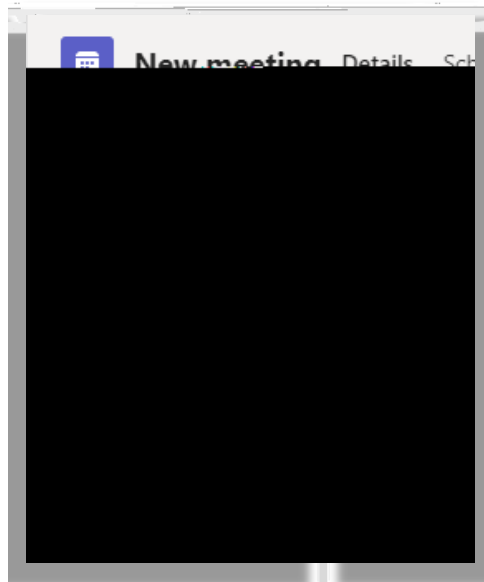


## Creating an Open Session Teams Meeting Link

Follow the steps to create a Teams meeting link that is available throughout the semester and can be used for multiple courses/sections

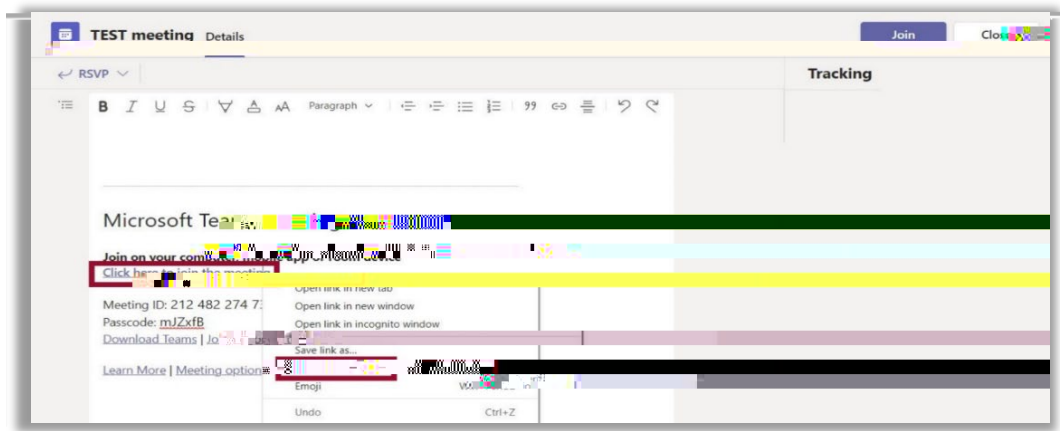
- 1.

5. To avoid having your calendar showing you as always busy during the semester, change the Show as settings from Busy to Free.



## Copy Teams Meeting Link to Share

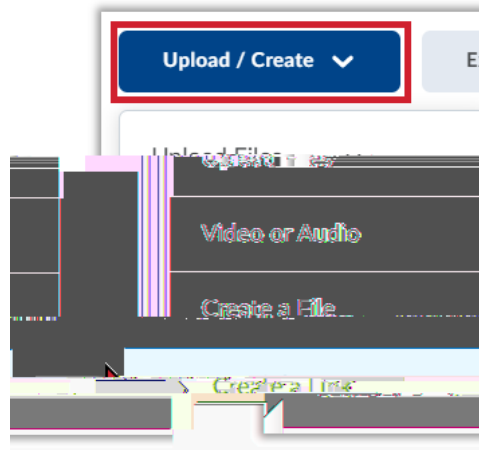
1. To create a meeting link to share, open the meeting and right click on the Click here to join the meeting link, then select Copy link address from the menu. The link can be pasted into an email or shared with attendees who were not invited using the Add more attendees field.



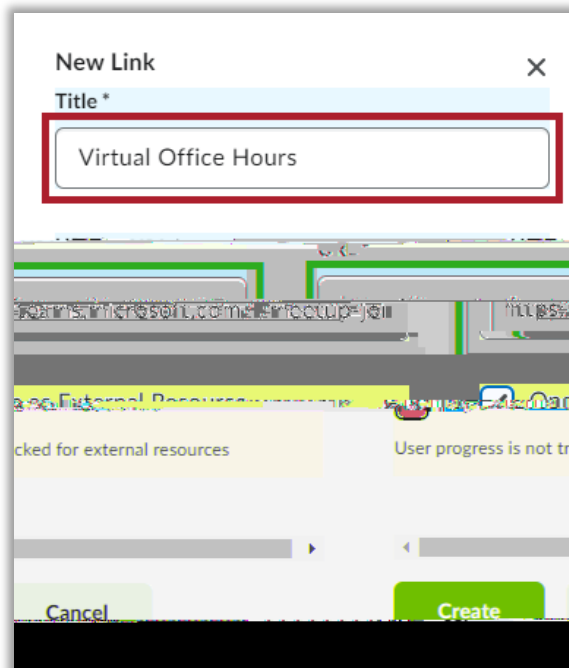
## Sharing a Teams Meeting Link in Your Course Shell

Follow the steps to add a link to the recording in your course.

1. Open your course.
2. Select Content on the Navbar, then select the module where you want to add the link to the recording from the list in the table of contents.
3. In the module, click Upload / Create then select Create a Link from the dropdown menu.



4. Type in a unique title for your meeting in the Title field and paste the link to the meeting in the URL field, then click Create.



For more information or assistance, call 224-6490 or email