UNIVERSITY of
SOUTH FLORIDA

TEAMS ESSENTIALS
Creating A Teams 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. All three options will be covered in detail, however, here are the recommendations:

- 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 simple method to create meetings when you don't need a Course 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.
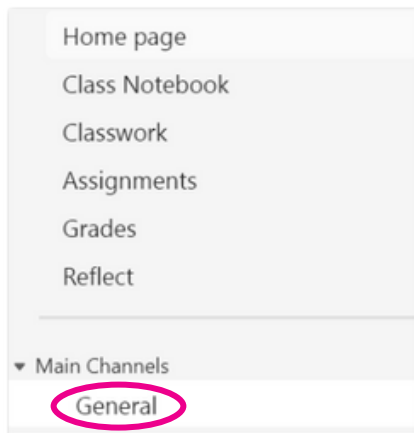
1 ▶ To access the **Class Team**, click on **Teams** from the top left side of the **Teams App**. Select the Team with the same name as your class in the dashboard that appears. It's also possible to access the Class Team from the navigation panel in Canvas.
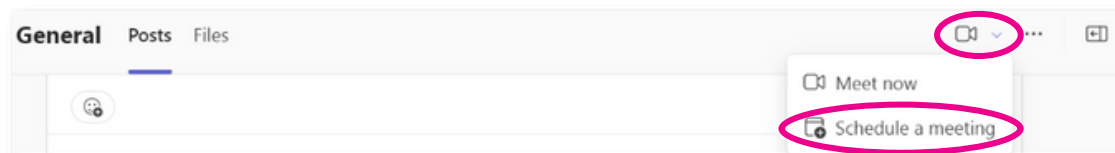
In Teams   In Canvas
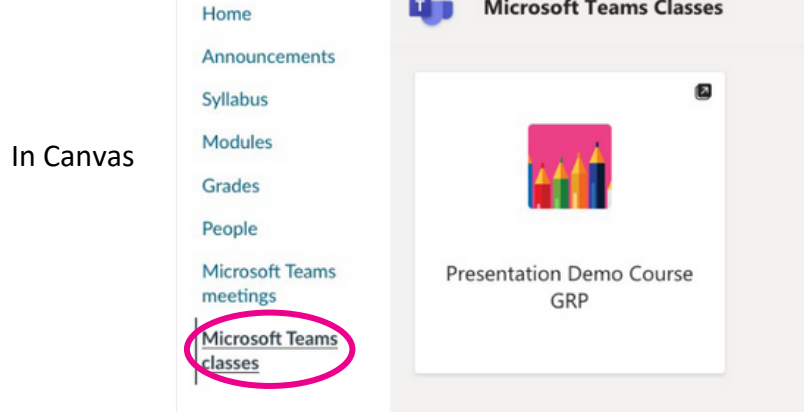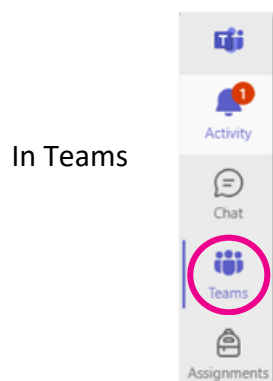
2 Once in the Class Team, make sure the General Channel is selected.

3 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**.
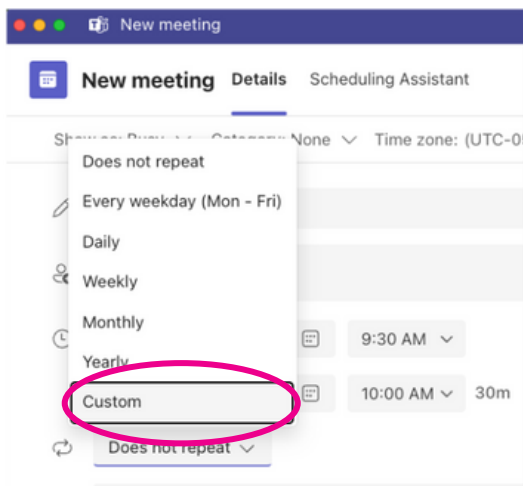

4 Give the meeting a title, set the dates, provide a description, and select **Send**. You can either make a one-time meeting or set the meeting to repeat throughout the semester. To make a meeting that repeats throughout semester, choose the **Does not repeat** dropdown and select **Custom**.

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.

DEVELOPED BY DIGITAL LEARNING // USF INNOVATIVE EDUCATION
For additional resources, visit us at **USF Digital Learning** // Email **facultysupport@usf.edu** for questions & training

2

*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** manually.*

5 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**). In the Class Team, join the session by clicking on the meeting title in the channel.
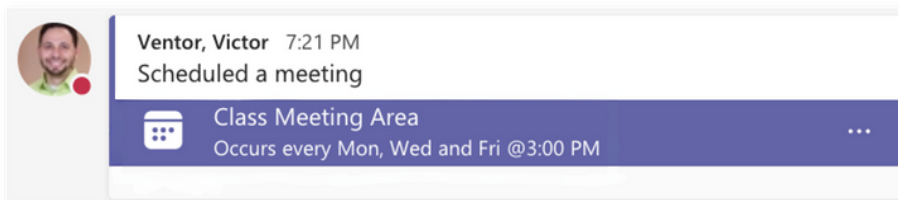
Creating a Meeting Through the Calender (Outlook and Teams)

This method of meeting creation is typically used to schedule a meeting with fellow colleagues or a one-on-one with a student. The meeting will go to all invited attendees' Outlook and Teams calendars. Whether the meeting is created in Outlook or Teams, both calendars 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.
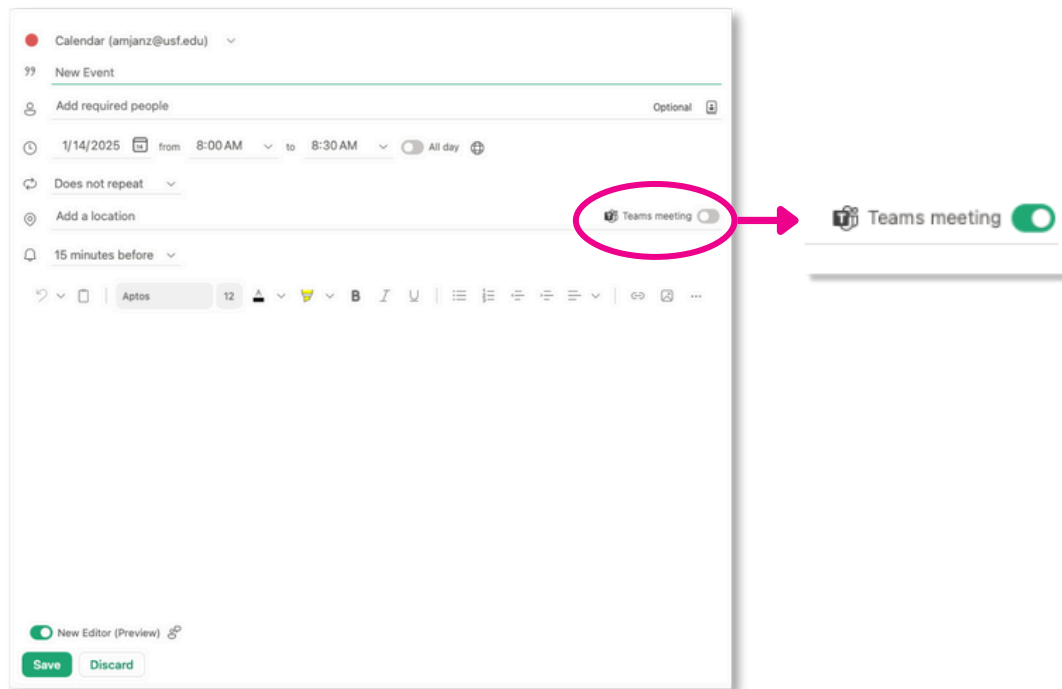
Outlook Set Up

1 Open your Outlook calendar and right-click on the date of your Teams meeting. On a Mac choose **New Event** in the dropdown that appears. In Windows, choose **New Appointment**.
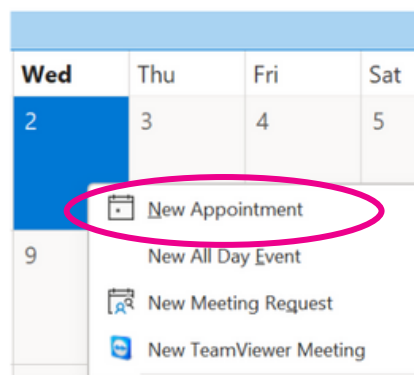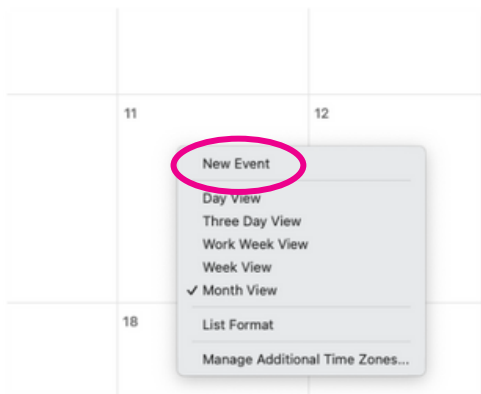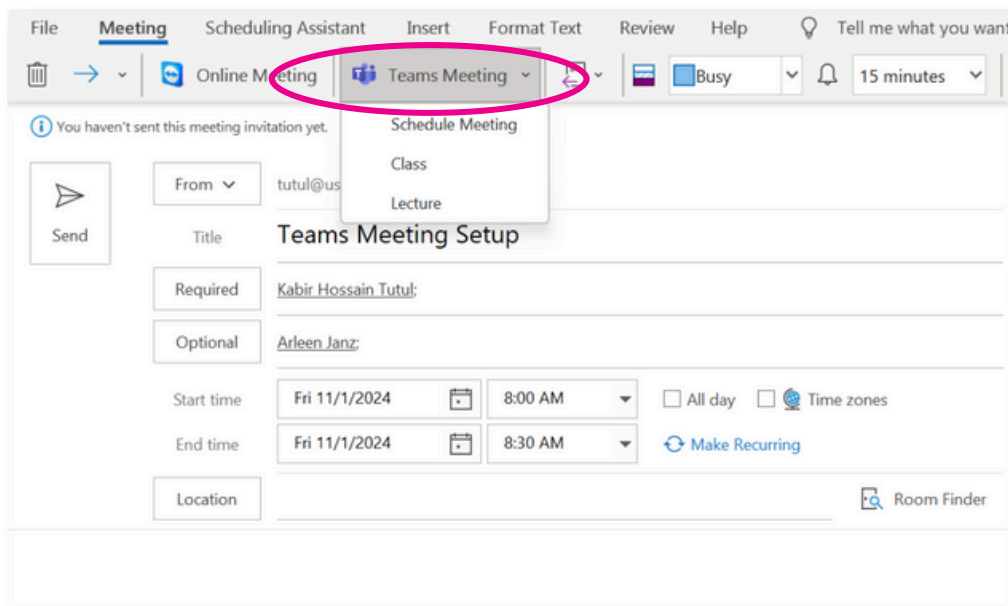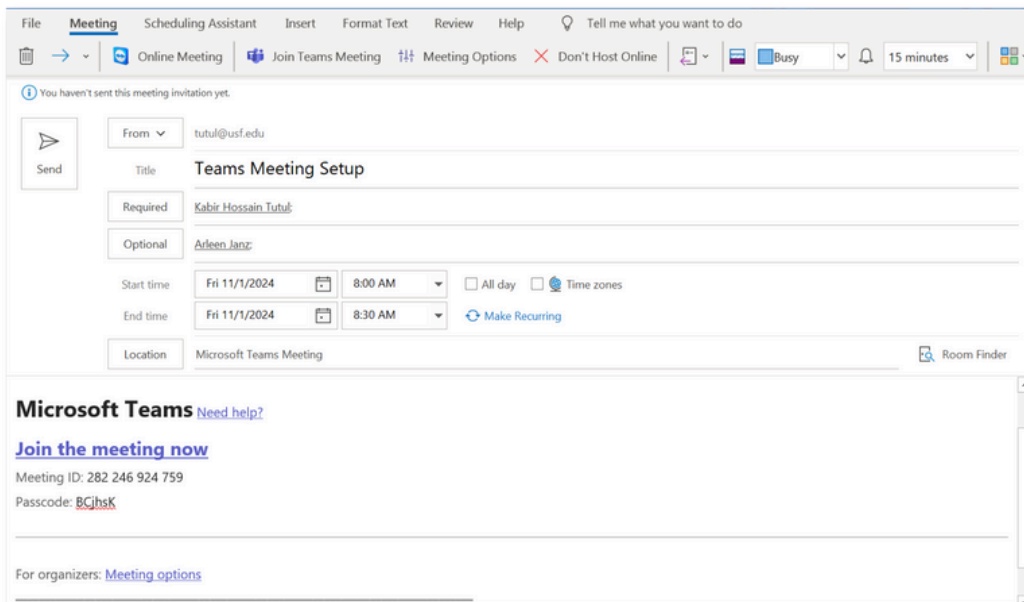
2 A meeting dialog box will open. Fill in the information. Add your attendees. On a Mac, toggle the **Teams meeting option** on.

On Windows, you must choose **Teams Meeting** at the top of the session scheduling box.

DEVELOPED BY DIGITAL LEARNING // USF INNOVATIVE EDUCATION
For additional resources, visit us at **USF Digital Learning //** Email **facultysupport@usf.edu** for questions & training

4

This will update your session box to include a **Join the meeting now** link.

3 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.
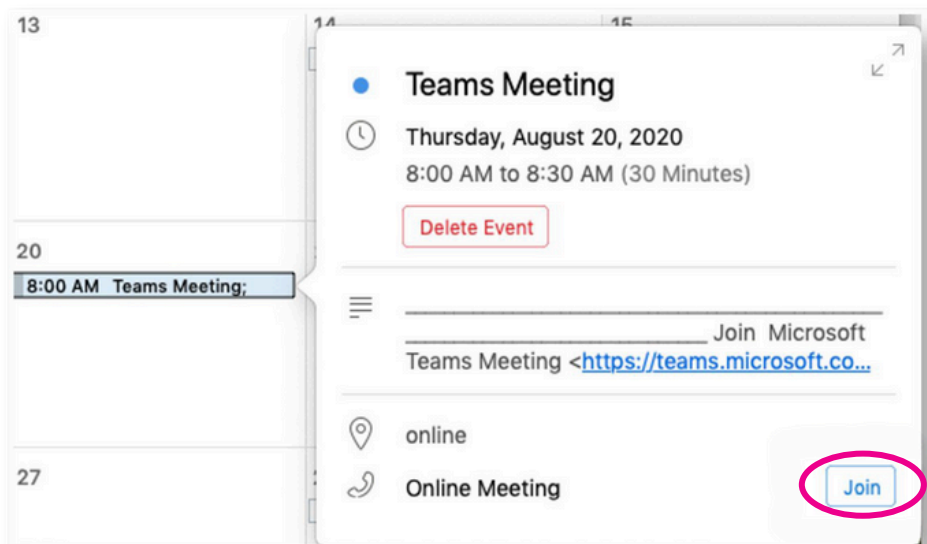

On a Mac

On Windows

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.

DEVELOPED BY DIGITAL LEARNING // USF INNOVATIVE EDUCATION
For additional resources, visit us at **USF Digital Learning //** Email **facultysupport@usf.edu** for questions & training

6

Teams Setup

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

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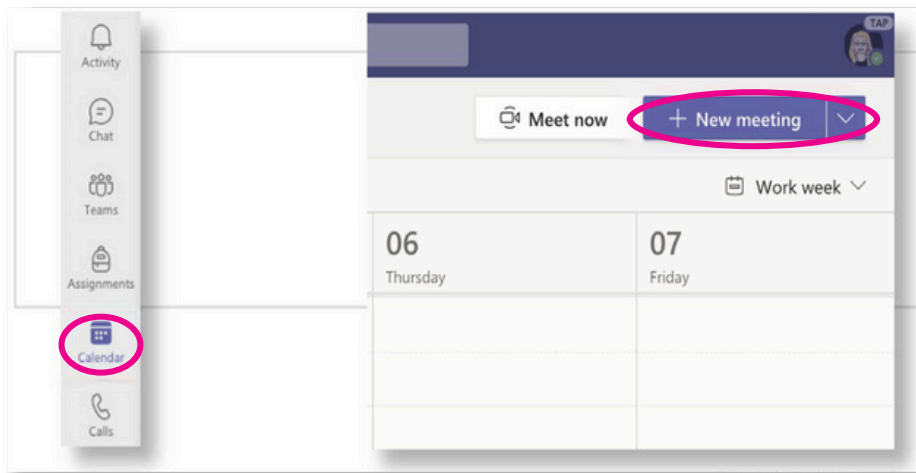

**2** Fill in the details on the screen that opens. Add a title, at least one **Required Attendee**, dates, and meeting details, then select **Save**.
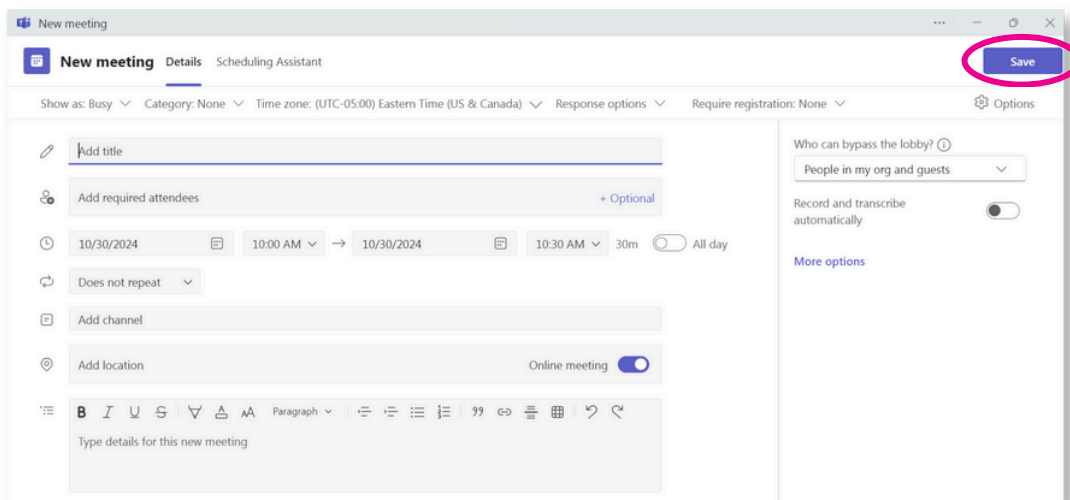
QUICK TIP *A Teams meeting cannot be created until at least one Required Attendee is added. If you would like the option to create a meeting and add attendees later, you can put in your own email address and invite just yourself to the meeting.*

3 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.
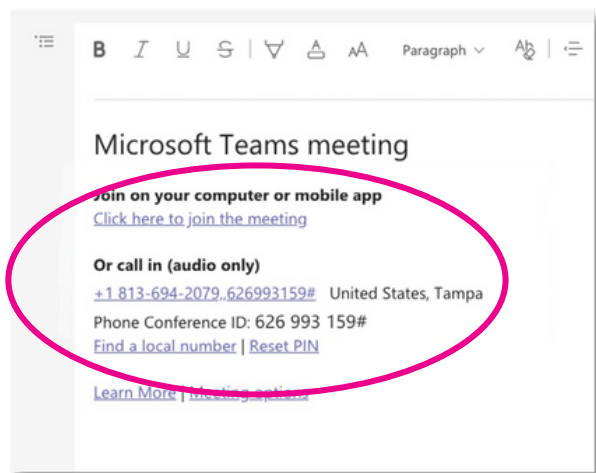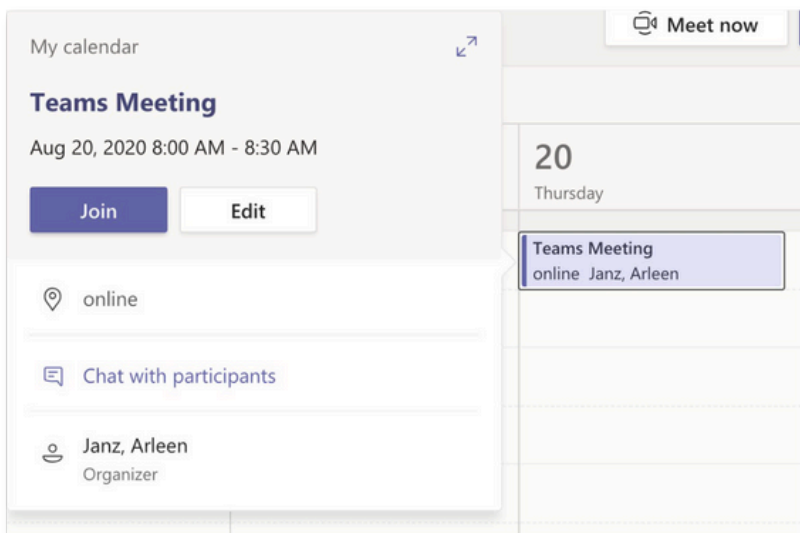

NOTE

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.

DEVELOPED BY DIGITAL LEARNING // USF INNOVATIVE EDUCATION
For additional resources, visit us at **USF Digital Learning** // Email **facultysupport@usf.edu** for questions & training

8

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.

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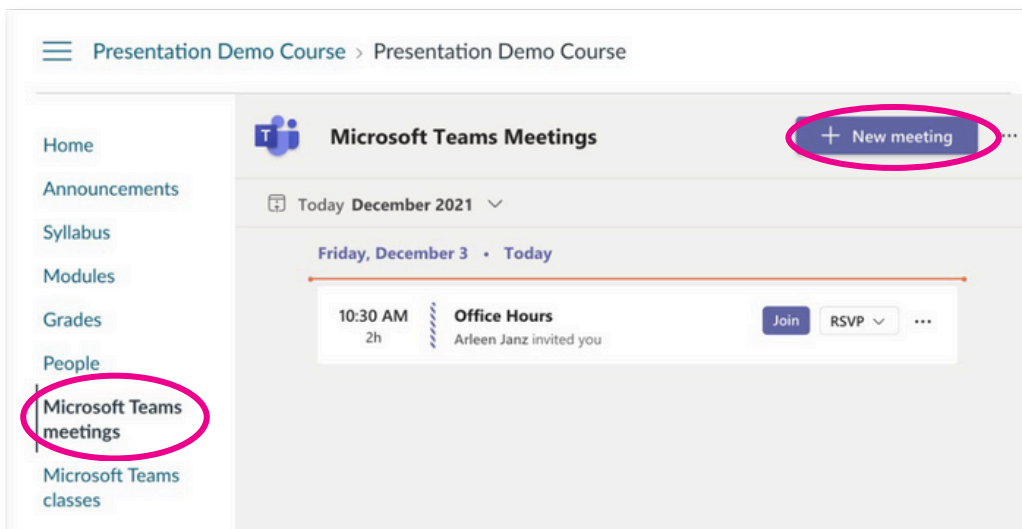

2 Fill out the invitation as usual. To include the entire class, select **Add entire class**. You must add an attendee to get a link to paste elsewhere, should you choose. Then select **Save**.
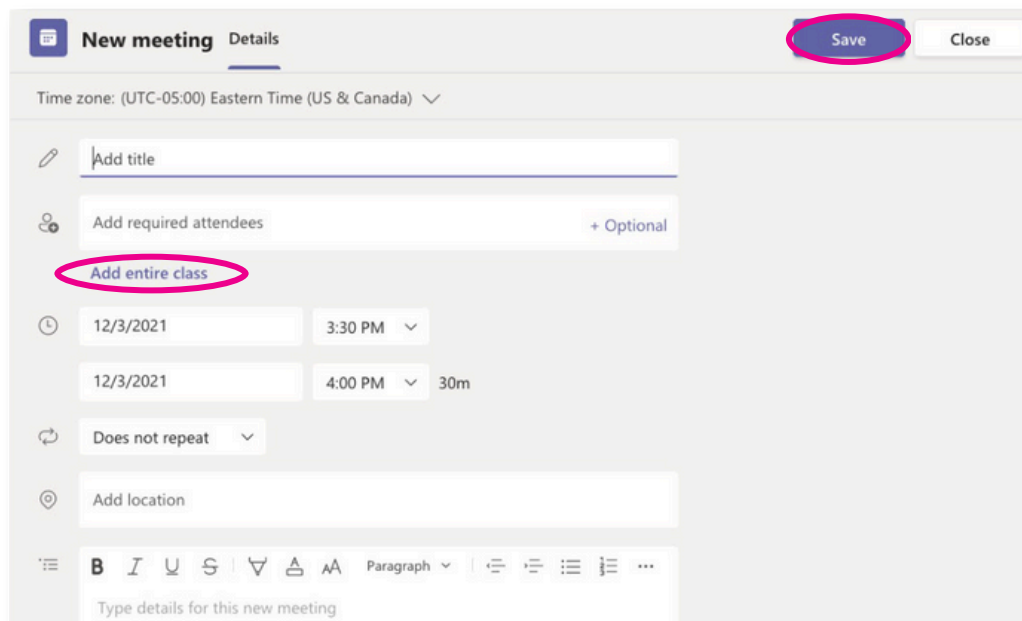
Setting Meeting Options in Outlook or Teams

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.

1 **Meeting Options** are best accessed through Teams. Open to the edit screen of the meeting and choose the 3 dots at the top. Choose Meeting options from the dropdown.
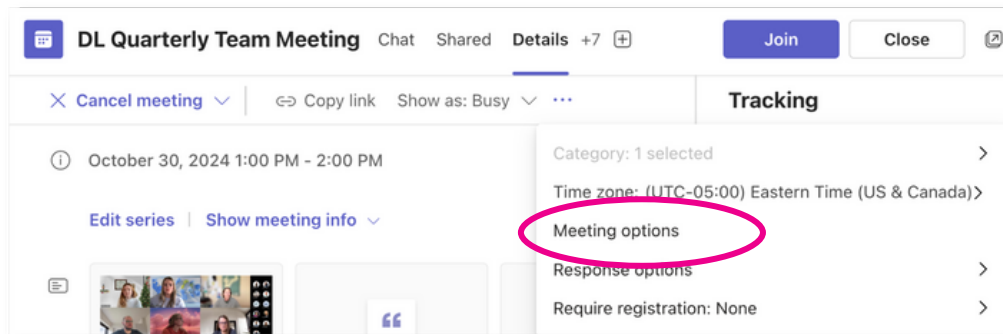
QUICK TIP *Access to the Meeting Options area is available in different places throughout Outlook and the Teams App. The place described above is the easiest way to find the link.*

2 This opens the options page in your browser. 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 this under the **Roles tab**.

DEVELOPED BY DIGITAL LEARNING // USF INNOVATIVE EDUCATION
For additional resources, visit us at USF Digital Learning // Email facultysupport@usf.edu for questions & training

10