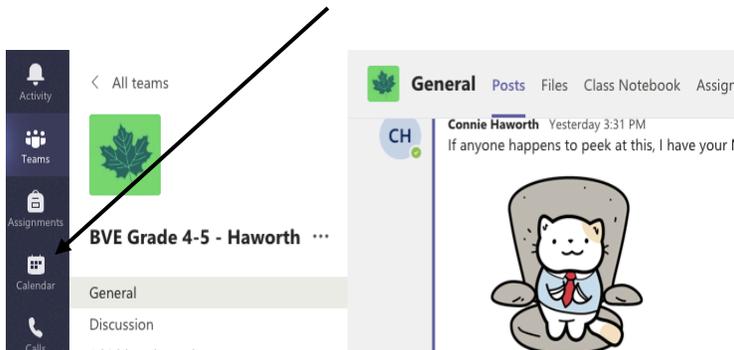
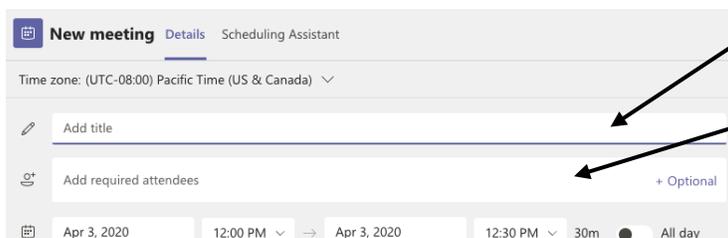
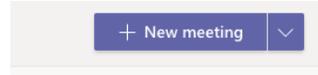


How to invite others to Join a Teams meeting! (From a computer)



1. Open your Team and click on the calendar
2. Click on "New Meeting" on the top right hand corner. This will show you the set up screen.



3. Give your meeting a title.

4. Choosing who attends:
"Add required attendees"

- this is a good option if you only want to invite specific individuals including staff and parents - students do not have email addresses

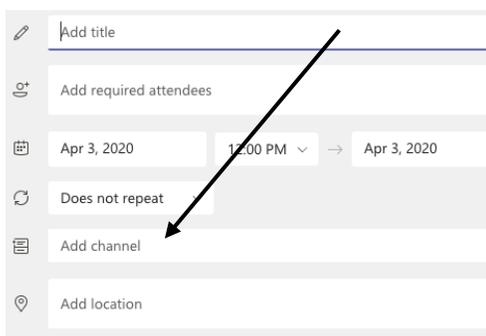
- type in the first few letters of the first or last name and name suggestions will self-populate, choose who you want by clicking on the name, to add more, just type in the next names.

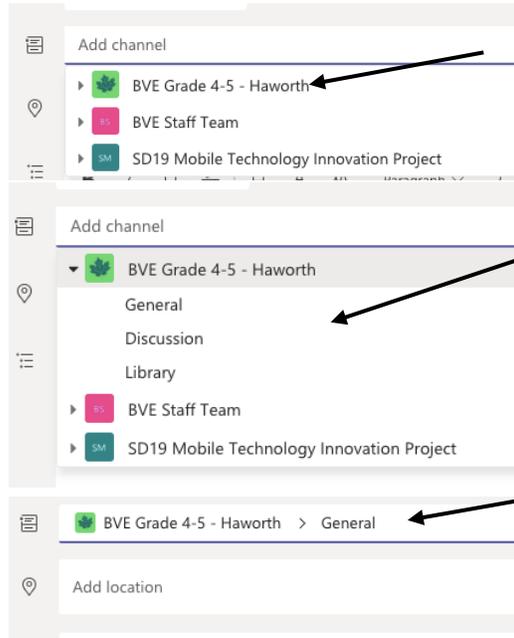
*** this is also where you can type in extra emails to invite those not within the school district or who do not have district logins (like parents)*

- the difference between required and optional is required means those invited are expected to go and optional means the meeting is optional attendance.

To invite your whole student group

- Choose add channel, this invites your whole group at one time



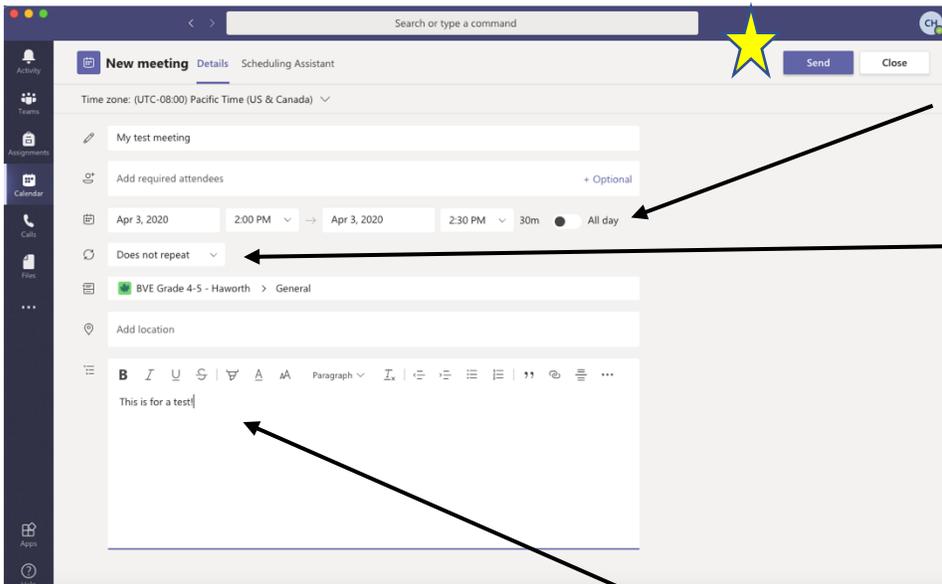


Choose your team.

If your team has more than one channel, choose the channel where you want the invite to be seen, the invite will appear in the *Posts* of the channel you choose.

Your invite will then look like this.

You can leave the location tab empty!



Choose the time your meeting will happen.

You can set it up to repeat as an every weekday, daily, weekly, etc. meeting - this is a good option if you only want to invite specific individuals including staff and parents - students do not have email addresses (by setting up a repeating schedule, it reduces the number of meeting invitations that need to be send out)

Add a note for a quick description of the meeting.

Be sure to click on *Send* to get your invitation out!

