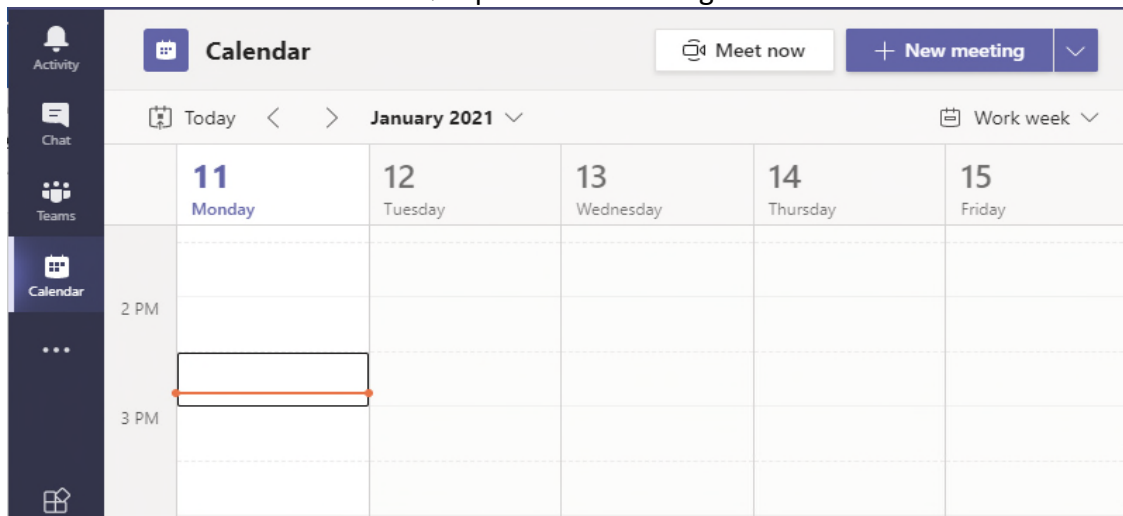
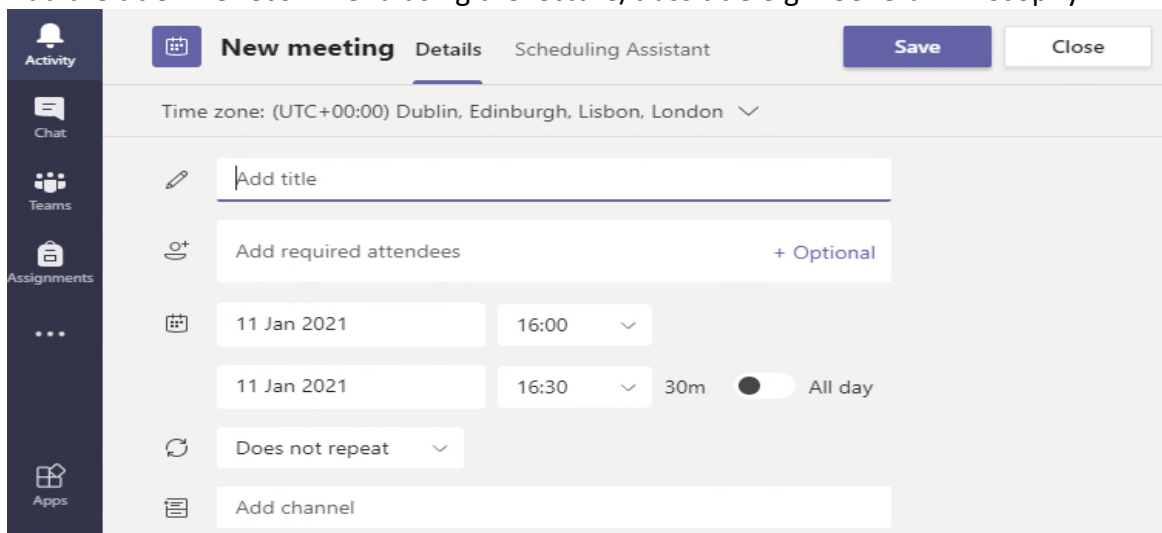


Philosophy Canvas - how to create a Teams meeting invite in MS Teams

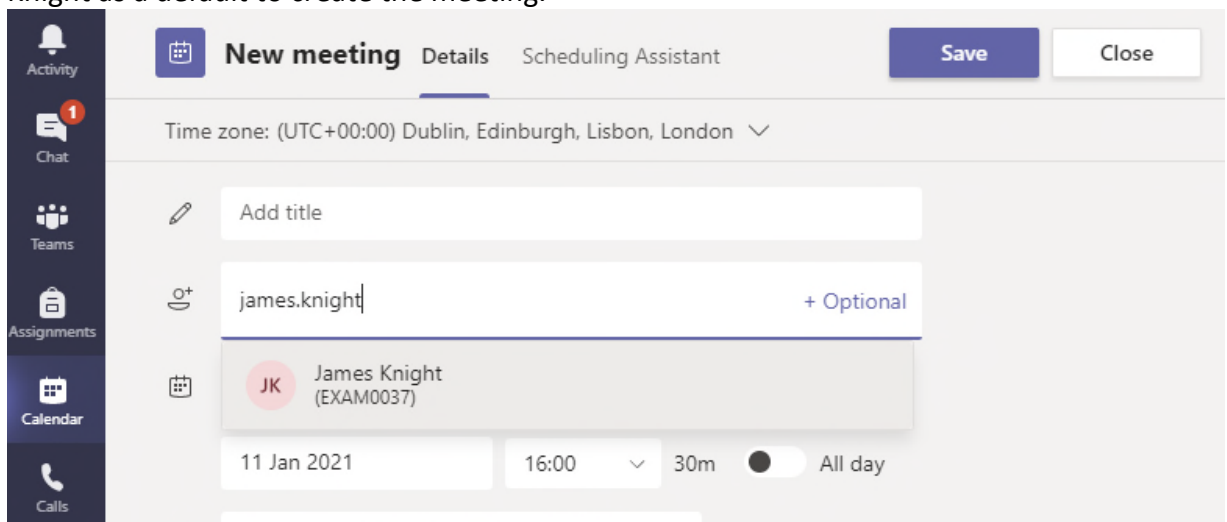
1. You can set up your Teams meeting invites via the Teams Calendar.
2. Teams – if you cannot see ‘Calendar’ in the left-hand column, click on the 3 dots ‘...’ and select from the icons. Calendar → Open ‘New meeting’



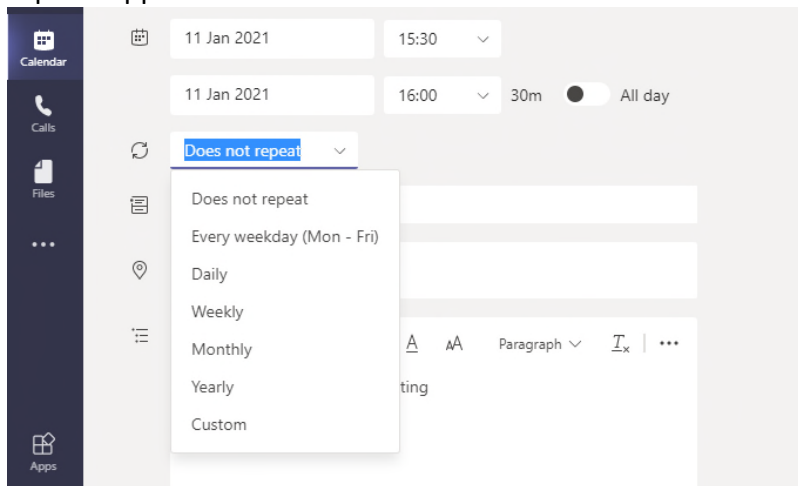
3. Add the title. We recommend using the lecture/class title e.g. “General Philosophy HT21”



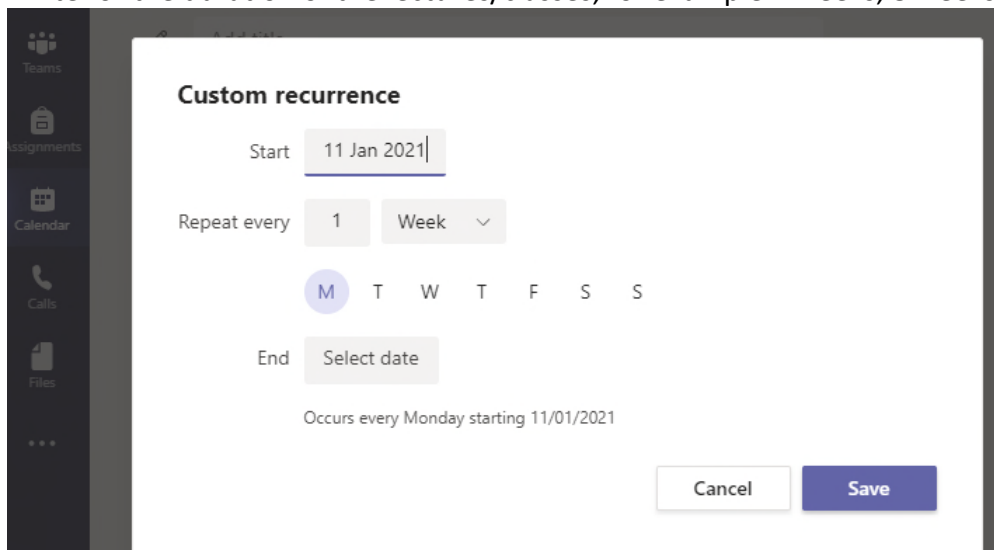
4. Add required attendees, if known, by typing the name. If not known, you can use James Knight as a default to create the meeting.



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'.



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: <https://help.it.ox.ac.uk/record-a-meeting-in-teams>