

Teams Meetings in BlazeVIEW Student Guide



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eLEARNING

VALDOSTA STATE UNIVERSITY

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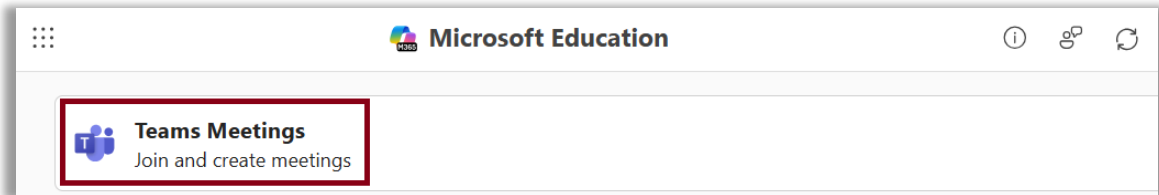
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Microsoft Teams Meetings Link in BlazeVIEW

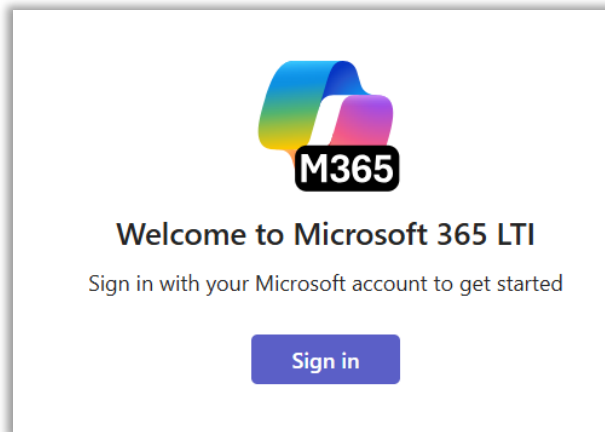
If your instructor has opted to add the Teams Meetings link to your BlazeVIEW course, you can use it to join class meetings, schedule individual or recurring meetings, and view meeting recordings.

Joining a Teams Meeting from BlazeVIEW

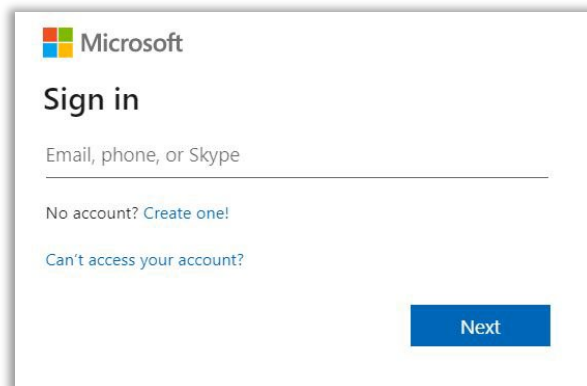
1. Select the **Teams Meetings** link from the module your instructor created in your BlazeVIEW course.



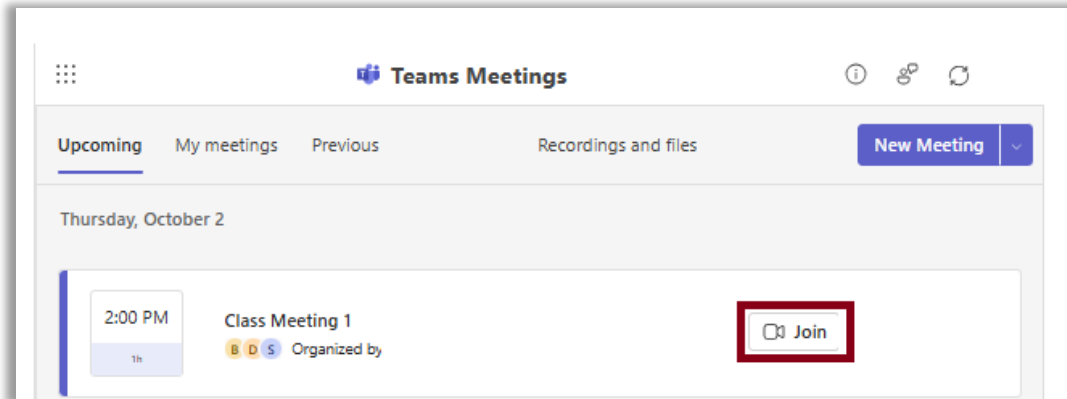
2. You will receive a prompt to log in to Microsoft 365.



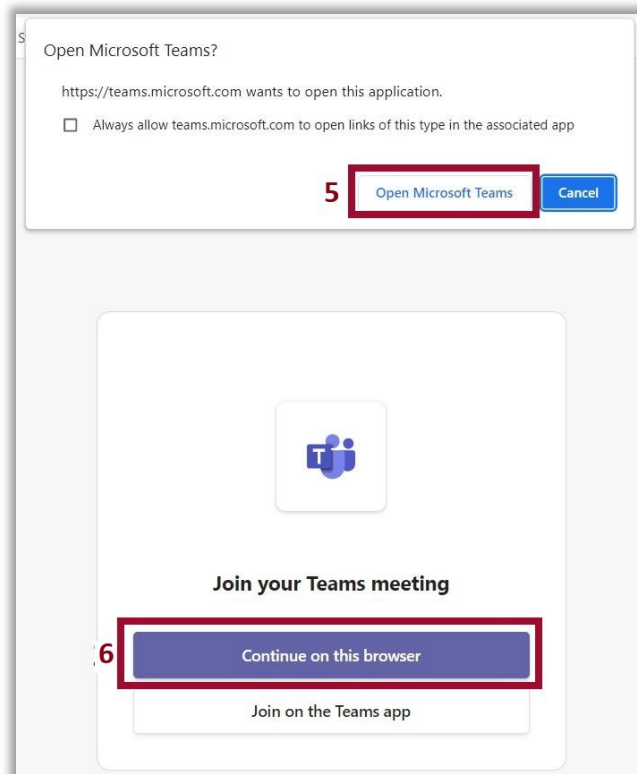
3. Enter your **MyVSU** username and password.



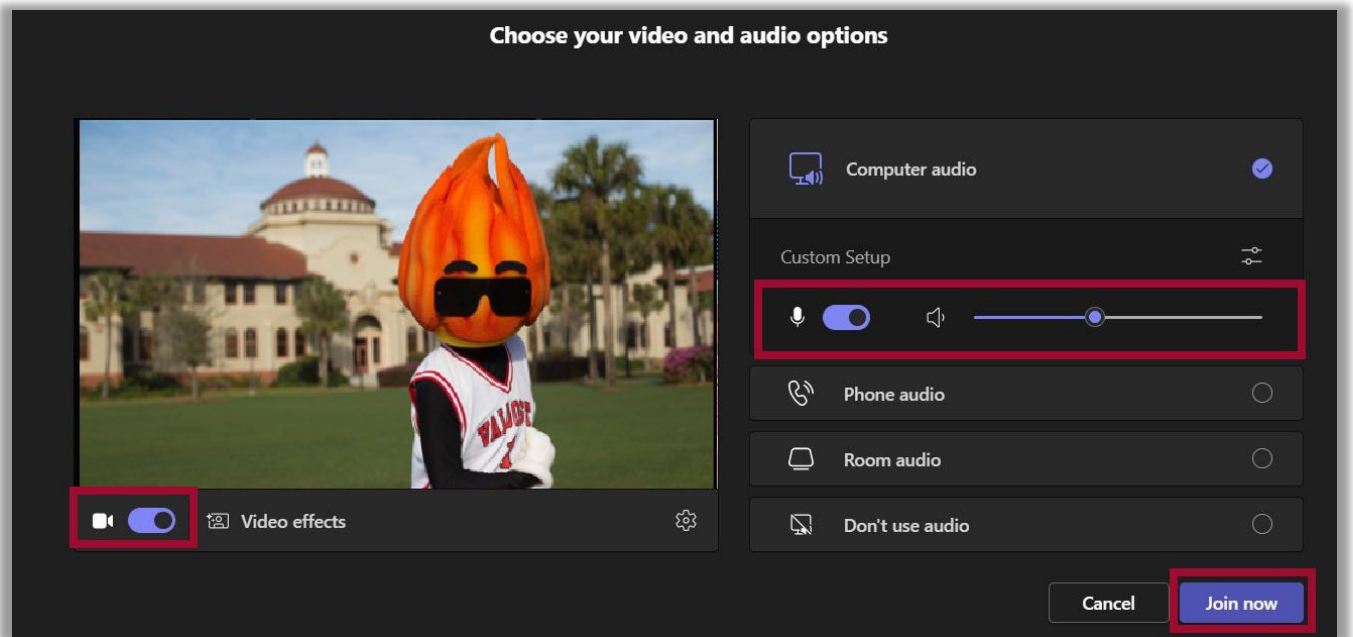
4. When the Teams Meetings dashboard displays, click the **Join** button.



5. You will be prompted to **Open Microsoft Teams**, which is the recommended setting. When selecting this option, your meeting will open in the Microsoft Teams app.
6. If you select **Continue on this Browser**, a new browser window will open. Make certain you have the most current version of Google Chrome or Mozilla Firefox installed. Click the **Allow** button to let Teams access your audio and video: **NOTE:** If your pop-up blocker is turned on, this message will not appear. Turn off your pop-up blocker to enable the message.



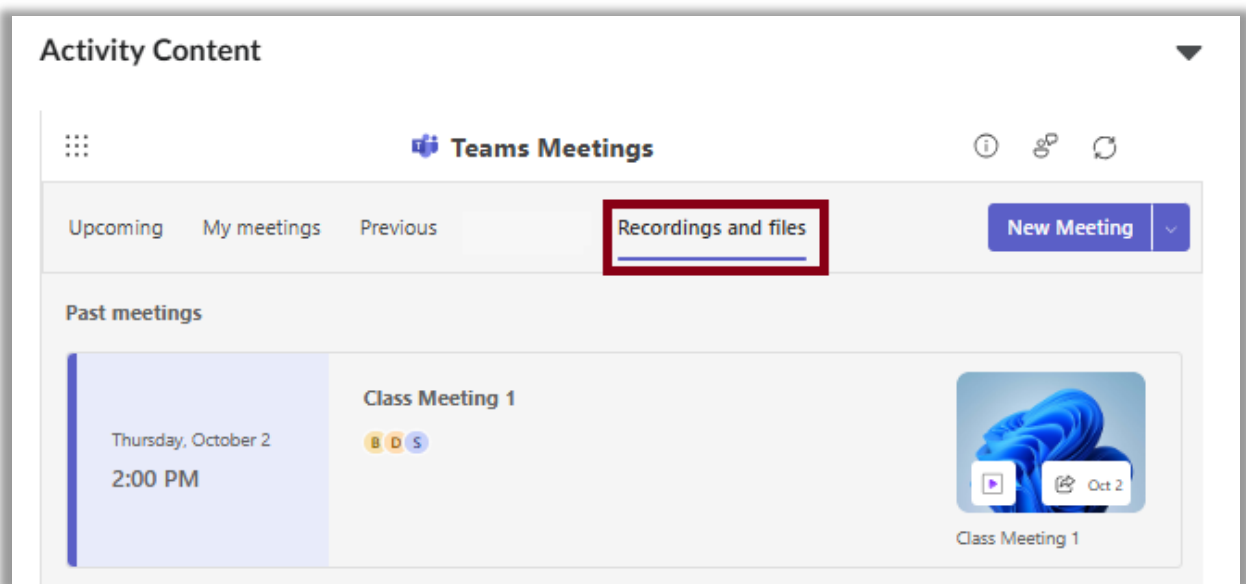
- When you open your meeting, you can choose your video and audio settings before clicking the **Join now** button to join the meeting.



Locating a Teams Meeting Recording from BlazeVIEW

A link to a Teams meeting recording is saved in the Teams Meetings dashboard in BlazeVIEW.

- From the Teams Meetings dashboard in BlazeVIEW, select the **Recordings and files** tab to view a list of all available recordings. Note: Recordings will also be available in the Teams app in the meeting Chat.



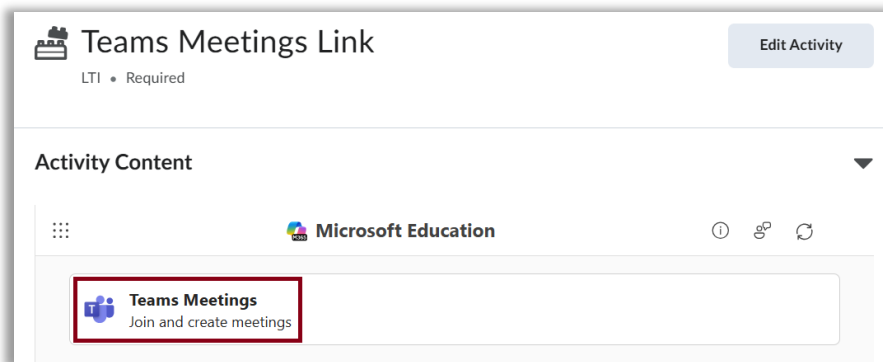
2. Select the Play button to open and view the recording in BlazeVIEW.
3. Select the Open button to open the recording in Stream.



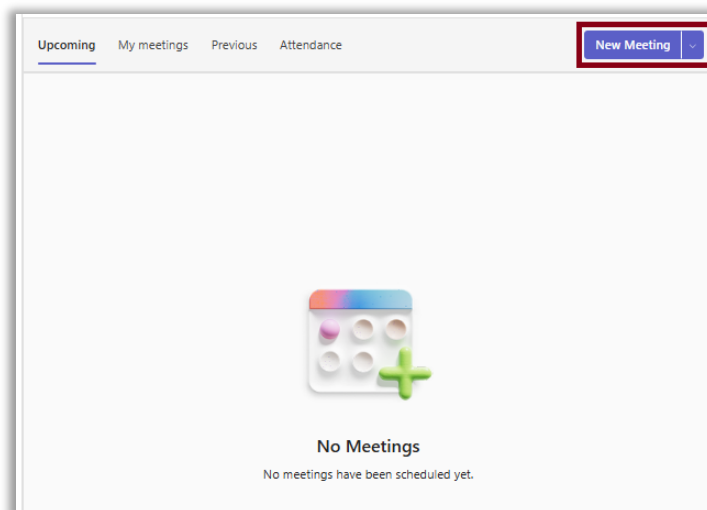
Scheduling a Teams Meeting

Students can schedule new Teams meetings from the Teams Meetings link in BlazeVIEW.

1. Select the **MS Teams Meetings** link from the module your instructor created in your BlazeVIEW course.



2. From the Teams Meetings dashboard, click the **New Meeting** button to schedule a meeting.



3. A **New Meeting** window will open. Under **Add a title**, enter the meeting name.
4. In the **Invite required attendees** field, you can enter the email addresses of specific individuals, such as Guests, you want to invite to the meeting.
5. The **Add entire class** button pulls all individuals in the BlazeVIEW classlist into the 'To' line for the meeting. You can click the **Remove entire class** button to delete the users added by the Add entire class feature.
6. The **Allow anyone in the course to join** checkbox pins the meeting in the course for anyone who has access to see and validate attendees against the Classlist as they click to join (the meeting will not appear on their calendars unless they are explicitly invited).
7. Enter the meeting **Start** and **End** Dates and Times.
8. If this is a regularly scheduled meeting, select **Make recurring** and choose the recurrence option, e.g., Every weekday (Mon-Fri), Daily, Weekly, Monthly, Yearly, or Custom.
9. **Optional:** Enter a description or add details about the meeting.
10. Click **Save**. **Note:** A Teams meeting invitation will be emailed to all attendees.

New Meeting 10 Save Cancel

Add a title **3**

Invite required attendees **4** + Optional

Add entire class **5** **6** Allow anyone in the course to join

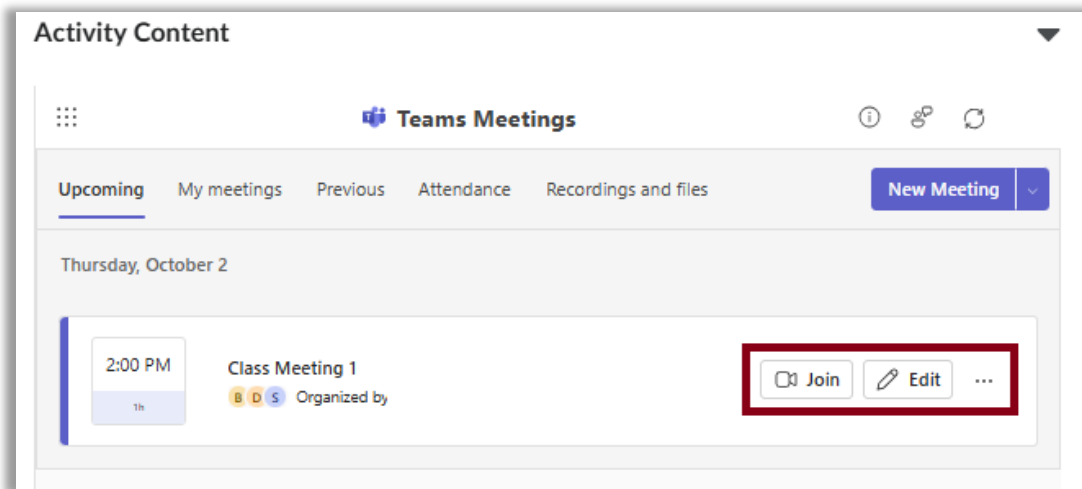
10/2/2025 5:00 PM to 10/2/2025 6:00 PM 1h **7**

(UTC-05:00) Eastern Time (US & Canada) ▾

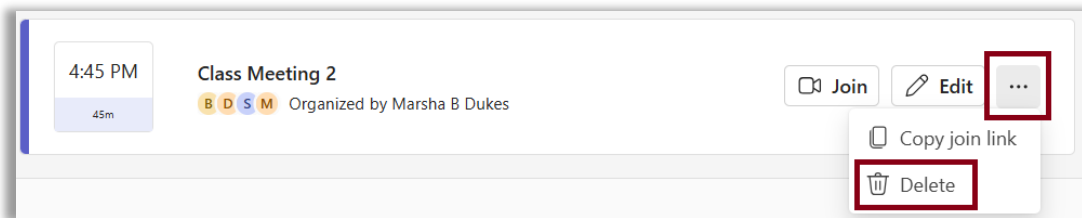
Make recurring **8**

Type details for this new meeting **9**

11. The meeting will be displayed on the Teams Meetings dashboard in the BlazeVIEW class and includes **Join** and **Edit** buttons to manage the meeting.



12. From **More Options** [. . .], the meeting organizer can **Delete** the meeting. **Note:** The **Copy join link** option is not functional.



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

