Creating MS Teams Meetings (Instructors)

From D2L Community web page at https://community.brightspace.com/s/article/Microsoft-Teams-Meetings

Table of Contents

Introduction .................................................................................................................................................. 1
Create a Teams Meeting in Announcements................................................................................................ 1
Create a Teams Meeting in Email ................................................................................................................... 2
Create a Meeting in Activity Feed.................................................................................................................. 3

Introduction

This tutorial will provide steps for Instructors to create MS Teams meeting in 3 different ways in D2L Brightspace (uiuLearn):

- Activity Feed
- Announcements
- Email

Create a Teams Meeting in Announcements

1. In the body of an announcement, click Insert Quicklink.

Figure: Announcement - Insert Quicklink
2. Select **MS Teams Meeting**.
3. If you see the “Welcome…” scroll down and click the **Sign in** button.
4. Click **Create meeting** link.
5. Enter the meeting details and click **Create**.
6. Type a meeting Title and select dates as required, and click **Insert**.
7. Click **Publish**.

### Create a Teams Meeting in Email

1. Within the body of an email message, click **Insert Quicklink**.

![Insert Quicklink](image)

Figure: Email message - Insert Quicklink

2. Select **MS Teams Meeting**.
3. If you see the “Welcome…” scroll down and click the **Sign in** button.
4. Click **Create meeting** link.
5. Enter the meeting details and click **Create**.
6. Type a meeting Title and select dates as required, and click **Insert**.
7. Click **Publish**.

![Email message with a link to an MS Teams Meeting](image)

Figure: Email message with a link to an MS Teams Meeting
Create a Meeting in Activity Feed

1. Below the Activity Feed post, click Attach.

![Activity Feed - Attach](image1)

Figure: Activity Feed - Attach

2. Click Attach Link to Existing Activity.

![Attach Link to Existing Activity](image2)

Figure: Attach Link to Existing Activity
3. Select **MS Teams Meeting**.

![Select MS Teams Meeting](image1)

Figure: Select MS Teams Meeting

4. Authenticate and click **Create meeting link**.

![Create meeting link](image2)

Figure: Create meeting link
5. Enter the meeting details and click **Create**.

6. Review and update the meeting options as required, and click **Insert**. Select **Meeting options** to restrict meeting access to users from your organization.
7. To share the meeting now, click **Post**, or to share the meeting later, click **Post Later**.

![Figure: Share meeting details now or later](image-url)