Philosophy Canvas - how to create a Teams meeting invite in Outlook

- P Tell me what you want to do Send / Receive Folder File Home Help ew تأأ 匝 P ...€ *** 5 New Meeting Go Groups Find New New Skype Arrange Manage Share New Teams 🔚 New Items 🛪 To 🔻 Calendars * Appointment Meeting Meeting New Skype Meeting Teams Meeting < ۰. January 2021 . Today 24 14 Jan Search (4 50° F/44° F MO TU WE TH FR SA SU 2 3 28 29 30 31 1 THURSDAY 4 5 6 7 8 9 10 14 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 10 February 2021 MO TU WE TH FR SA SU 11 -1 3 4 5 6 7 2 pointment 8 10 11 12 13 14 9 12 15 16 17 18 19 20 21 22 23 24 25 26 27 28
- 1. Outlook \rightarrow Calendar view \rightarrow Open 'New Teams Meeting'

- 2. In the meeting dialog box that appears, select a date and time of the Teams meetings
- 3. 'To' add invitees if known. If not, use James Knight as a default to create the meeting
- 4. 'Subject' add the title of the lecture or class, e.g. "General Philosophy HT21"

File	Meeting	Insert	Format Text	Revi	ew Help	Q Tell me what	you want to do	
Delete Actio	ns	ppointment heduling Assi Show	istant S Ma Skype	kype eeting Meeting	Join Teams Meeting Teams Meeting	Cancel Invitation	Busy Recurrence	er Fa
i You آ ت== Send	haven't sent th From To Subject Location Start time End time	is meeting inv jo.wainwrigh James Knight Microsoft Tea Thu 14/01/20 Thu 14/01/20	vitation yet. t@philosophy t ams Meeting 121 121	, ox.ac.uk	:30 💌	All day event		
Join c Click	rosoft T on your comp here to join th More Meetin	eams monthead of the meeting options	neeting bile app					

5. Click on 'Recurrence' and select the options for example 'Weekly', 'Thursday' and select the 'End after:' option for '4' occurences. So that this will be a recurring meeting for the next 4 weeks or change to '8' for 8 weeks.

elete e	Appointment Scheduling Assistant M	Skype Join Teams Meeting Leeting Meeting Leeting Leeting Meeting Leet
You haven't sent	this meeting invitation yet.	Appointment Recurrence X
То	James Knight	Start: 09:30 V
Send Subject	Philosophy Lecture Microsoft Teams Meeting	End: 11:30 V Duration: 2 hours V
Start time	Thu 14/01/2021	Recurrence pattern
Microsoft	Teams meeting	● Weekly
WIICE OSOTE	nputer or mobile app	Range of recurrence Start: Thu 14/01/2021 Image: Start: Thu 14/01/2021 Image: Start: Thu 14/01/2021 Image: Start: Thu 14/01/2021

- 6. Click OK, then click 'Send'.
- 7. Open the calendar invite in your Outlook Calendar.

Send Update	Subject	Philosophy Lecture							
opulate	Location	Microsoft Teams Meeting	•	Room	s.				
	Start time	Thu 14/01/2021		09:30		• [_		
	End time	Thu 14/01/2021		11:30		-			
Microsoft Teams meeting									
Join or <u>Click h</u>	n your comp ere to join th	uter or mobile app e meeting							
Learn More Meeting options									

8. You can then click into the meeting in your calendar, copy the meeting link and paste the link into the relevant course page.

Please note: if you need to record the meeting, then you will need recording activated on your account, you can request this at: <u>https://help.it.ox.ac.uk/record-a-meeting-in-teams</u>