

Creating MS Teams Meetings (Instructors)

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

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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**.

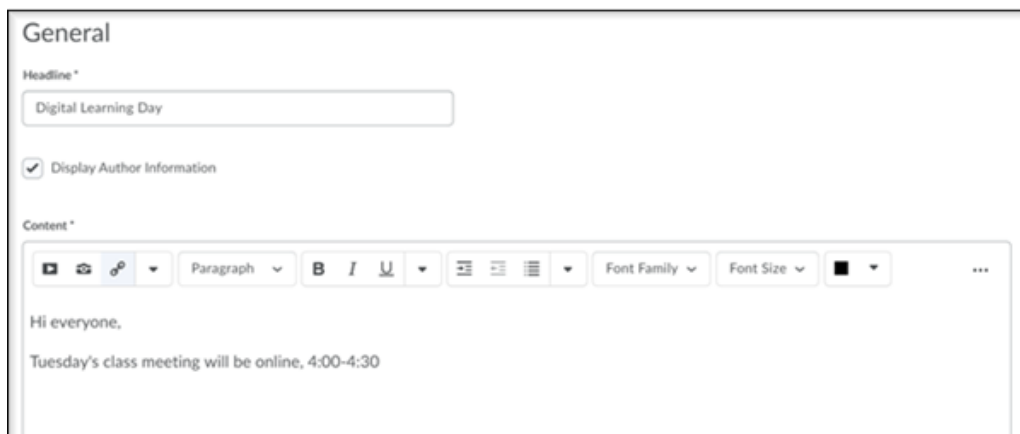
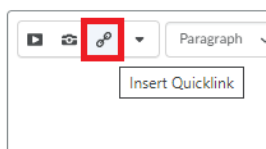


Figure: Announcement - Insert Quicklink

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**.

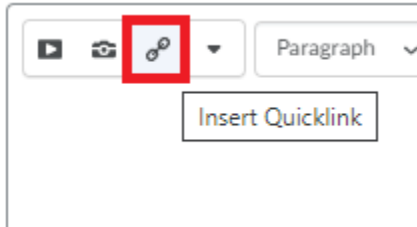


Figure: Email message - Insert Quicklink

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**.

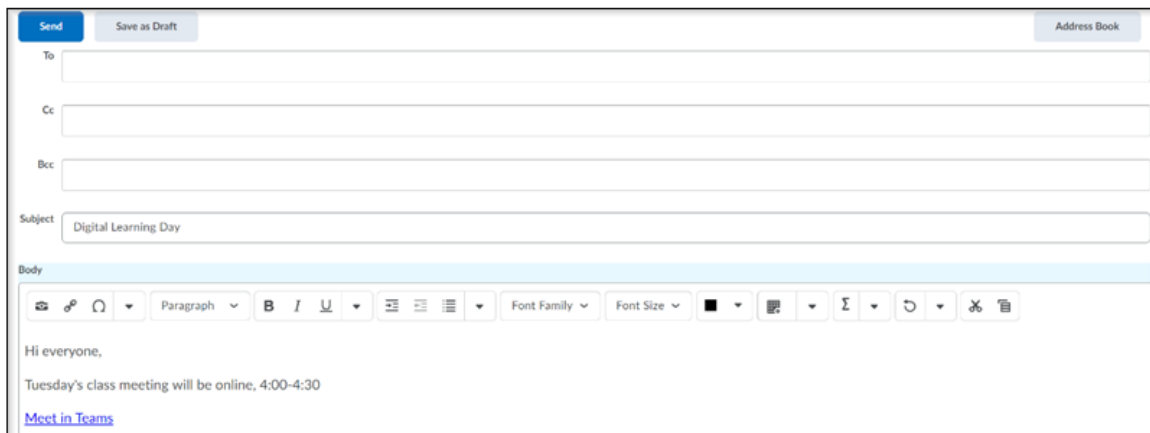


Figure: Email message with a link to an MS Teams Meeting

Create a Meeting in Activity Feed

1. Below the Activity Feed post, click **Attach**.

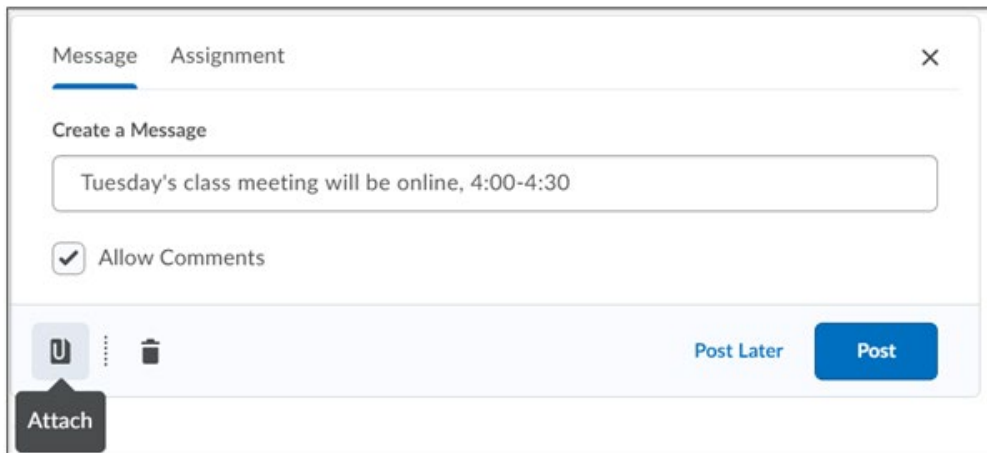


Figure: Activity Feed - Attach

2. Click **Attach Link to Existing Activity**.

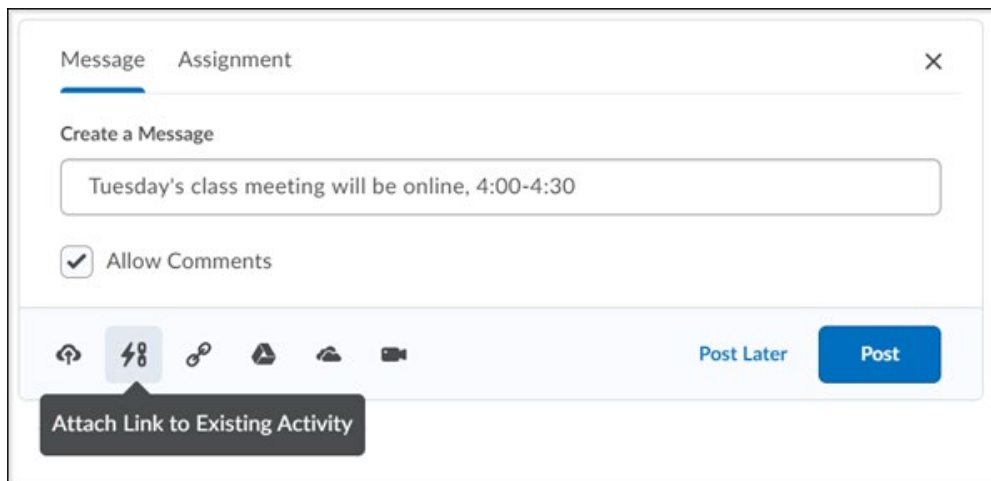


Figure: Attach Link to Existing Activity

3. Select **MS Teams Meeting**.

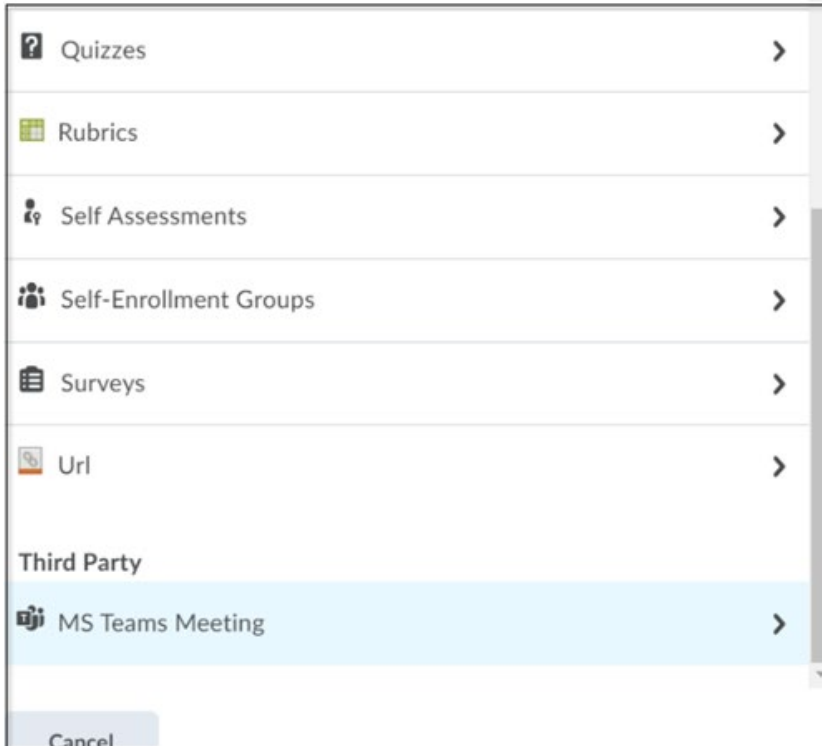


Figure: Select MS Teams Meeting

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

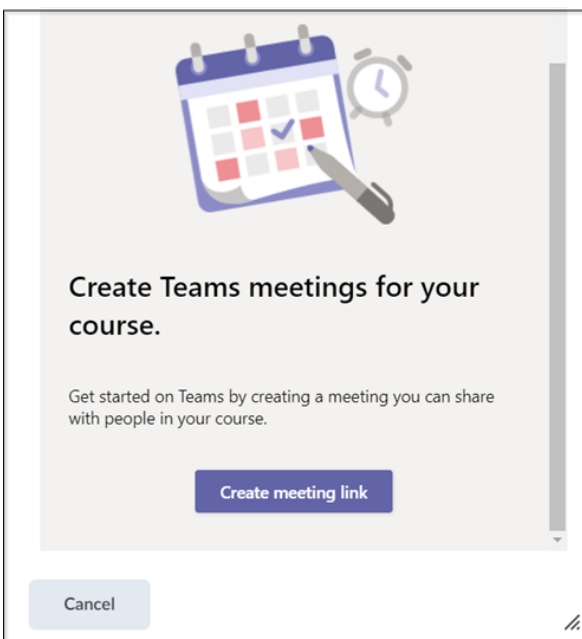


Figure: Create meeting link

5. Enter the meeting details and click **Create**.

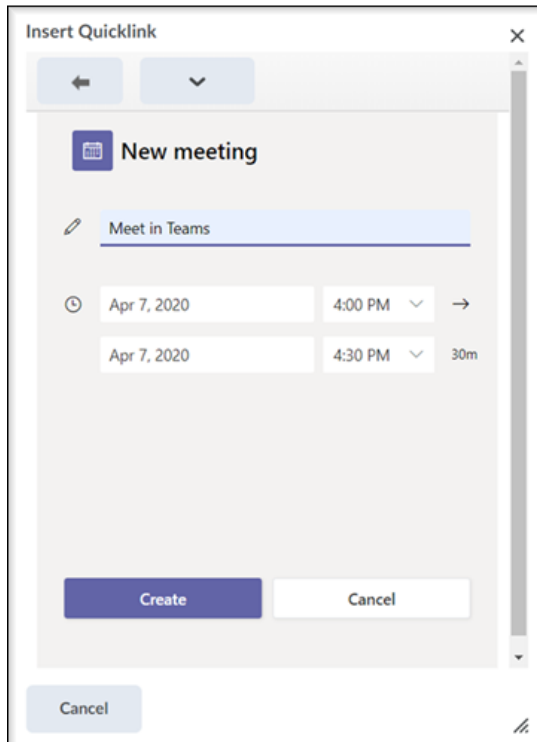


Figure: Meeting Details

6. Review and update the meeting options as required, and click **Insert**. Select **Meeting options** to restrict meeting access to users from your organization.

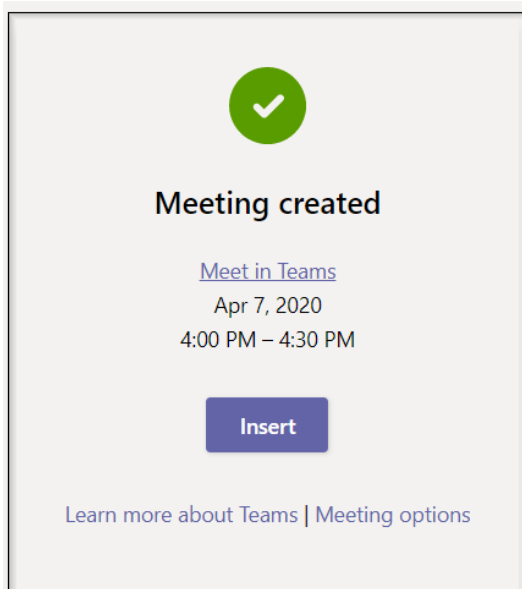


Figure: Insert meeting

7. To share the meeting now, click **Post**, or to share the meeting later, click **Post Later**.

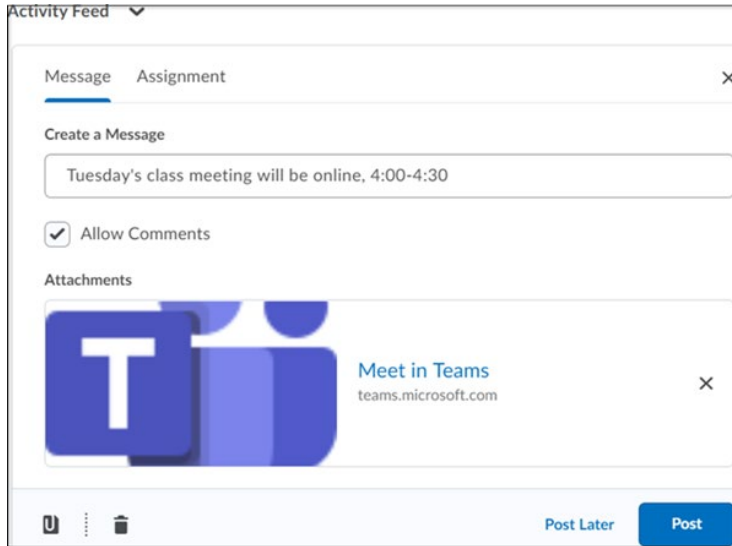


Figure: Share meeting details now or later