Basic Teams Meeting for Teachers

Inviting more than one person using a link:

1. Open the Teams App.
2. Click on the calendar icon at the left.
3. Double-click on the day and time for your meeting.
4. Set up the meeting. You must invite *someone* to your meeting. (You can use GCSemailid@mygcsnc.com.)
5. Exit the calendar event and go back into it.
6. Click on Meeting Options to set your options.
7. Copy the link from the description of the event and publish as you like.

Inviting one person (for an assessment or conference):

1. Open the Teams App.
2. Click on the calendar icon at the left.
3. Double-click on the day and time for your meeting.
4. Set up the meeting. Invite the student you are meeting with.
5. Exit the calendar event and go back into it.
6. Click on Meeting Options to set your options.
7. Instruct the student to check their calendar on the teams app or website (teams.microsoft.com) to join the meeting.