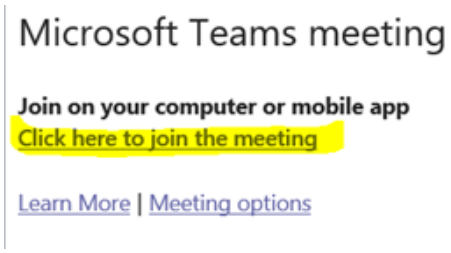
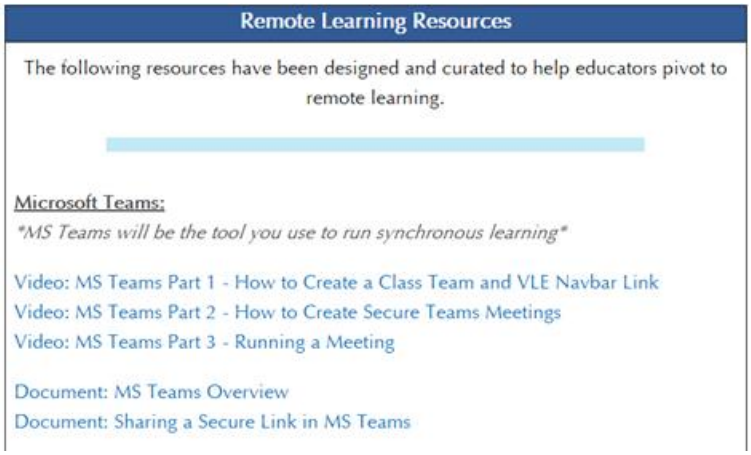


Ending the Meeting

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