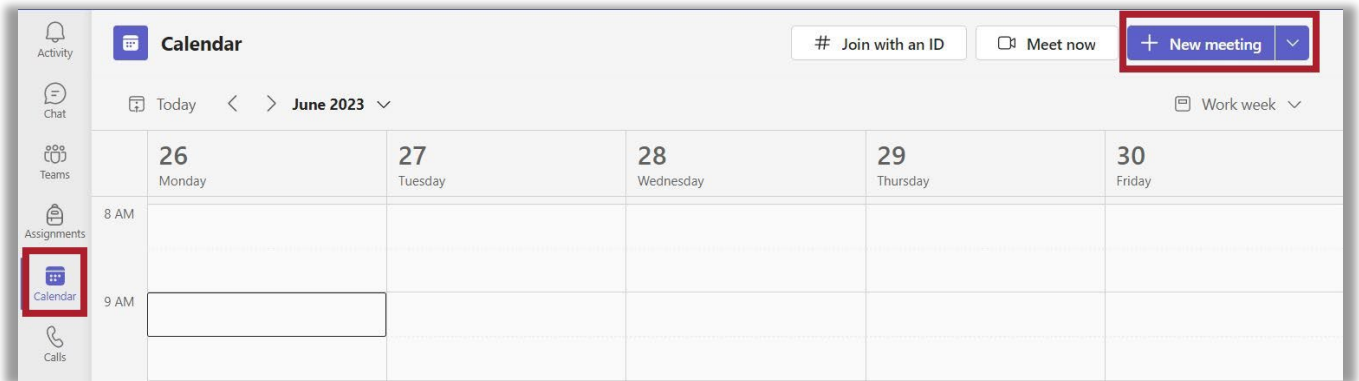


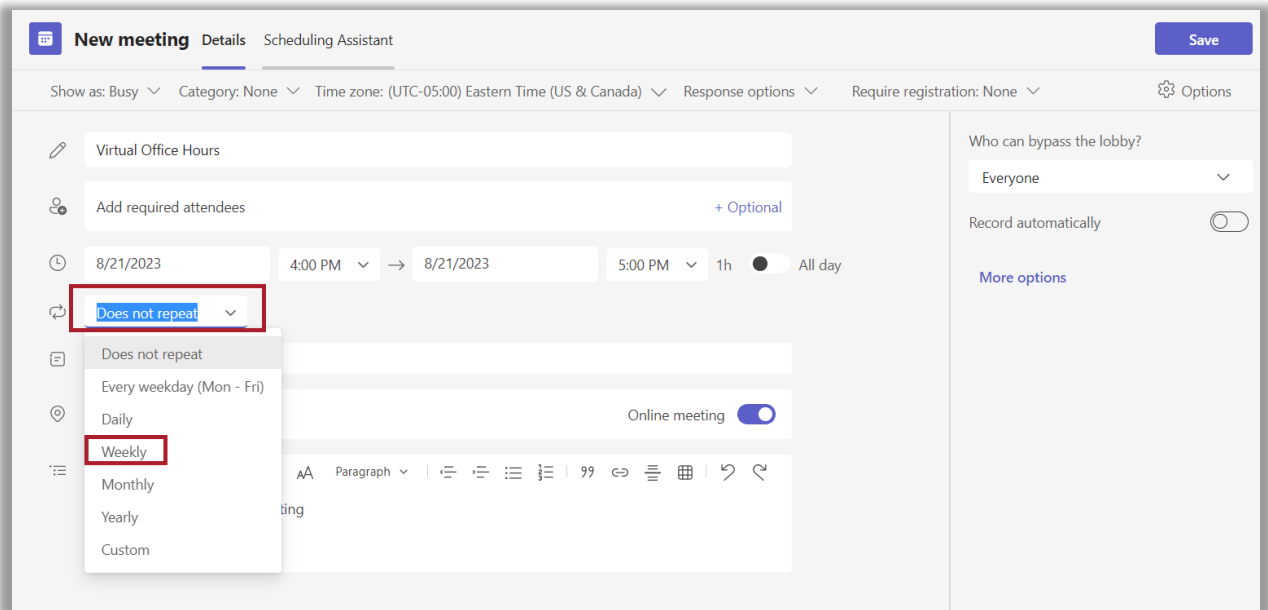
Creating an Recurring Teams Meeting Link for Office Hours

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

1. From the **Teams** app, select **Calendar** on the left navigation bar.
2. Then, select **New meeting** in the top right corner.



3. A **New Meeting** window will open. Under **Add title**, enter the meeting name.
4. Enter the meeting **First Day of the Semester** and **Last Day of the Semester** Dates.



5. Set the recurrence schedule and end date, then click the Save button.

Set recurrence

Start 8/21/2023

Repeat every 1 Week

S M T W T F S

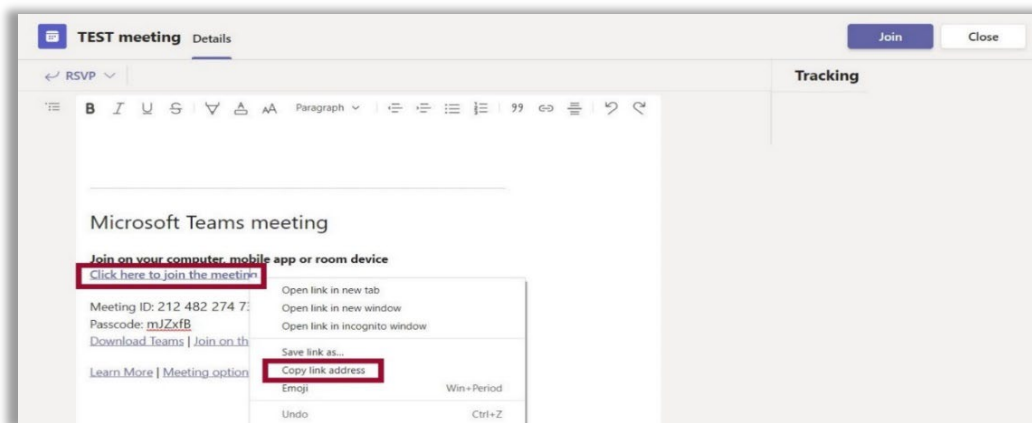
End 12/4/2023 Remove

Occurs every Monday starting 8/21/2023 until 12/4/2023

Cancel Save

Copy Teams Meeting Link to Share

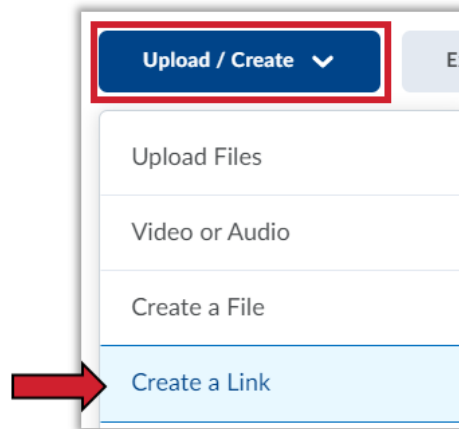
1. To create a meeting link to share, open the meeting and right click on the **Click here to join the meeting** link, then select **Copy link address** from the menu. The link can be pasted into an email or shared with attendees who were not invited using the **Add required attendees** field.



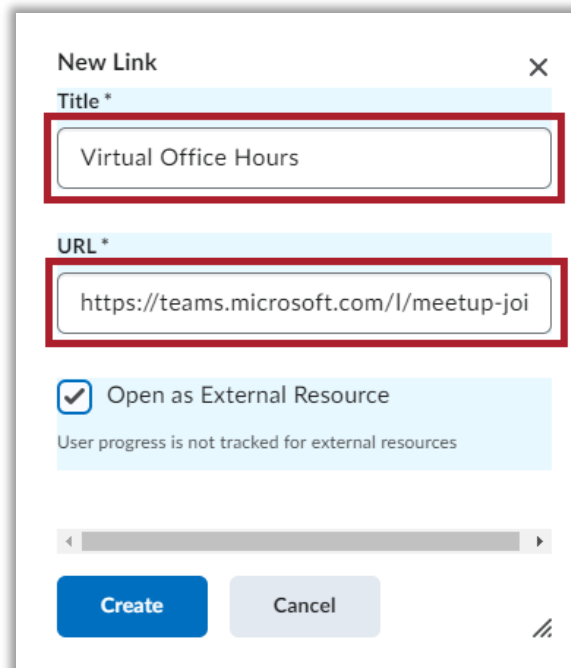
Sharing a Teams Meeting Link in Your Course Shell

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**.

A screenshot of a 'New Link' form. The form has a title 'New Link' and a close button 'X'. It contains two text input fields: 'Title*' with the text 'Virtual Office Hours' and 'URL*' with the text 'https://teams.microsoft.com/l/meetup-joi'. Both input fields are highlighted with a red border. Below the URL field is a checkbox labeled 'Open as External Resource' which is checked. Underneath the checkbox is the text 'User progress is not tracked for external resources'. At the bottom of the form are two buttons: 'Create' and 'Cancel'. There is also a small icon in the bottom right corner.

For more information or assistance, call 229-245-6490 or email blazeview@valdosta.edu.
For 24/7 BlazeVIEW/GoVIEW assistance, call 855-772-0423 or visit [GeorgiaVIEW Help Center](#).

The Center for eLearning
blazeview@valdosta.edu
229-245-6490



24/7 Support
GeorgiaVIEW Help Center
855-772-0423