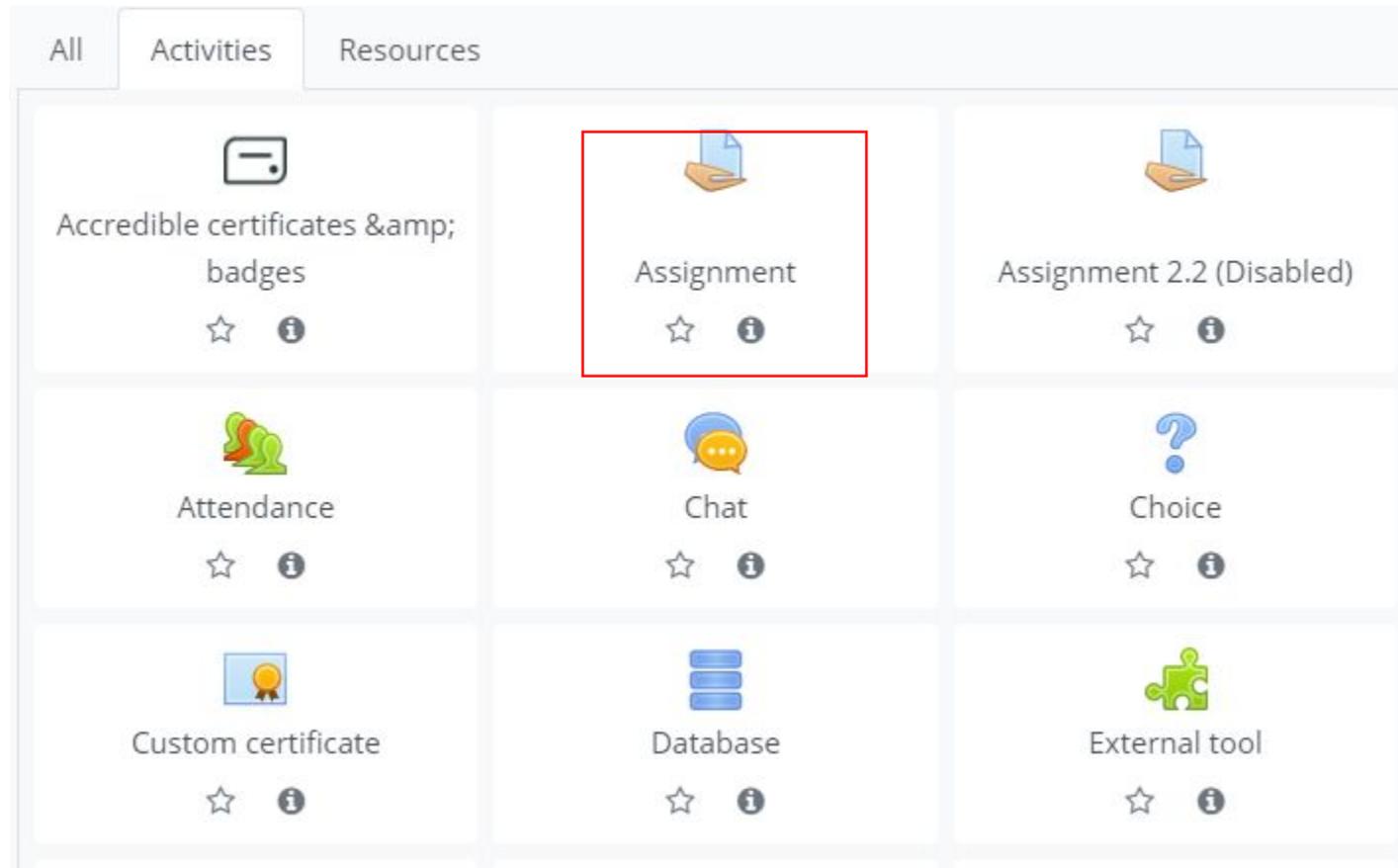


# How to Create MS Teams Meeting in UDAS/Moodle Platform

- Teams meeting can be created using the Moodle Editor in almost every activity/resource (such as labels, assignments, quizzes and forum posts) or wherever else the Atto Editor is available.

# Step 1: Select Activity/Resources



# Step 2: Enter the Name in the Activity

Adding a new Chat to Topic 5

General

Name of this chat room: MS Teams Meeting

Description

Display description on course page

1

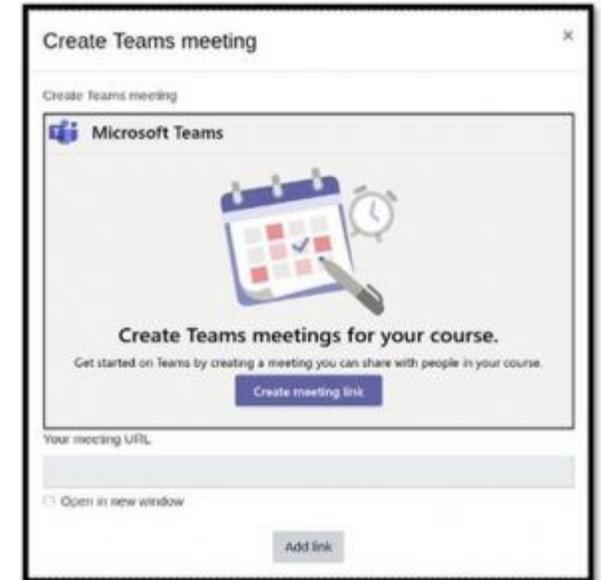
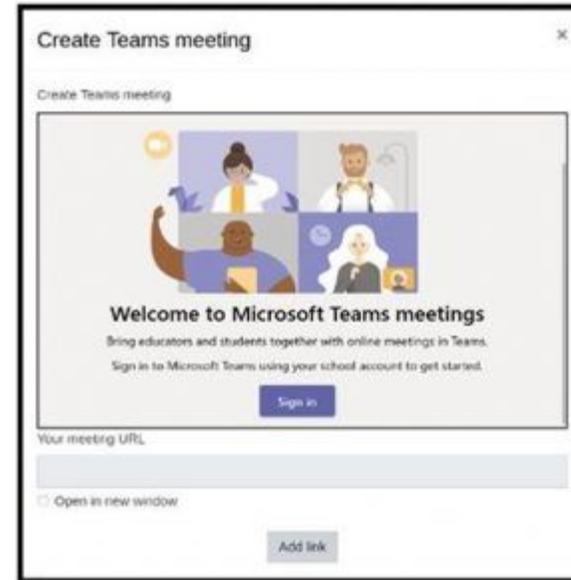
1

2

- When creating a new resource or activity in Moodle and editing the description using the Atto Editor, type the text which you want to use as meeting link, select it and click on the Microsoft Teams icon.

# Step 3

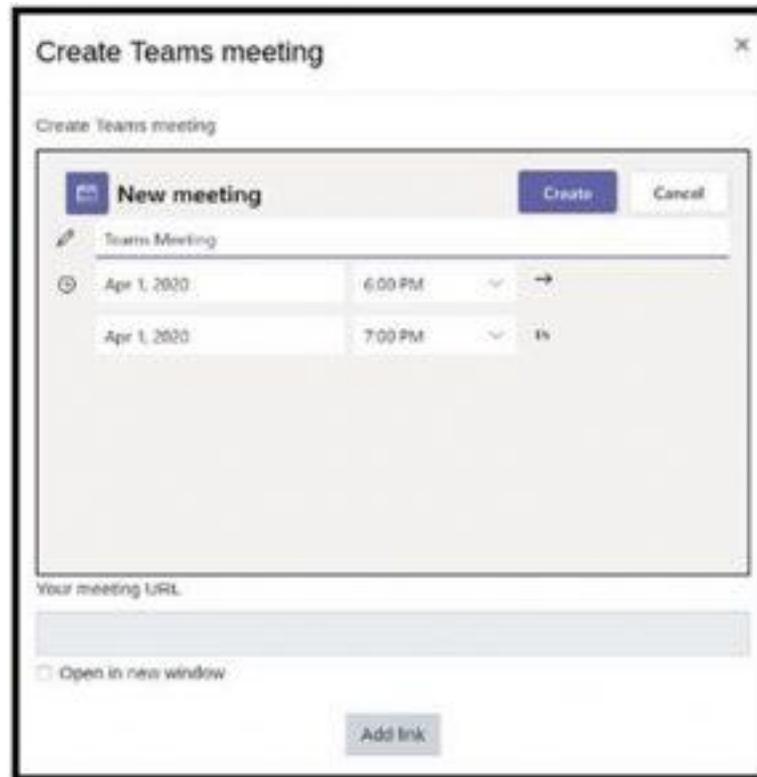
- Then select Create meeting link (you will need to sign into your Microsoft Teams account the first time you use it).



Enter a meeting title, date, and time, then click Create. The link will show in the field “Your meeting URL”. Mark “Open in a new window” if you want the meeting to open in a new tab and click “Add link” to finish.

# Step 4

Enter a meeting title, date, and time, then click Create. The link will show in the field “Your meeting URL”. Mark “Open in a new window” if you want the meeting to open in a new tab and click “Add link” to finish.

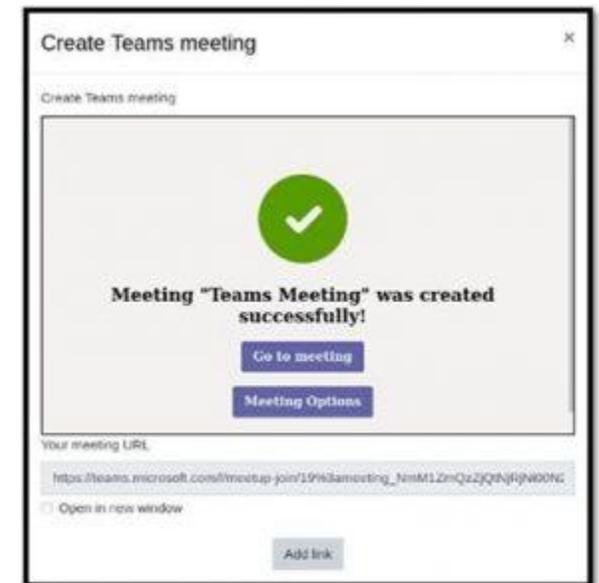


The screenshot shows a 'Create Teams meeting' dialog box. At the top, it says 'Create Teams meeting' with a close button. Below that, there's a section titled 'New meeting' with a 'Create' button and a 'Cancel' button. Underneath, there's a text input field for the meeting title, currently containing 'Teams Meeting'. Below the title field, there are two rows for scheduling. The first row shows 'Apr 1, 2020' and '6:00 PM' with a dropdown arrow and a right-pointing arrow. The second row shows 'Apr 1, 2020' and '7:00 PM' with a dropdown arrow and a right-pointing arrow. Below the scheduling section, there's a text input field labeled 'Your meeting URL'. At the bottom, there's a checkbox labeled 'Open in new window' and an 'Add link' button.

# Step 5

- To reach meeting options select the text with the meeting link that you have created before and click on the Microsoft Teams icon in the Atto Editor toolbar.
- You will get to the same screen with two buttons – “Go to Meeting” and “Meeting Options”.
- Click on the “Meeting Options” button and a new browser window will open with your meeting options.

**Please note:** Only the person presenting the meeting needs to create the link and set up the meeting options. It is strongly recommended to set presenter status to ‘only me’ in the meeting options.



# Step 6

- Once you have saved your meeting options, click on “Add link” and then select “Save and return to course”.
- The meeting link will then appear for students in the relevant section of your Moodle course (in the example below we used the “Label” resource)



[Click this link to access your meeting in Teams](#)

**Please note:** you can also add further restrictions to your meeting link by enabling the “Restrict Access” section to the Moodle activity. To get to this, click ‘Edit’ alongside the activity you want to restrict and then choose ‘Edit Settings’, or add a new activity, which will bring you to the settings page.