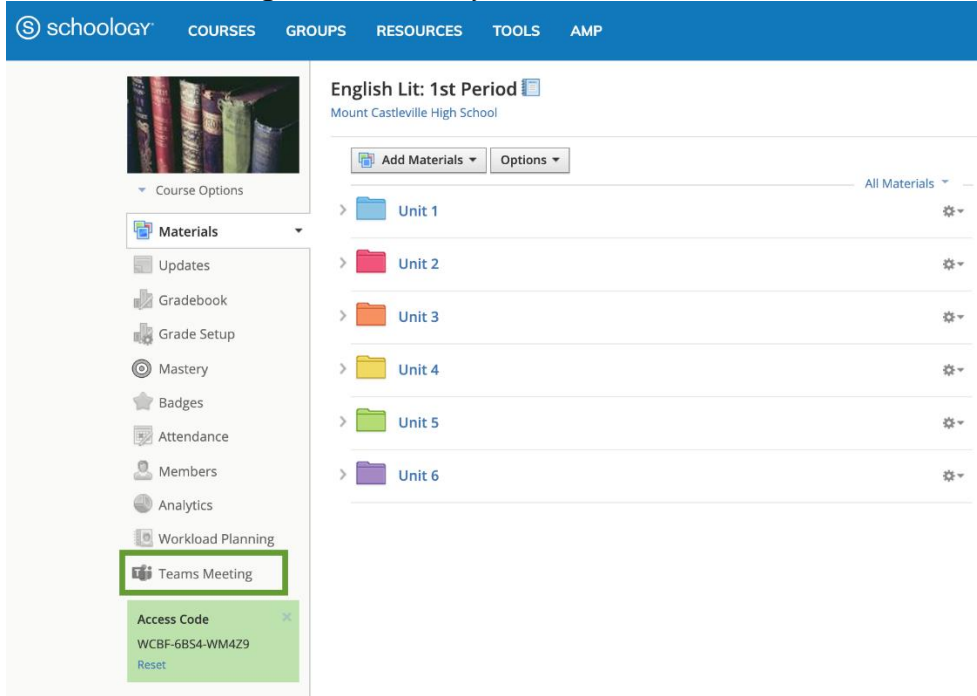


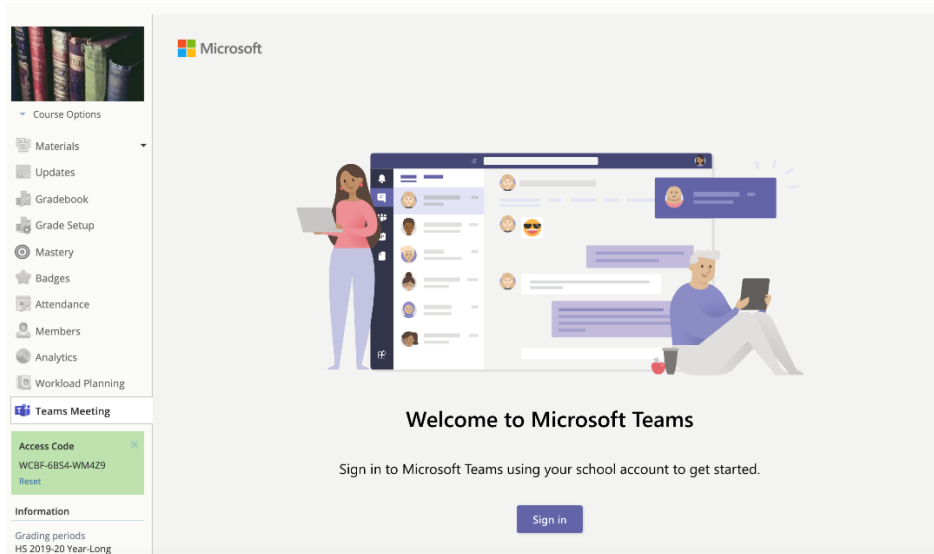
Create a Microsoft Teams Meeting in Schoology

To create a Teams Meeting within a course:

1. Click **Teams Meeting** from the left of your course.



- 2.



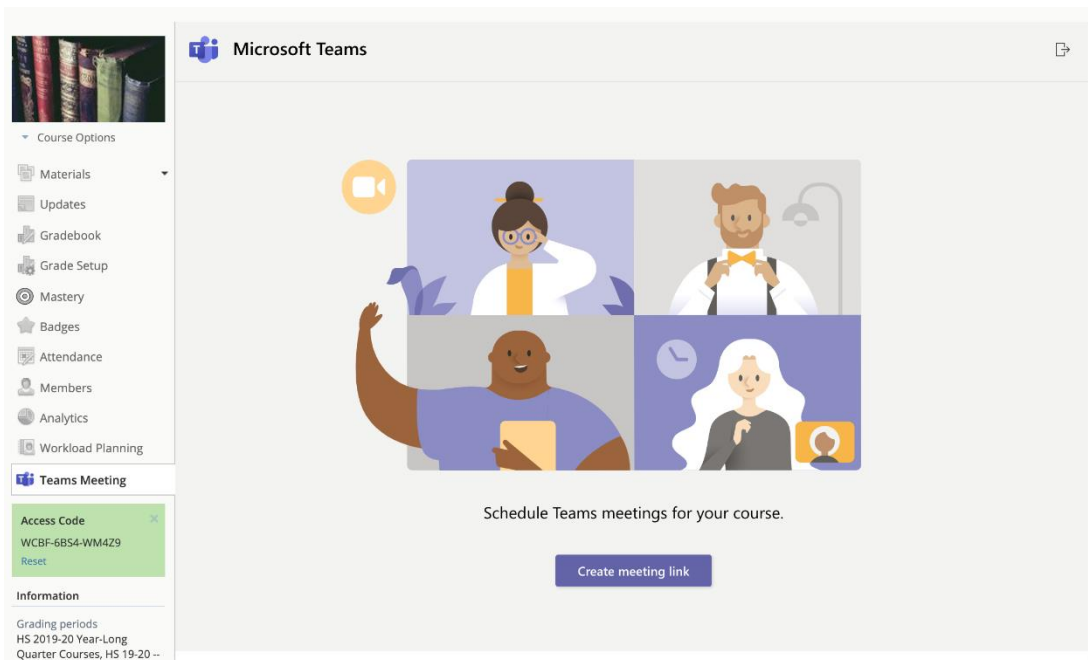
Sign in with your Microsoft account (one time)

[Office 365 Login](#)

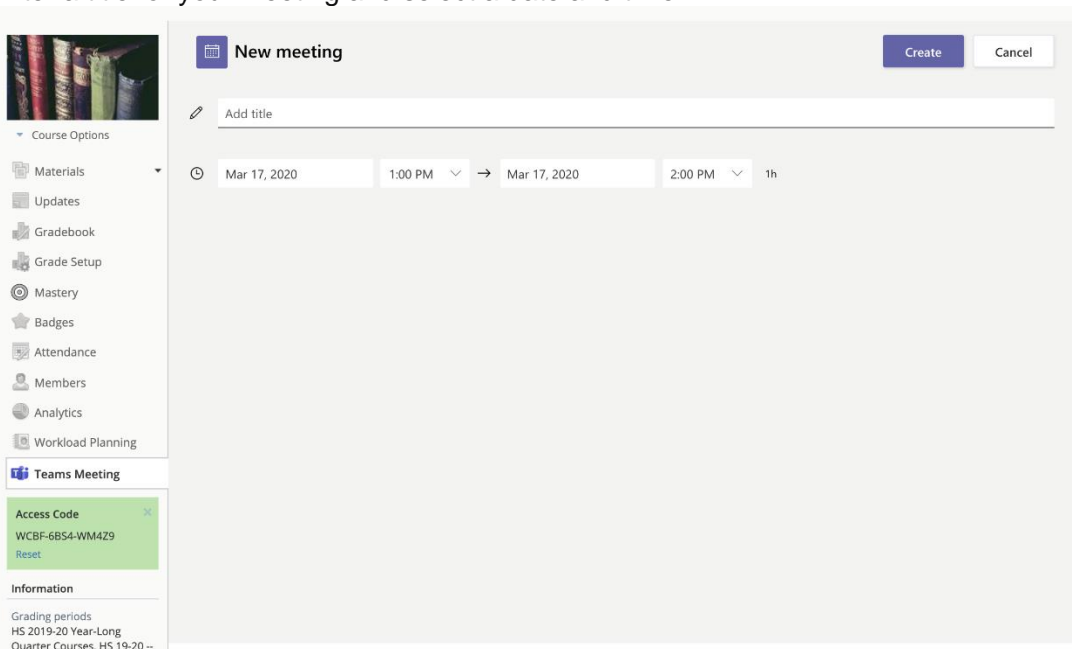
Username: full district email address

Password: same as for the computer network

3. Once signed in, click **Create meeting link**.

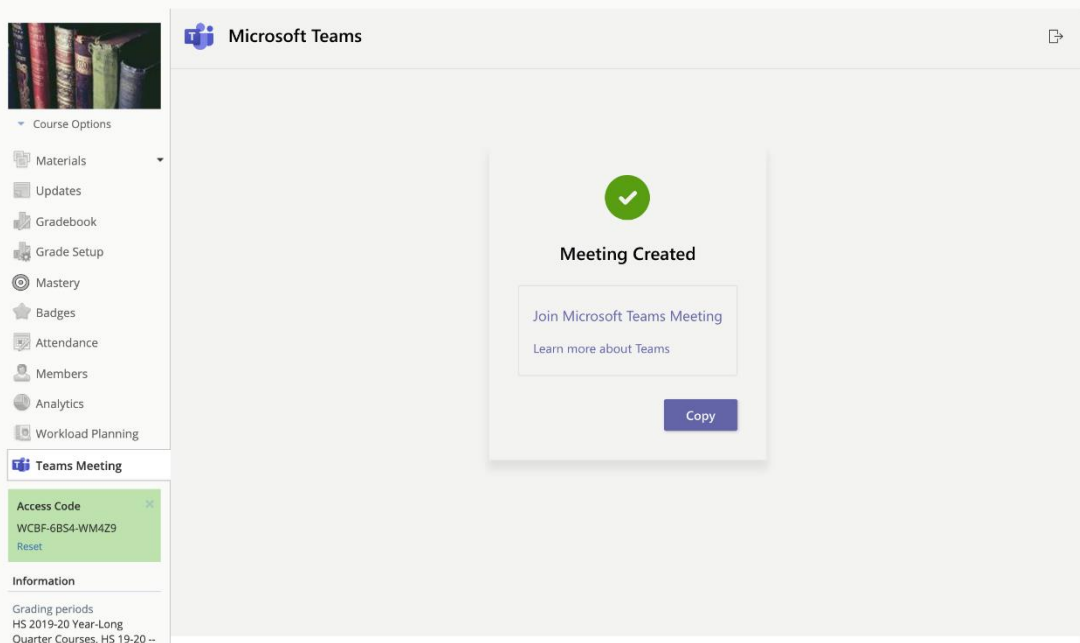


4. Enter a title for your meeting and select a date and time.



5. Click **Create**.

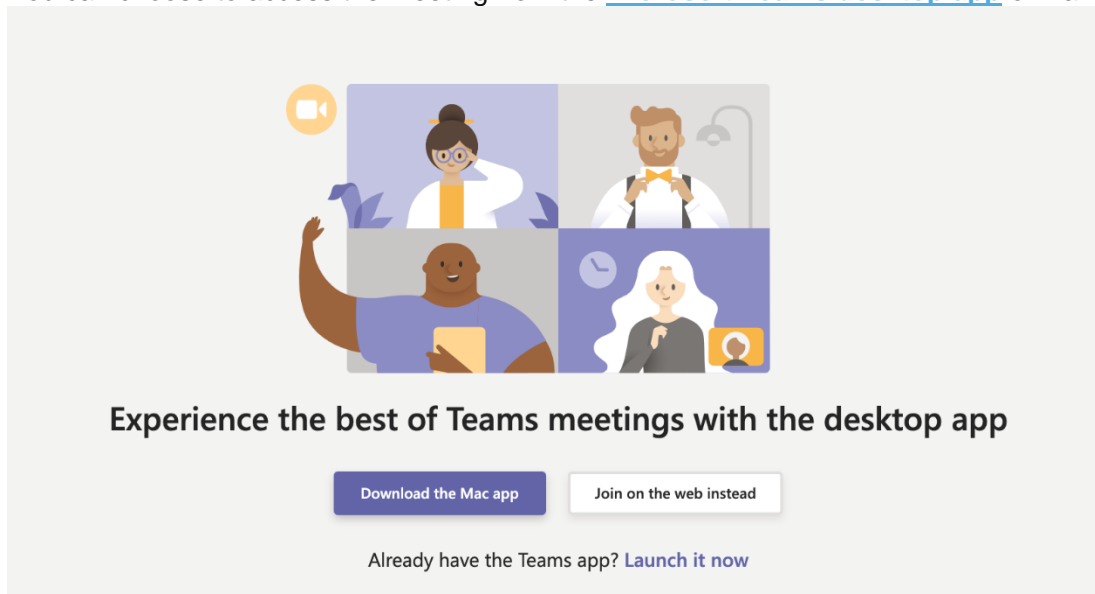
6. Click **Copy** to copy the automatically generated meeting link and paste it to a course update, calendar event or course material.



Join a Team Meeting

To join a Team Meeting:

1. Click the meeting link located in Schoology.
2. You can choose to access the meeting from the [Microsoft Teams desktop app](#) or via web browser:



3. If you have the desktop app, click the **Open Microsoft Teams** prompt:

Open Microsoft Teams?

https://teams.microsoft.com wants to open this application.

Cancel

Open Microsoft Teams

Alternatively, click **Join on the web** instead to join the meeting in a separate tab in your browser.

Note: Sign in to your Microsoft Team account in a separate browser tab or on the desktop app before joining a meeting.

4. You may be prompted to allow access to your microphone and camera. Click **Allow**.

teams.microsoft.com wants to X



Use your microphone




Use your camera

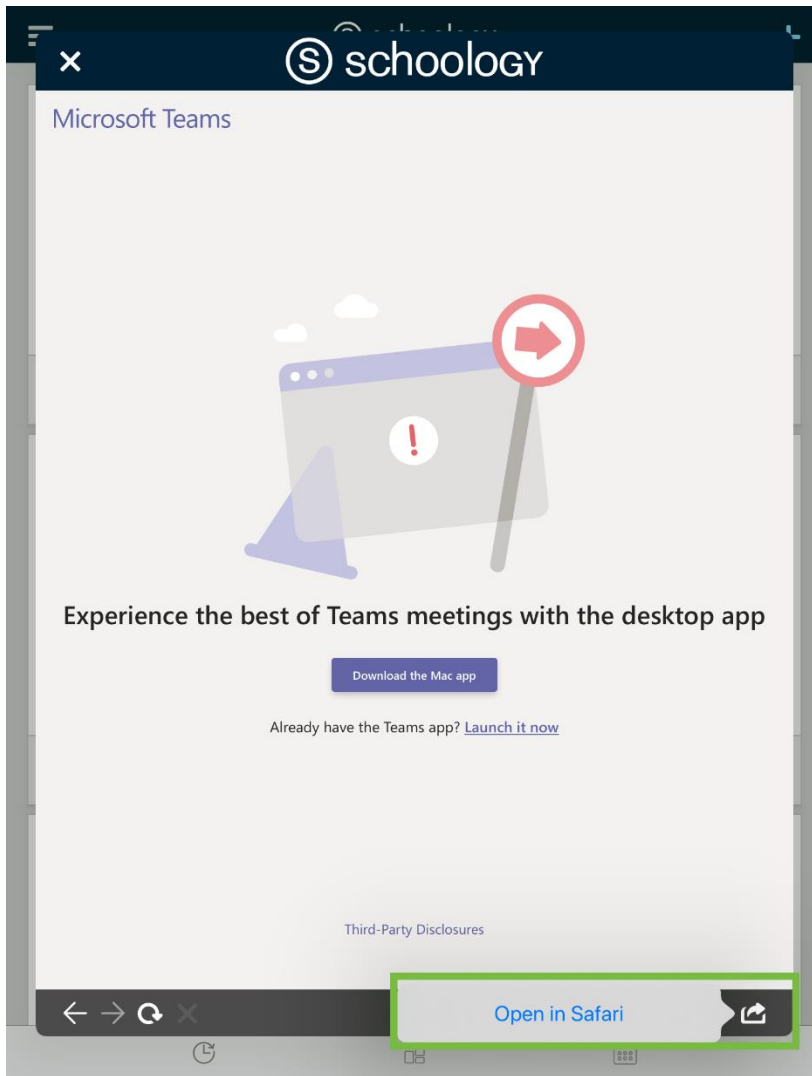
Block

Allow

5. Click **Join now** to enter the meeting.

To join a Teams Meeting from a mobile device or tablet:

1. Download the Microsoft Teams app and sign in to your account (Office 365 account)
2. Click the meeting link located in the Schoology app.
3. Click the **Share** icon  and **Open in Safari** to launch the Microsoft Teams app and automatically join the meeting.



Above, the Microsoft Team meetings view on an iPad.

4. Alternatively, you can access Schoology from the mobile browser. Click the Teams Meeting link in Schoology to launch the Microsoft Teams app and automatically join the meeting.