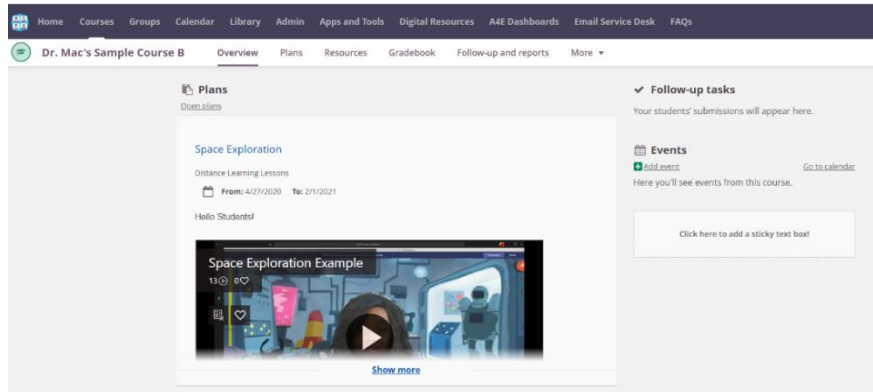
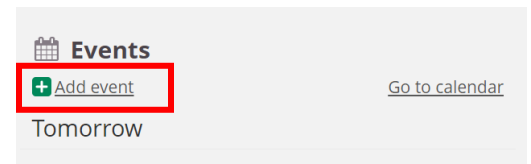


Add an Existing Microsoft Teams Meeting Link to HUB Event

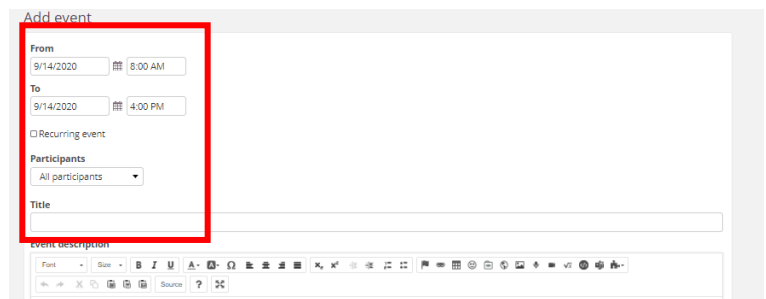
1. Open the course in which you would like to add the existing Microsoft Teams meeting link.



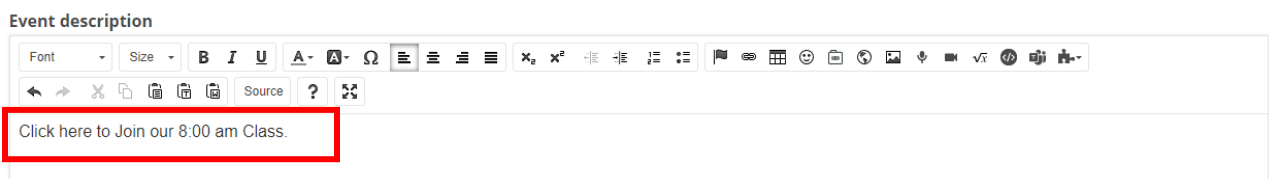
2. Click **Add event** under Events on the Overview page.



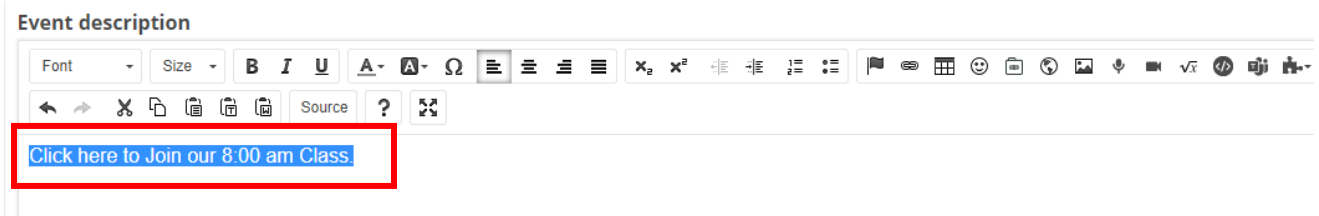
3. Enter meeting details.
 - Date and time
 - Select **Recurring** to use the same link for all class meetings.
 - **All Participants** are selected by default. However, you may select a specific course group you have setup.
 - Enter title of Teams meeting



4. Type in the text you would like to hyperlink (the text to be shown that will link to the meeting) in the Event description box.



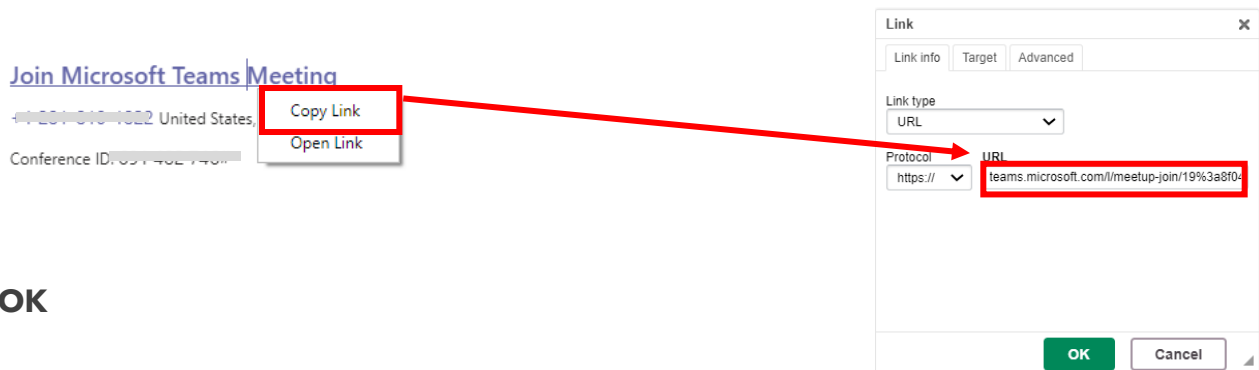
5. Select and highlight the text.



6. Click on the **Link** icon on the rich text editor under Event description.



7. Copy the existing teams link then paste the link in the URL field and click **OK**.



8. Click **OK**

9. The text will hyperlink then click **Save**.

