1. Outlook → Calendar view → 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”
5. Click on ‘Recurrence’ and select the options for example ‘Weekly’, ‘Thursday’ and select the ‘End after’ option for ‘4’ occurrences. So that this will be a recurring meeting for the next 4 weeks or change to ‘8’ for 8 weeks.

6. Click OK, then click ‘Send’.

7. Open the calendar invite in your Outlook Calendar.

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: [https://help.it.ox.ac.uk/record-a-meeting-in-teams](https://help.it.ox.ac.uk/record-a-meeting-in-teams)*