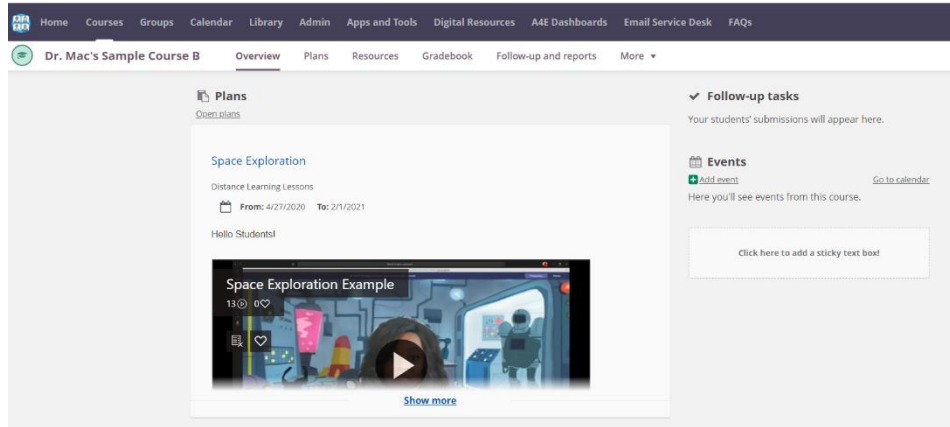
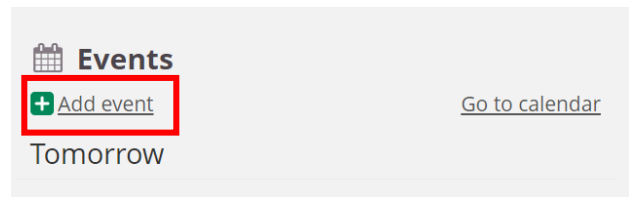


Create New Microsoft Teams Meeting Link with HUB Event

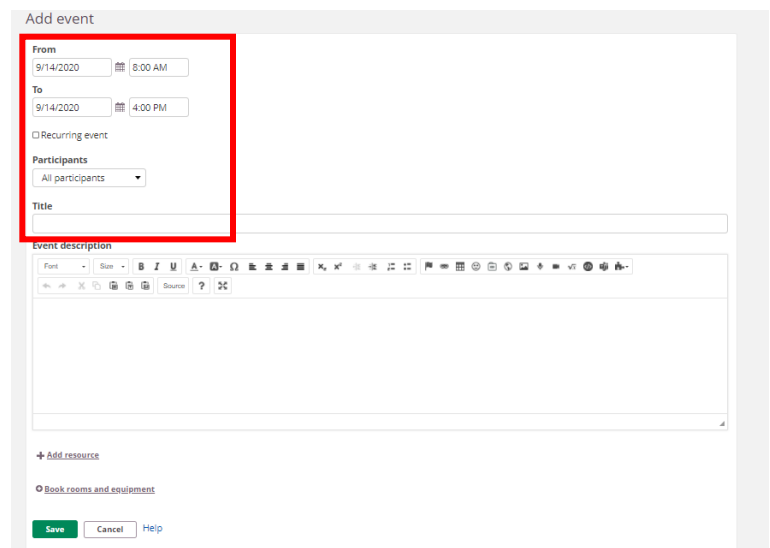
1. Open the course in which you would like to create a new Microsoft Teams meeting.



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

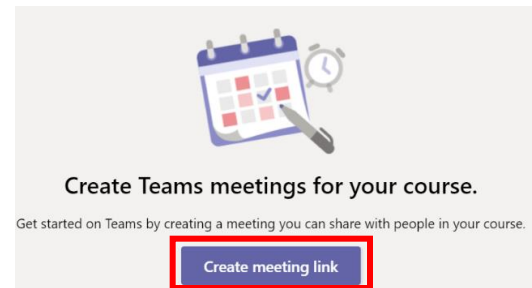
Event description



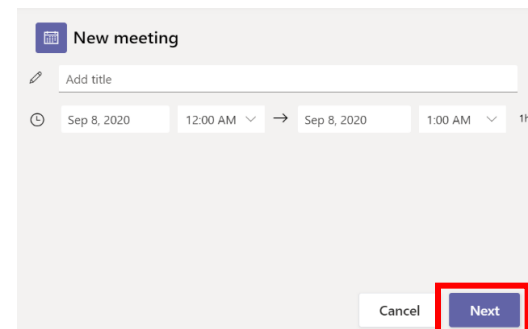
5. Click **Sign in**



6. Click **Create meeting link**

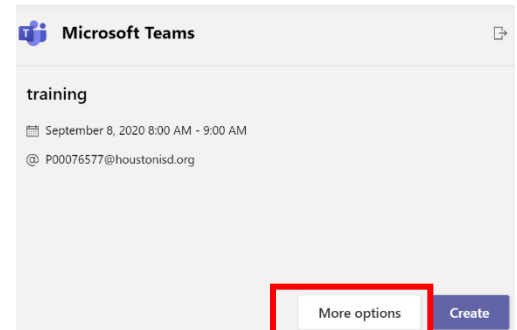


7. Enter title and dates for meeting then click **Next**



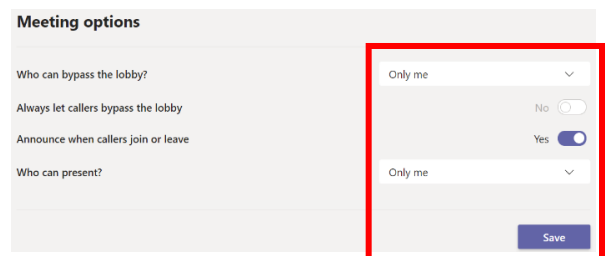
8. Click on **More options** to set meeting options for student's entry

Note: Set meeting options **before** you create your meeting link.

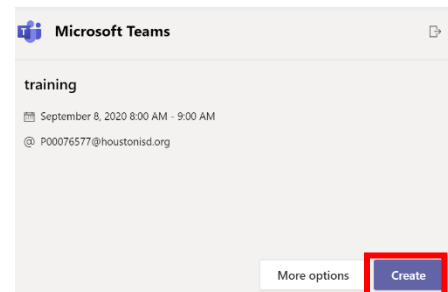


9. Select meeting options click **Save**

Note: Selecting **Only Me** will support you controlling when students are able to enter meetings and other potential disruptions by making them an attendee instead of a presenter.



10. Click **Create** to create meeting



11. Click **Save**.

Note: The Teams meeting link saves to the description field. You may add additional information or text in the description field as well.

