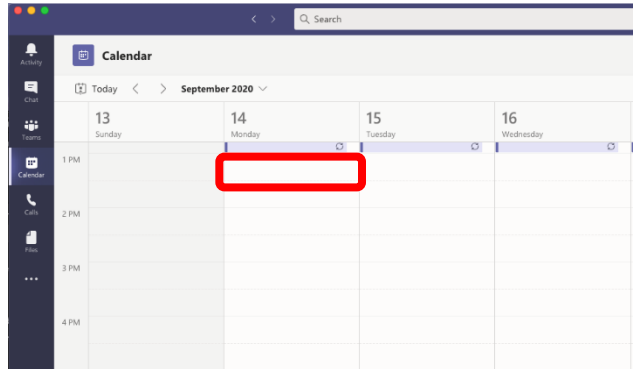


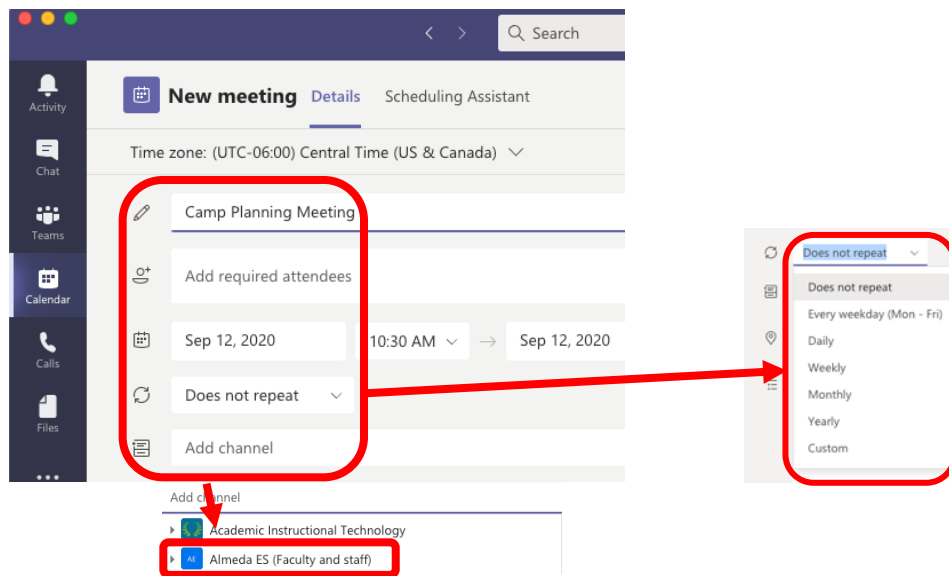
## Schedule Class Meetings from Teams Calendar

1. Click on the date and time you wish to hold the meeting.



2. Enter the meeting details: Title, Attendees, Date and Time

- Click on **Does not repeat** and change to recurring meeting.
- **Add Channel** will add all the students in your teams to the meeting.

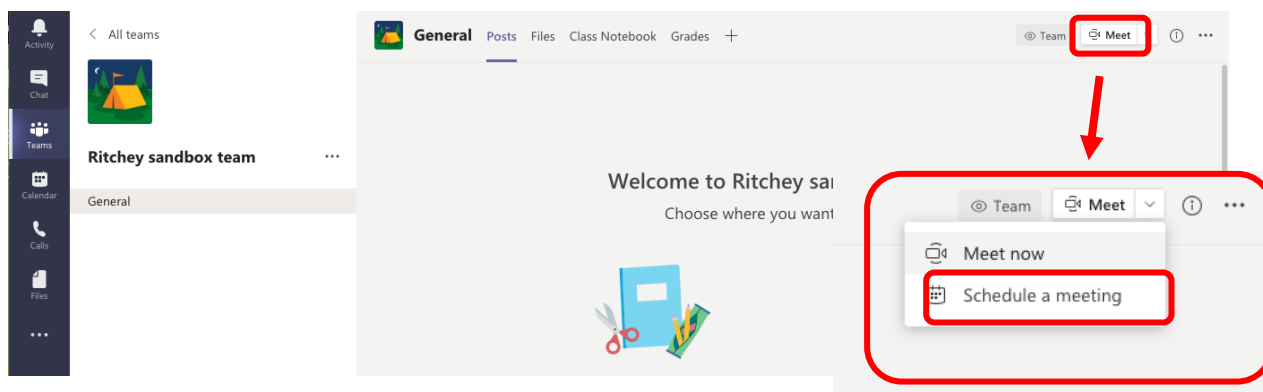


3. Click on **Save**.



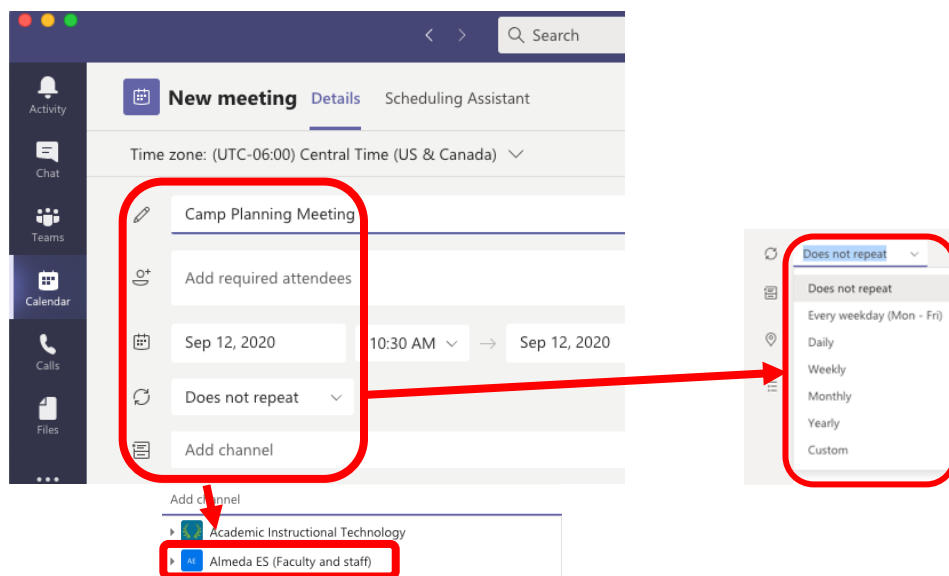
## Schedule Class Meetings from Teams Class

1. Open a team you want to set up a meeting for. Click on the **Meet** button and then select **Schedule a meeting**.



2. Enter the meeting details: Title, Attendees, Date and Time

- Click on **Does not repeat** and change to recurring meeting.
- **Add Channel** will add all the students in your teams to the meeting.



3. Click on **Save**.

