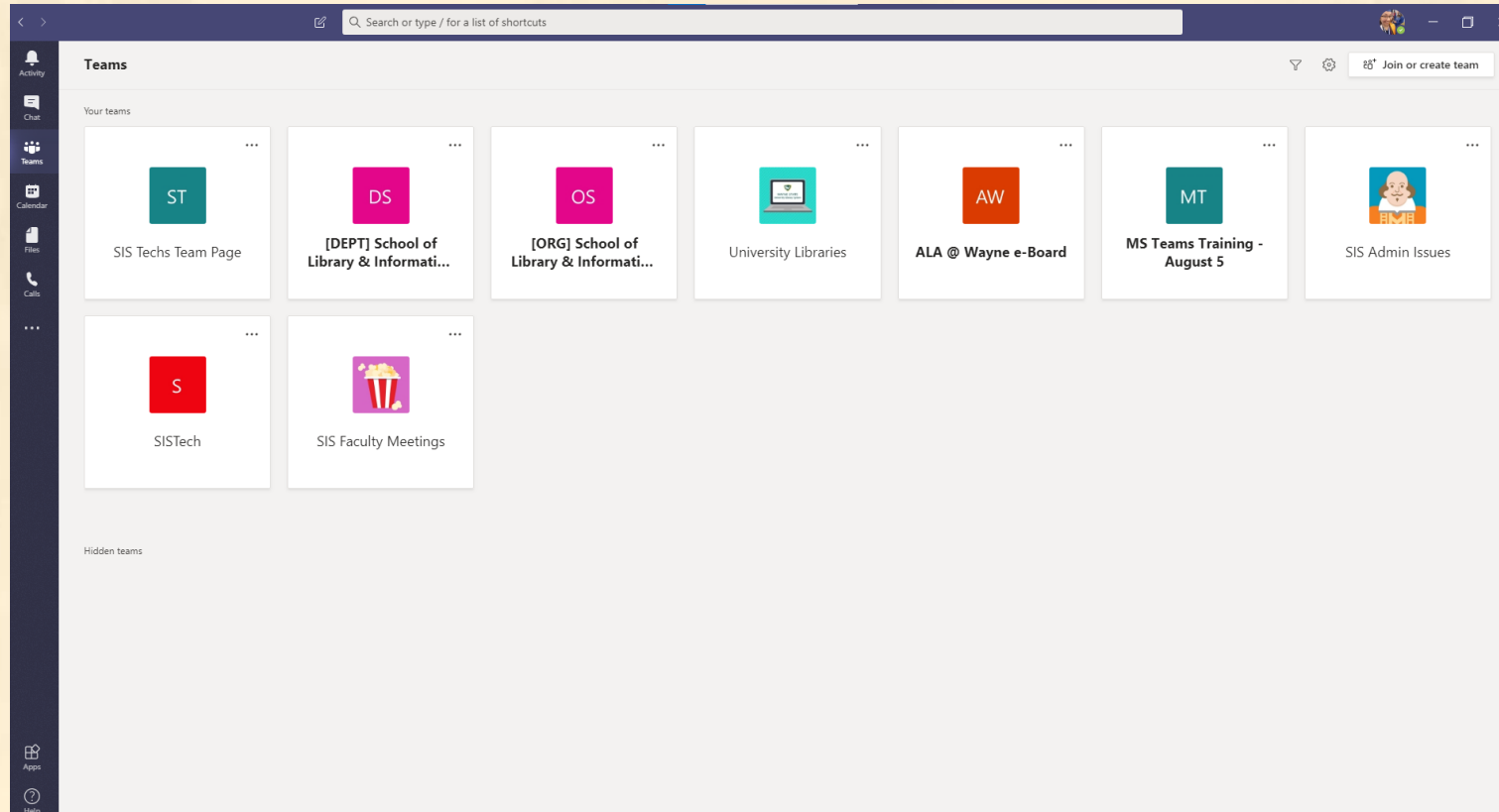


# Creating An Office Hours Meeting In Teams

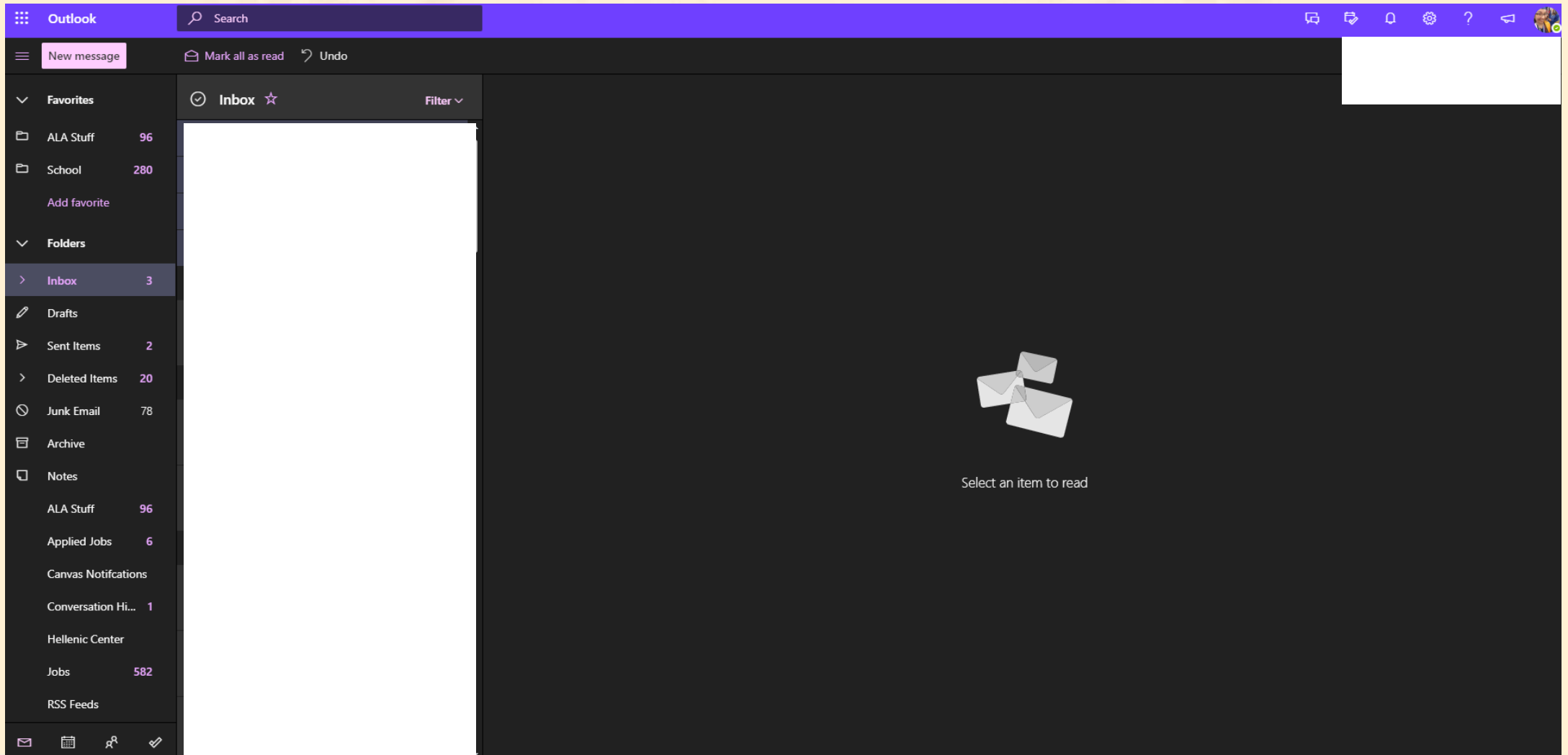
By: Justine Cucchi



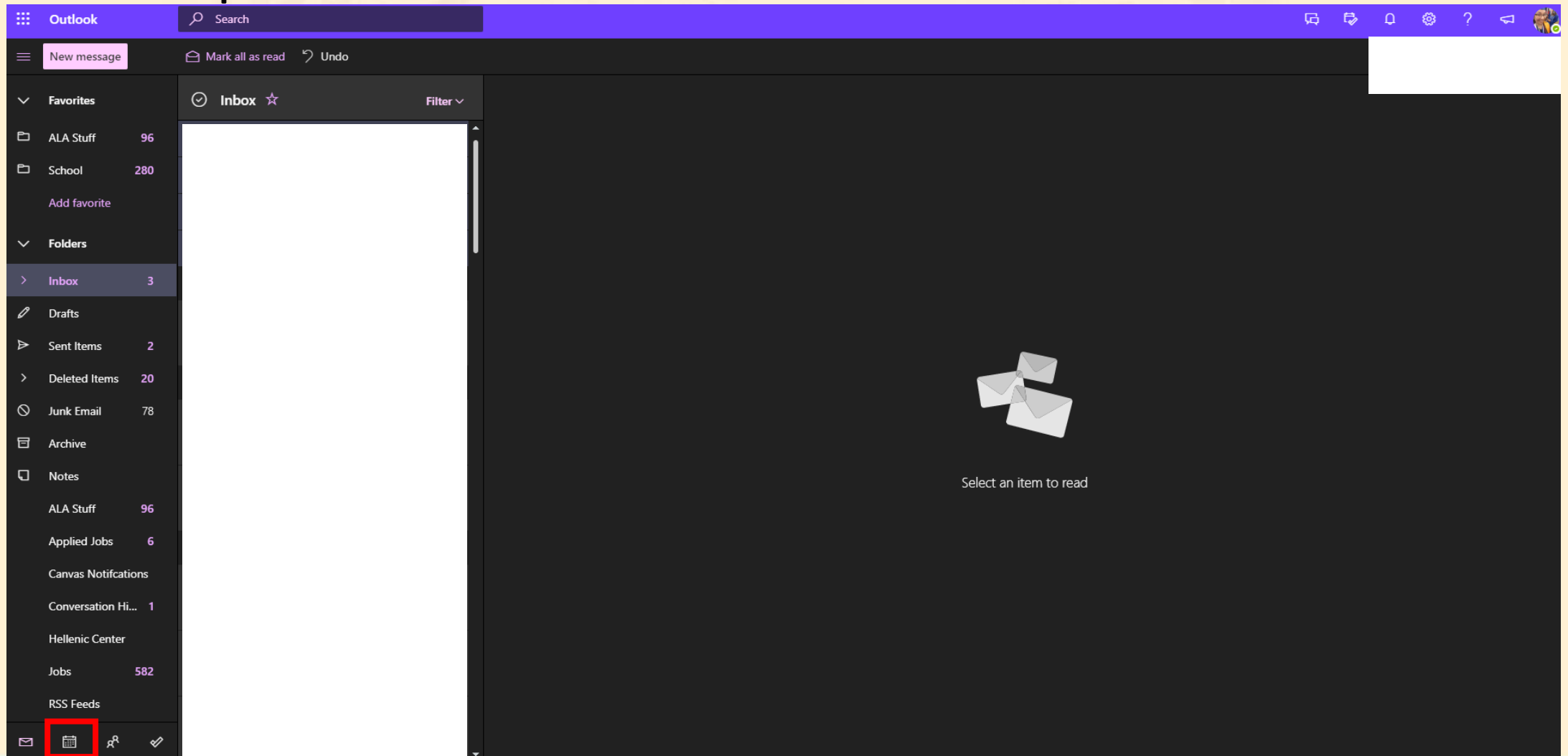
# Step One: Make sure you are logged into Microsoft Teams with your Wayne Account



# Step Two: Navigate to your WSU Email



# Step Three: Click on the Calendar icon



# Step Four: Click on New Event

The screenshot displays the Microsoft Outlook calendar interface. At the top, the 'Outlook' title bar is visible. Below it, a search bar and navigation icons are present. The main area shows a calendar grid for August 2-8, 2020. On the left side, a sidebar contains a calendar view for August 2020, with the 7th highlighted. Below the sidebar, there are sections for 'Add calendar', 'My calendars', 'People's calendars', and 'Groups'. The 'New event' button is highlighted with a red box in the top-left corner of the calendar view.



# Step Five: Fill out the information for your office hours

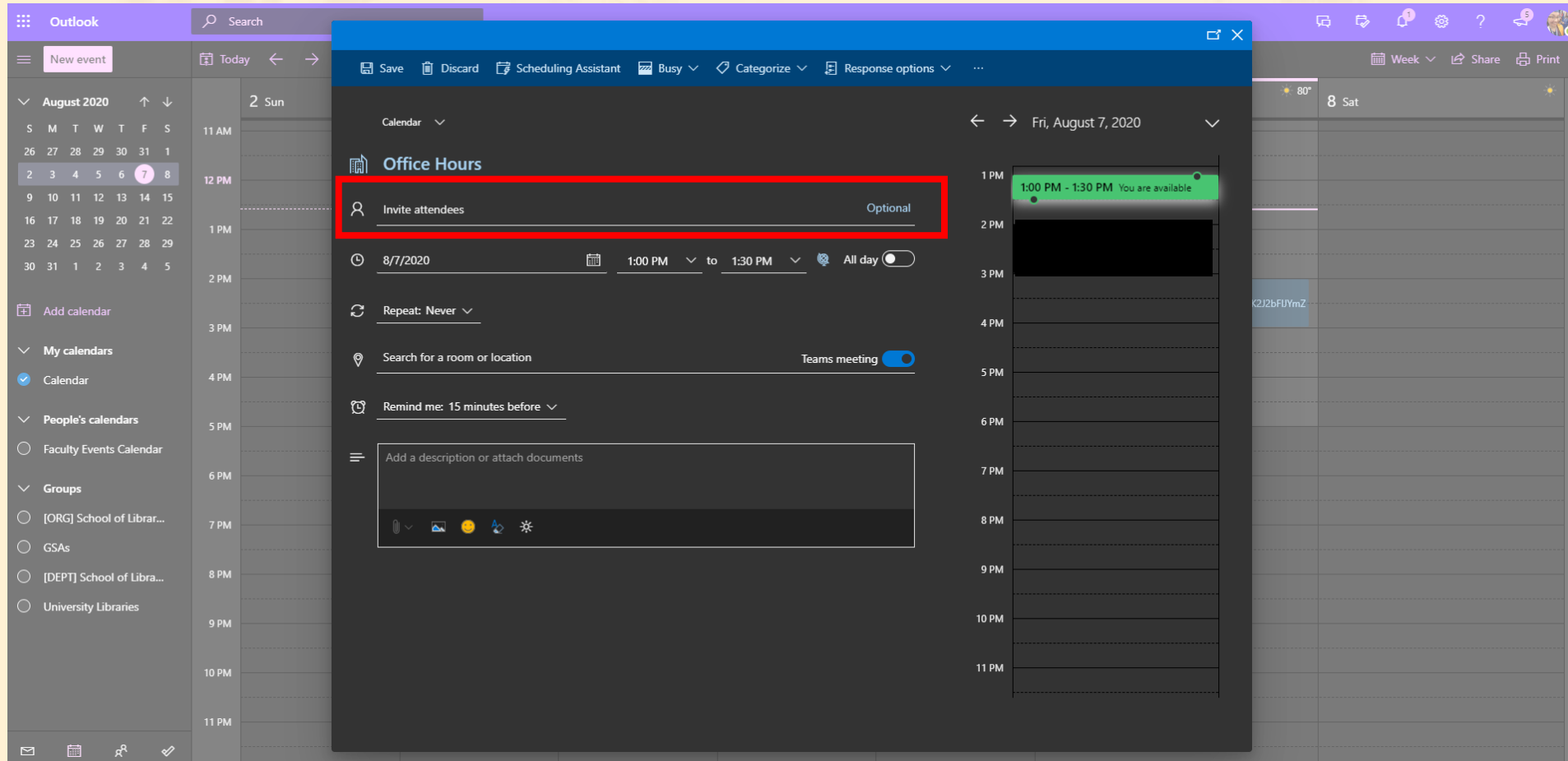
The screenshot displays the Microsoft Outlook interface for creating a new event. The central pane shows the 'Office Hours' form with the following fields:

- Title:** Office Hours
- Invite attendees:** Optional
- Date:** 8/7/2020
- Time:** 1:00 PM to 1:30 PM
- Repeat:** Never
- Location:** Search for a room or location
- Teams meeting:** Enabled (toggle switch)
- Remind me:** 15 minutes before
- Description:** Add a description or attach documents

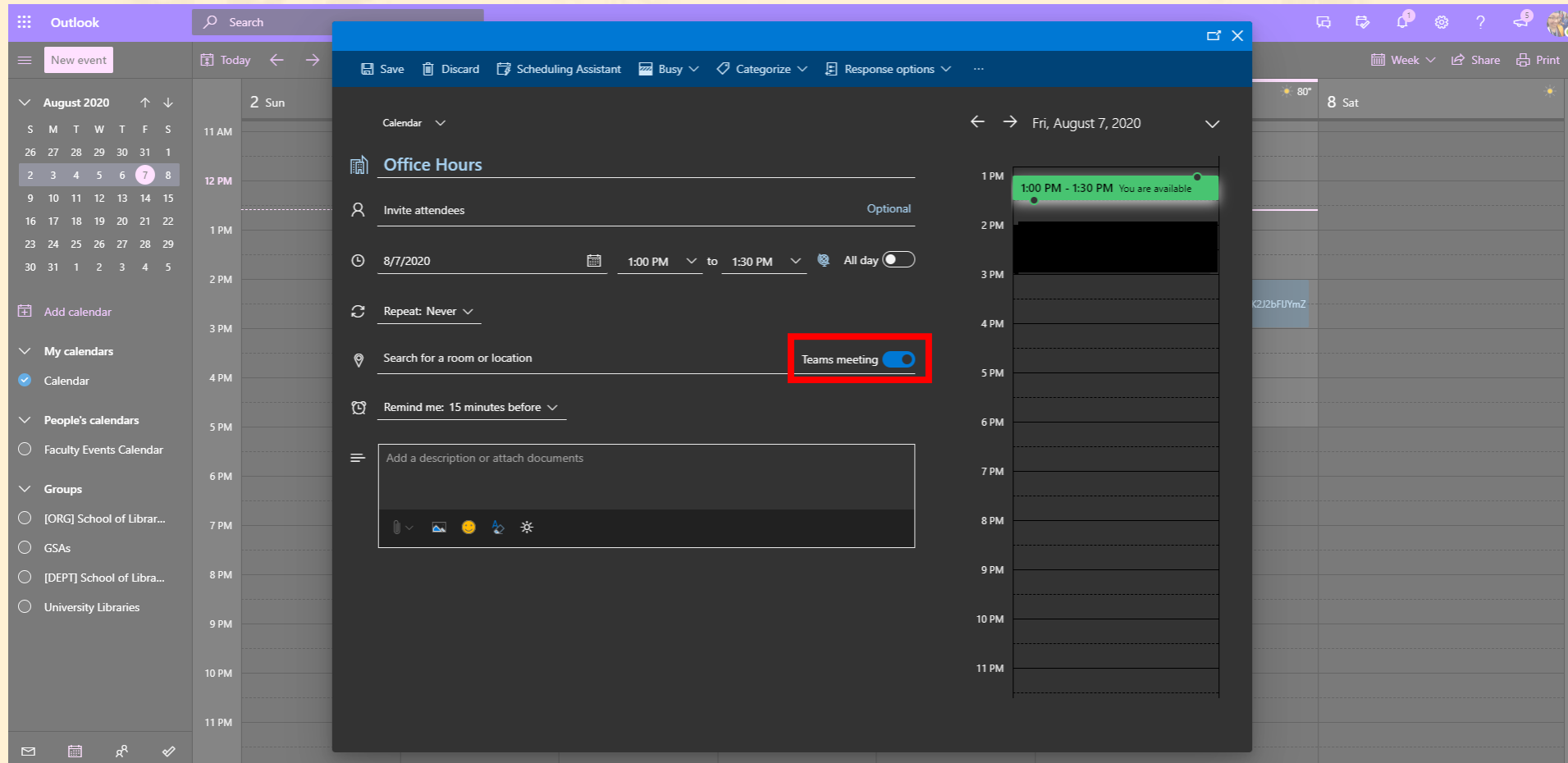
The right-hand pane shows a calendar view for Friday, August 7, 2020, with a green event block for '1:00 PM - 1:30 PM You are available'.



Note: You do not have to fill out every student you have in the Attendees section



# Note: You MUST make sure the meeting is set as a Teams meeting



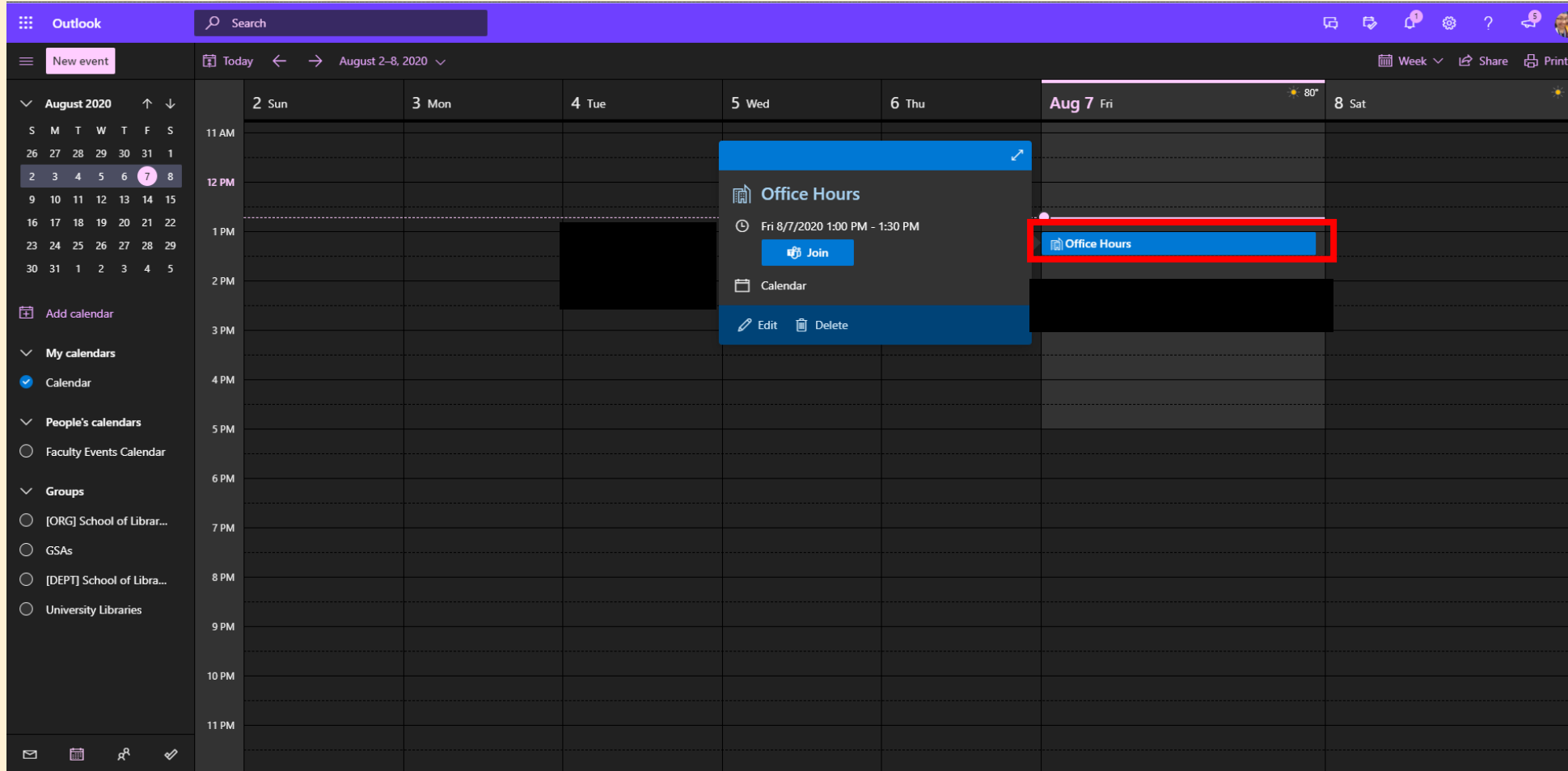


# Step Six: Click on Save

The screenshot displays the Microsoft Outlook interface. On the left, there is a calendar view for August 2020, with the 7th of August highlighted. The main area shows a 'New event' window for 'Office Hours' on Friday, August 7, 2020, from 1:00 PM to 1:30 PM. The 'Save' button in the top-left corner of the event window is highlighted with a red box. Other buttons visible include 'Discard', 'Scheduling Assistant', 'Busy', 'Categorize', and 'Response options'. The event details include 'Invite attendees', 'Repeat: Never', 'Search for a room or location', and 'Remind me: 15 minutes before'. The 'Teams meeting' toggle is turned on. The background shows a calendar grid for Saturday, August 8, 2020.



# Step Seven: When you are ready to enter the meeting, click on the meeting in your calendar.

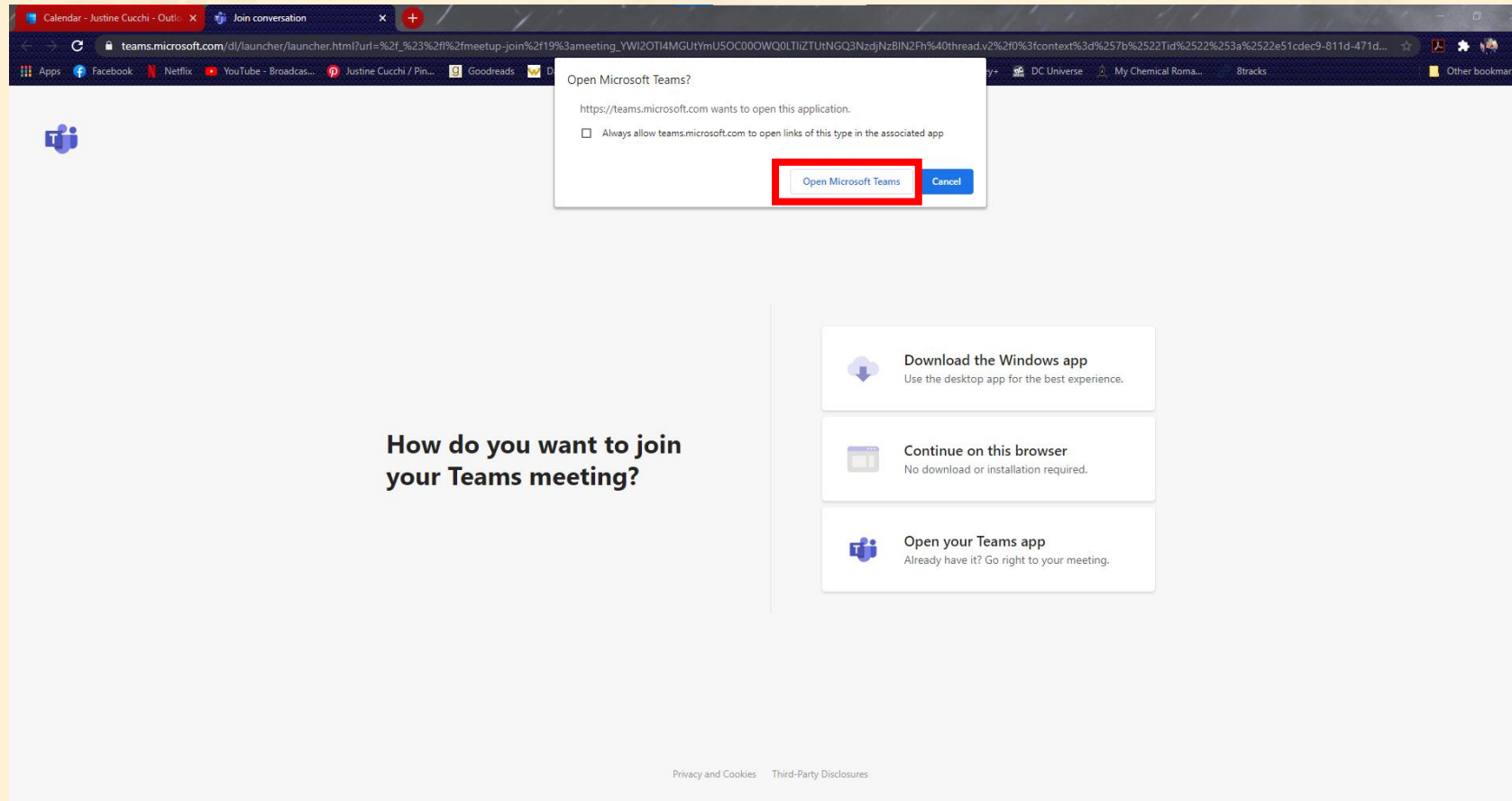


# Step 8: Click on Join

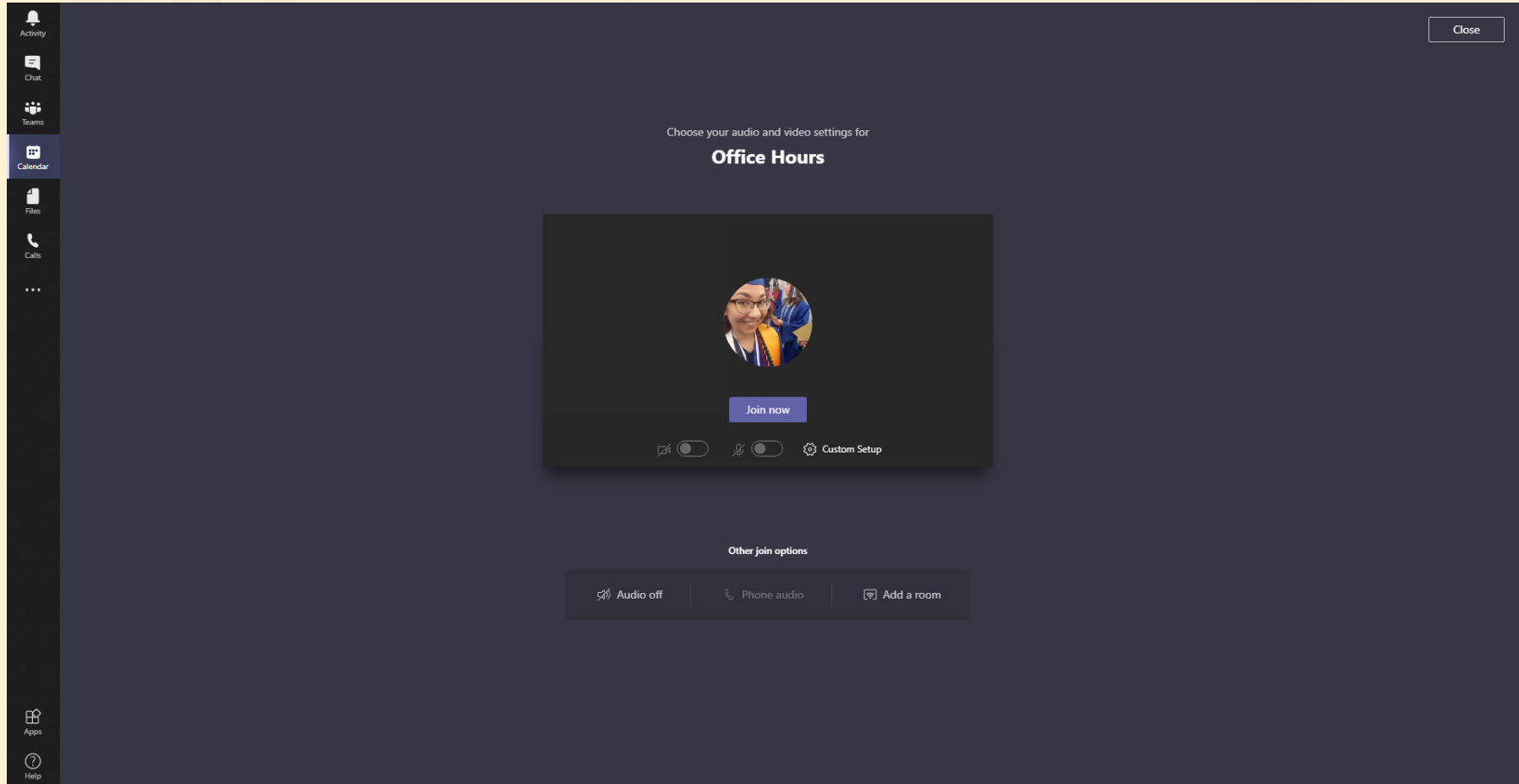
The screenshot shows the Microsoft Outlook calendar interface. The top navigation bar is purple and contains the Outlook logo, a search bar, and various utility icons. Below this, the calendar header shows the current date as August 2-8, 2020, and the week view. The main calendar area displays a grid for the week of August 2nd to 8th. A meeting titled "Office Hours" is scheduled for Friday, August 7, 2020, from 1:00 PM to 1:30 PM. The meeting details pane is open, showing the meeting title, date and time, and a "Join" button highlighted with a red box. Other options like "Edit" and "Delete" are also visible. The left sidebar shows the "My calendars" section with "Calendar" selected.



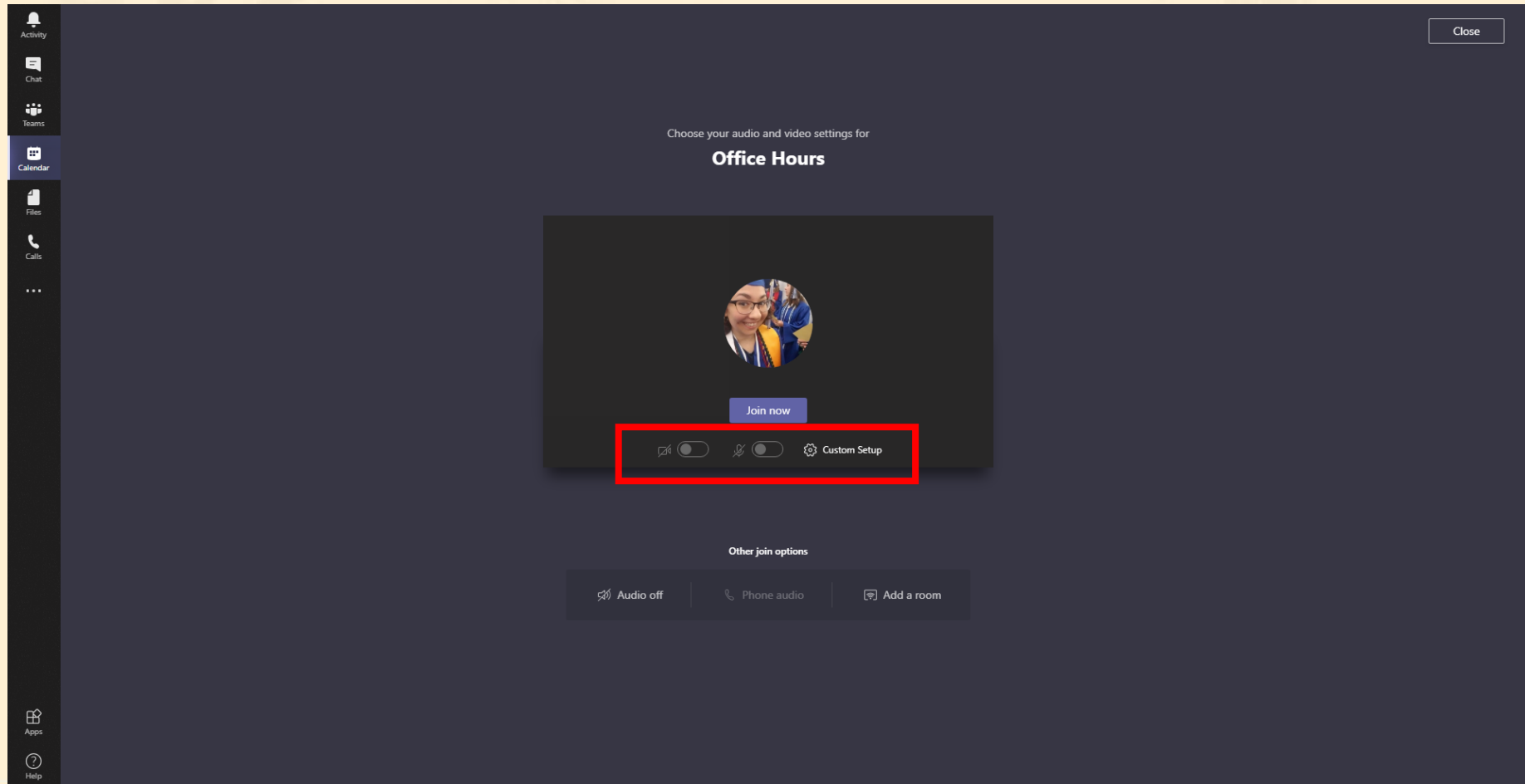
# Step 9: A new tab will open in your browser asking if you'd like to navigate to Teams. Click Open Microsoft Teams



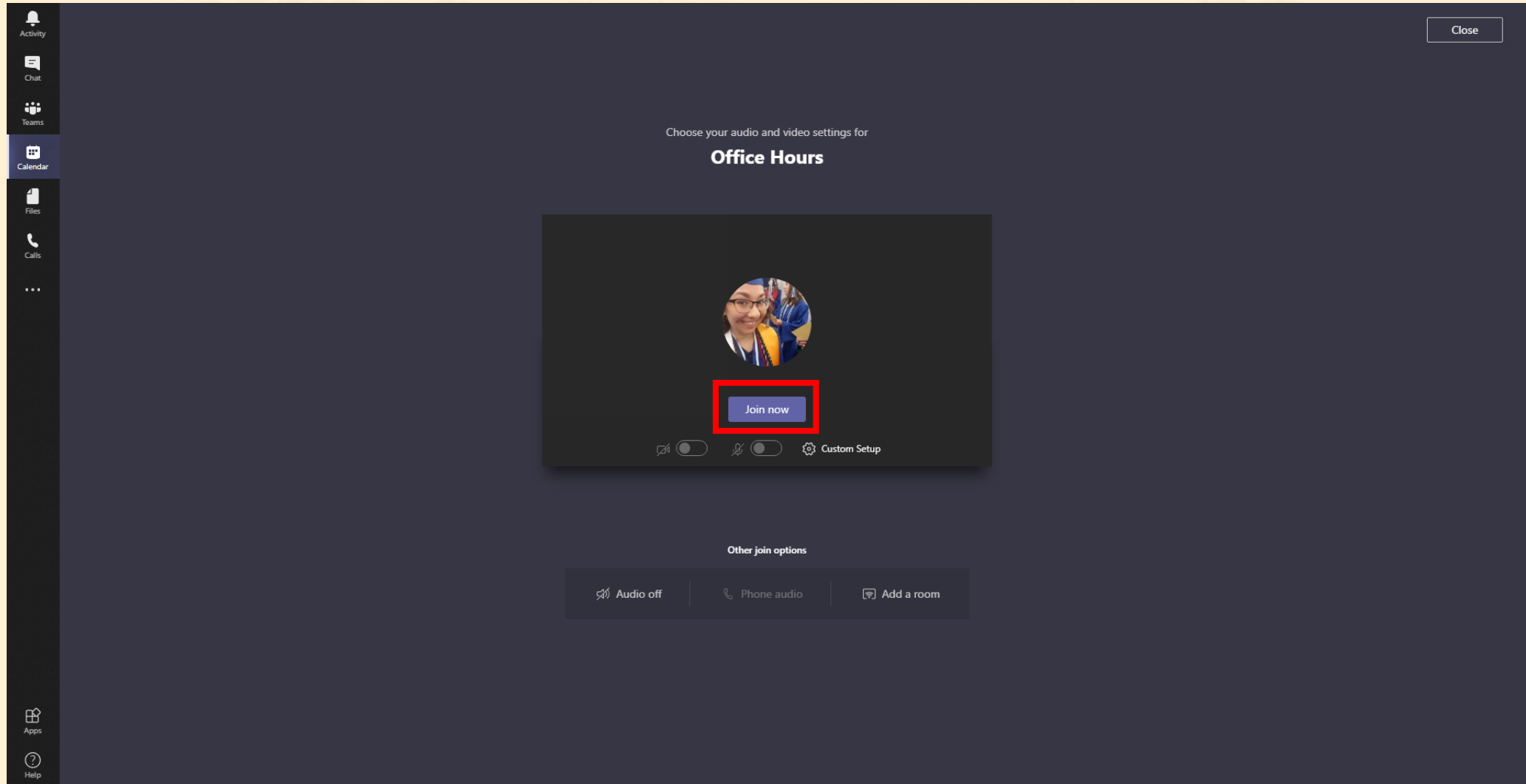
Note: You will be automatically redirected to the Microsoft Teams app on your computer.



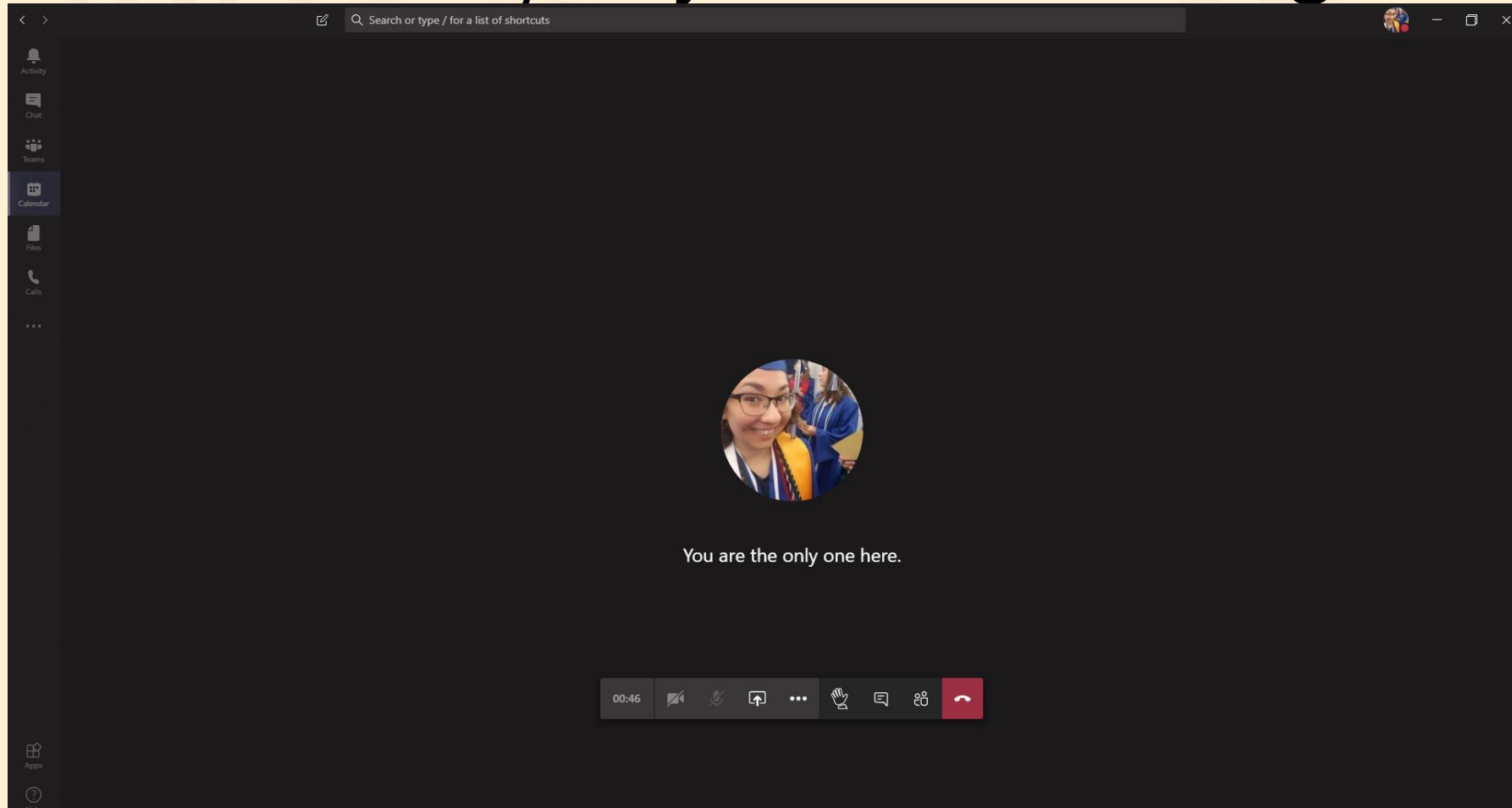
# Step Ten: Choose your video and audio settings for the meeting



# Step Eleven: Click on Join Now

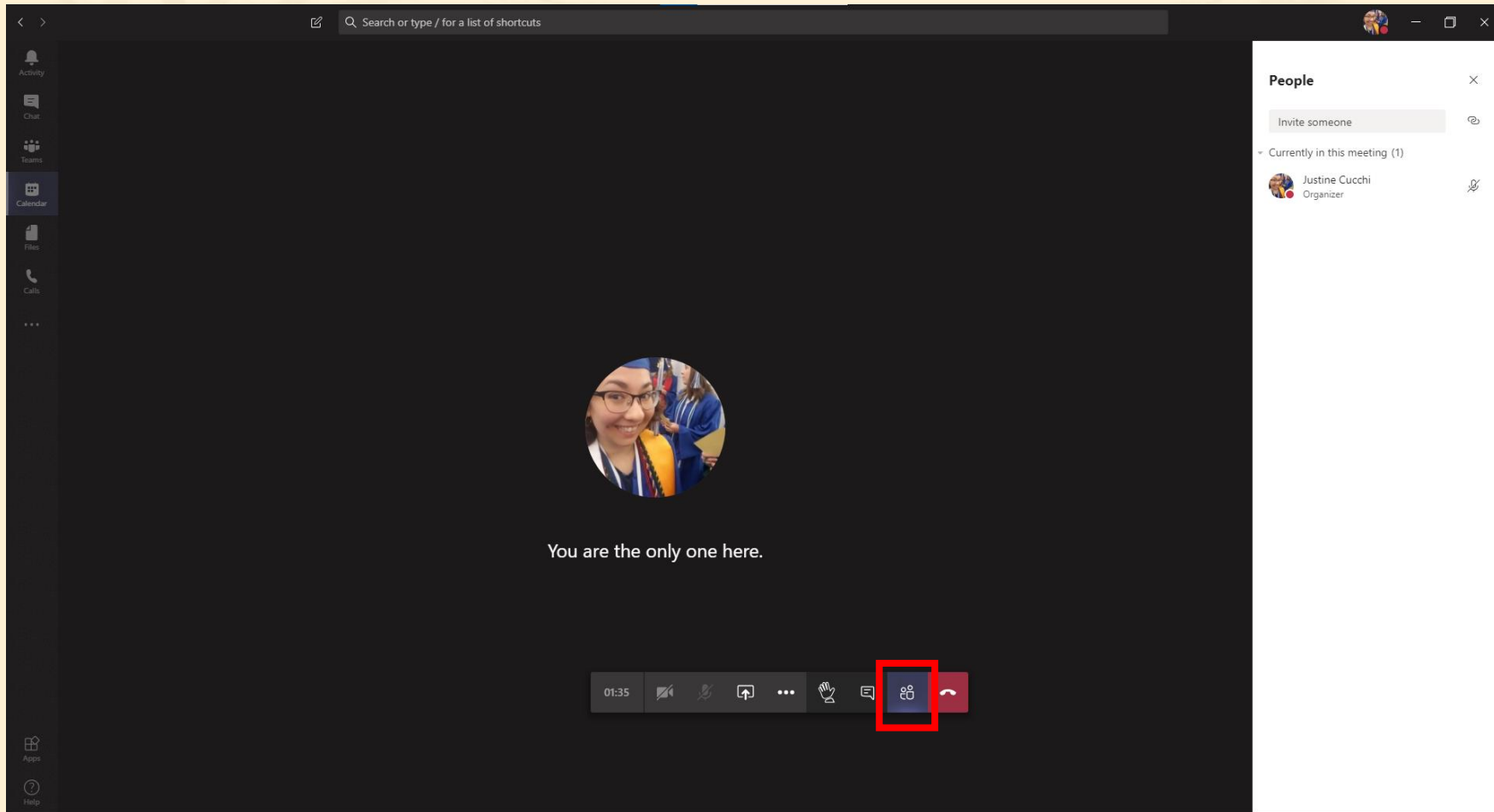


Note: This is what your screen should look like when you join the meeting.

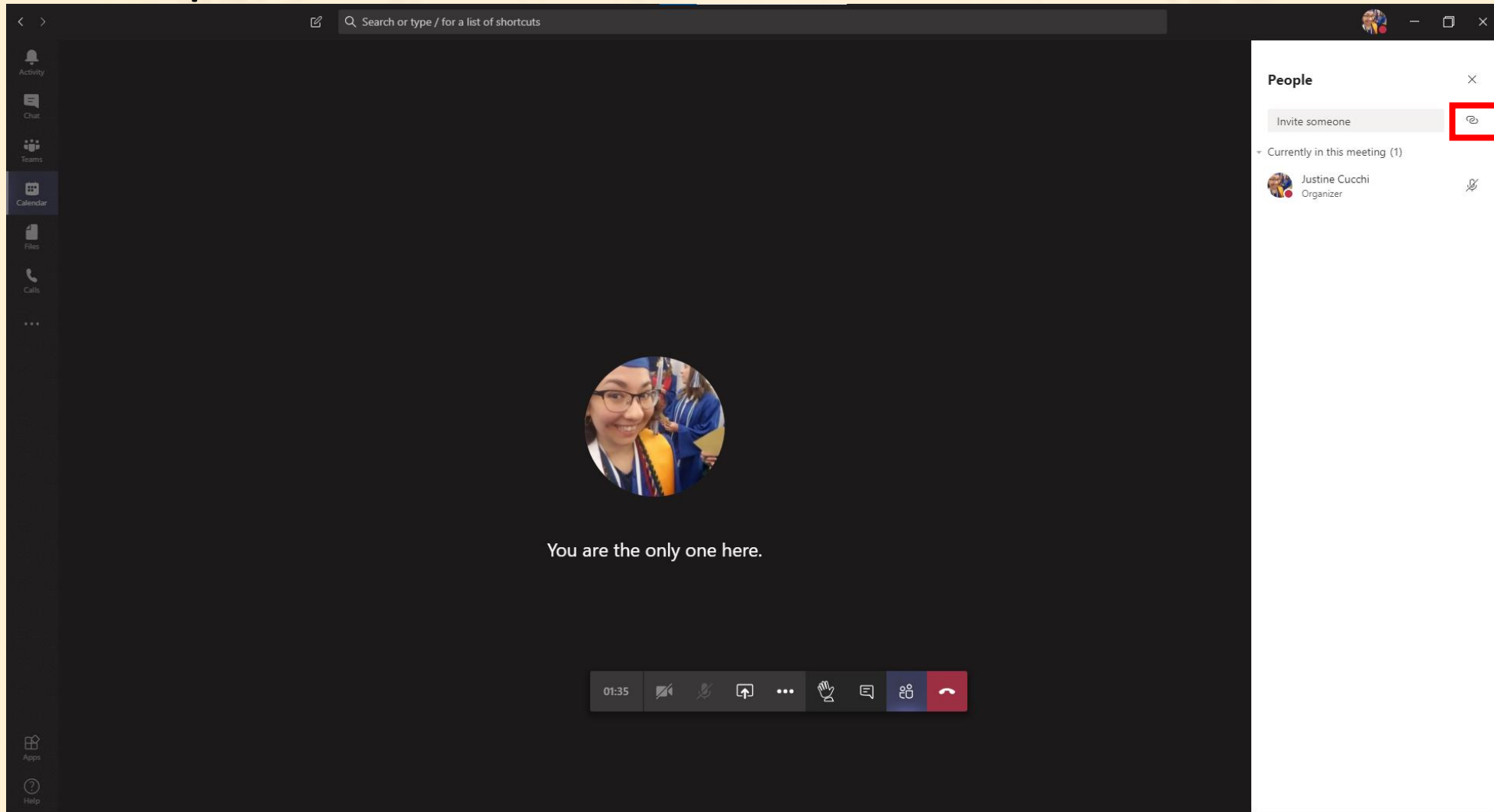




# Step Twelve: Click on the Participants icon



# Step Thirteen: Click on the Link icon



Note: This will copy the Join Information for your meeting. Paste this link where you would like your students to see.



# Questions?

Fill out a SIS Tech Help Desk form from the SIS website  
or email [sistech@wayne.edu](mailto:sistech@wayne.edu)

