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

- 1. You can set up your Teams meeting invites via the Teams Calendar.
- 2. Teams if you cannot see 'Calendar' in the left-hand column, click on the 3 dots **'...'** and select from the icons. Calendar → Open 'New meeting'

L. Activity		Calendar	•	Û		New meeting
E		Today <	January 2021	/		$ iii Work week \vee $
T eams		11 Monday	12 Tuesday	13 Wednesday	14 Thursday	15 Friday
Calendar	2 PM					
Ê	3 PM					

3. Add the title. We recommend using the lecture/class title e.g. "General Philosophy HT21"

 Activity		New meeting	Details	Scheduli	ng As	sistant			Save	Close
E Chat	Time 2	zone: (UTC+00:00) E	Dublin, Edi	inburgh, Li	sbon,	London	\sim			
Teams	0	Add title								
assignments	°)	Add required atte	ndees					+ Optional		
	÷	11 Jan 2021		16:00	~					
		11 Jan 2021		16:30	\sim	30m	•	All day		
ß	Ø	Does not repeat	~							
Apps	Ē	Add channel								

4. Add required attendees, if known, by typing the name. If not known, you can use James Knight as a default to create the meeting.

L Activity		New meeting Detail	s Scheduling A	ssistant		Save	Close
E Chat	Time 2	zone: (UTC+00:00) Dublin, I	Edinburgh, Lisbon,	, London $ \smallsetminus $			
Teams	Ø	Add title					
assignments	ot J	james.knight			+ Optional		
E Calendar	÷	JK James Knight (EXAM0037)					
C alls		11 Jan 2021	16:00 ~	30m	All day		
	0	· · · ·					

5. Select your date, time and duration. Click into the drop-down menu where 'Does not repeat' appears and select 'Custom'.



6. Here you can select how many days each week, and the 'End' date. You can then set up the invite for the duration of the lectures/classes, for example 4 weeks, 8 weeks, and 'Save'.

Teams					
	Custom recurrence				
	Start 11 Jan 2021				
E Calendar	Repeat every 1 Week \checkmark				
C alls	M T W T F S S				
	End Select date				
	Occurs every Monday starting 11/01/2021				
	Cancel Save				

7. Save and then copy and paste the resulting meeting link to 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>