

Microsoft Teams – Creating and Sharing a Link to a Meeting

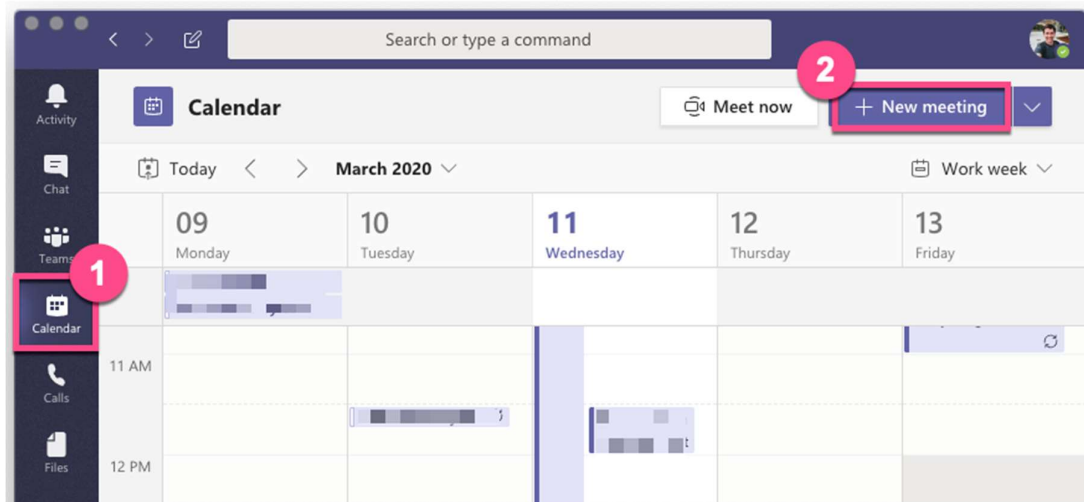
The process outlined below can be used to share a Teams meeting link with others. This method of link sharing may also be suitable for remote office hours as it allows a single meeting link to be used for several office hour time slots. Please note that sharing a link this way will not appear on the Teams calendar, but anyone you share the link with can access the meeting.

DO NOT USE FOR SCHEDULING CLASS LECTURES

Creating a meeting link this way for remote lectures will prevent your students from being able to access the recordings. To schedule course lecture meetings, please use the [class team](#) that has been auto created for each of your courses. We've also created a [guide for scheduling online meetings for lectures](#) with your class team.

If you do not already have the Microsoft Teams application installed on your computer, [please see this guide for download and installation instructions](#).

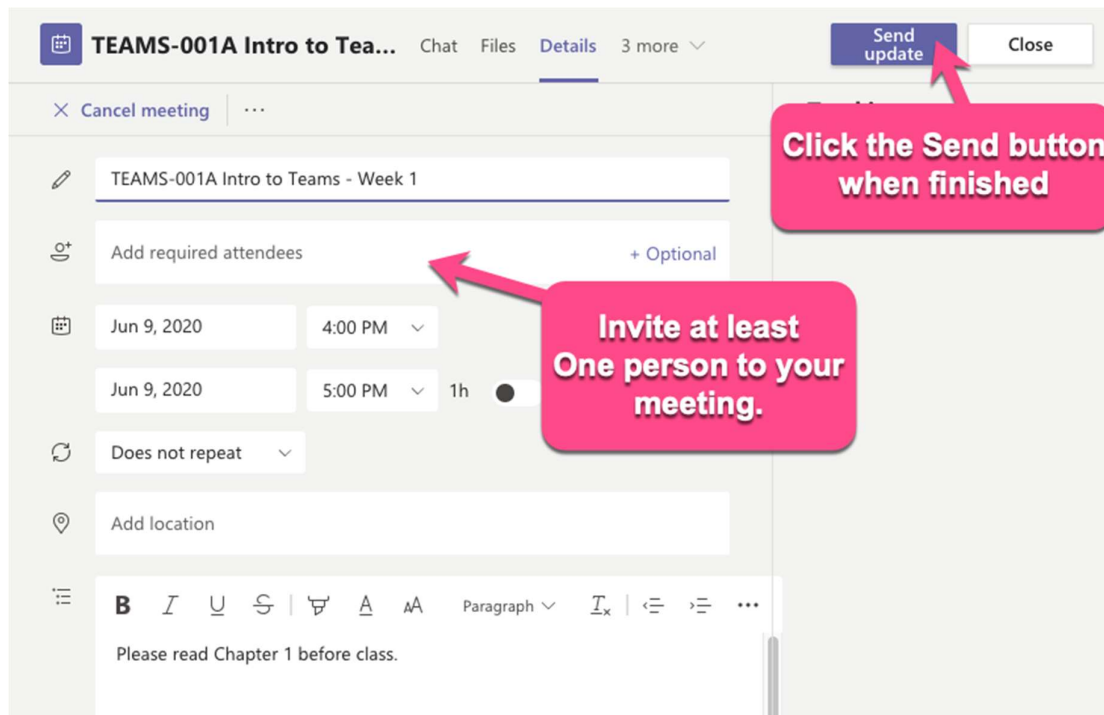
1. In the Teams application, select the **Calendar** tab from the sidebar, then click the **New Meeting** button



The New Meeting Details page will pop up.

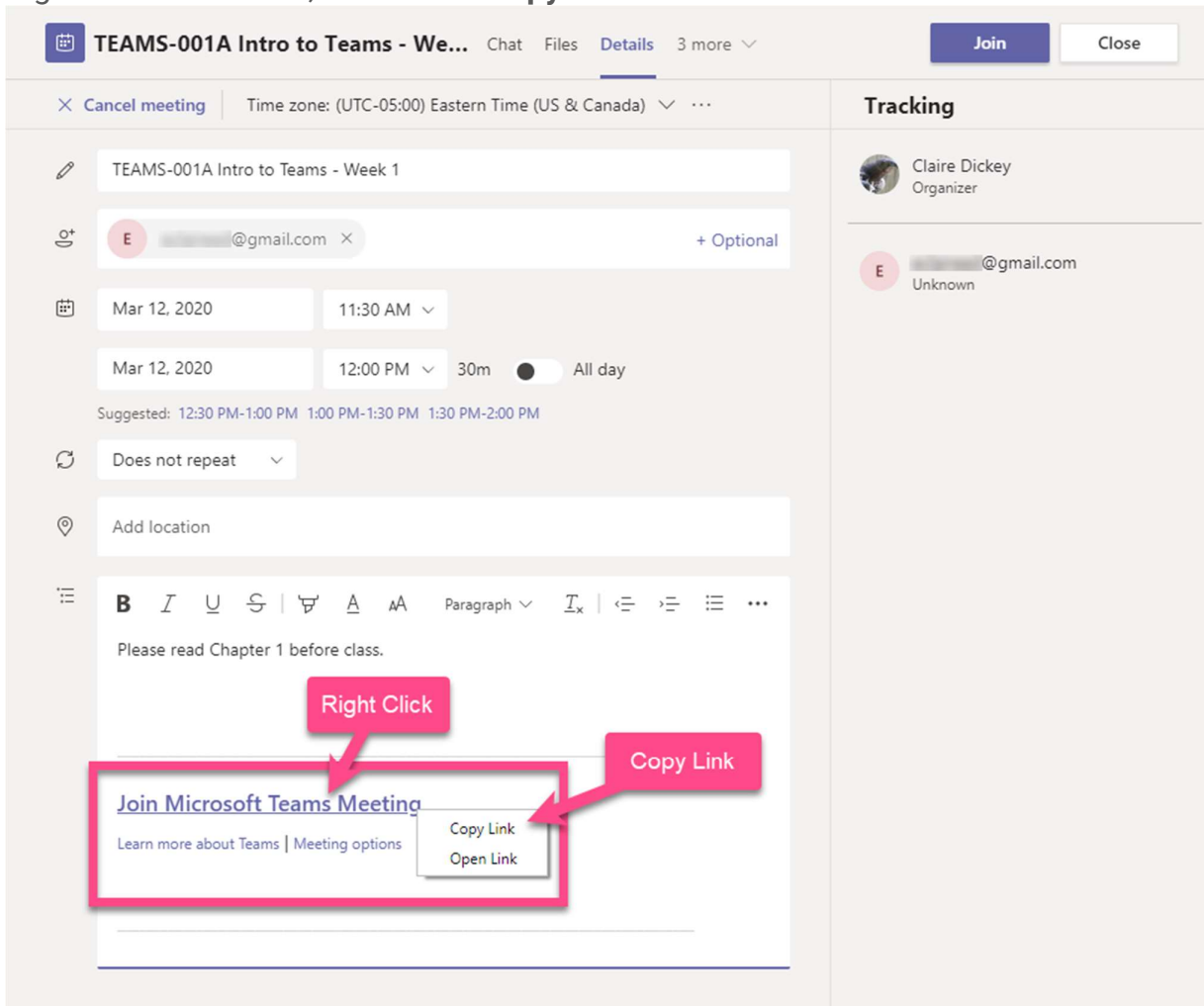
2. On the new meeting page, do the following:
 - o Enter a clear title for your meeting (if it is for a class, include the the course name and section).
 - o Enter any email address in the **Add required attendees** box. At least one address needs to be invited to your meeting to create a shareable link to the meeting. You can use your personal UVM email address if desired.
 - o Set the date and time for the meeting.

- Enter a brief description for the meeting.
- Click **Send** once all necessary information has been filled out.



3. After sending the meeting, click on it on your calendar in Teams.
This will open the meeting details page.

- In the description field, there will now be a **Join Microsoft Teams Meeting** link. Right click on the link, then select **Copy Link**.



- Share the link with colleagues through email or other means.