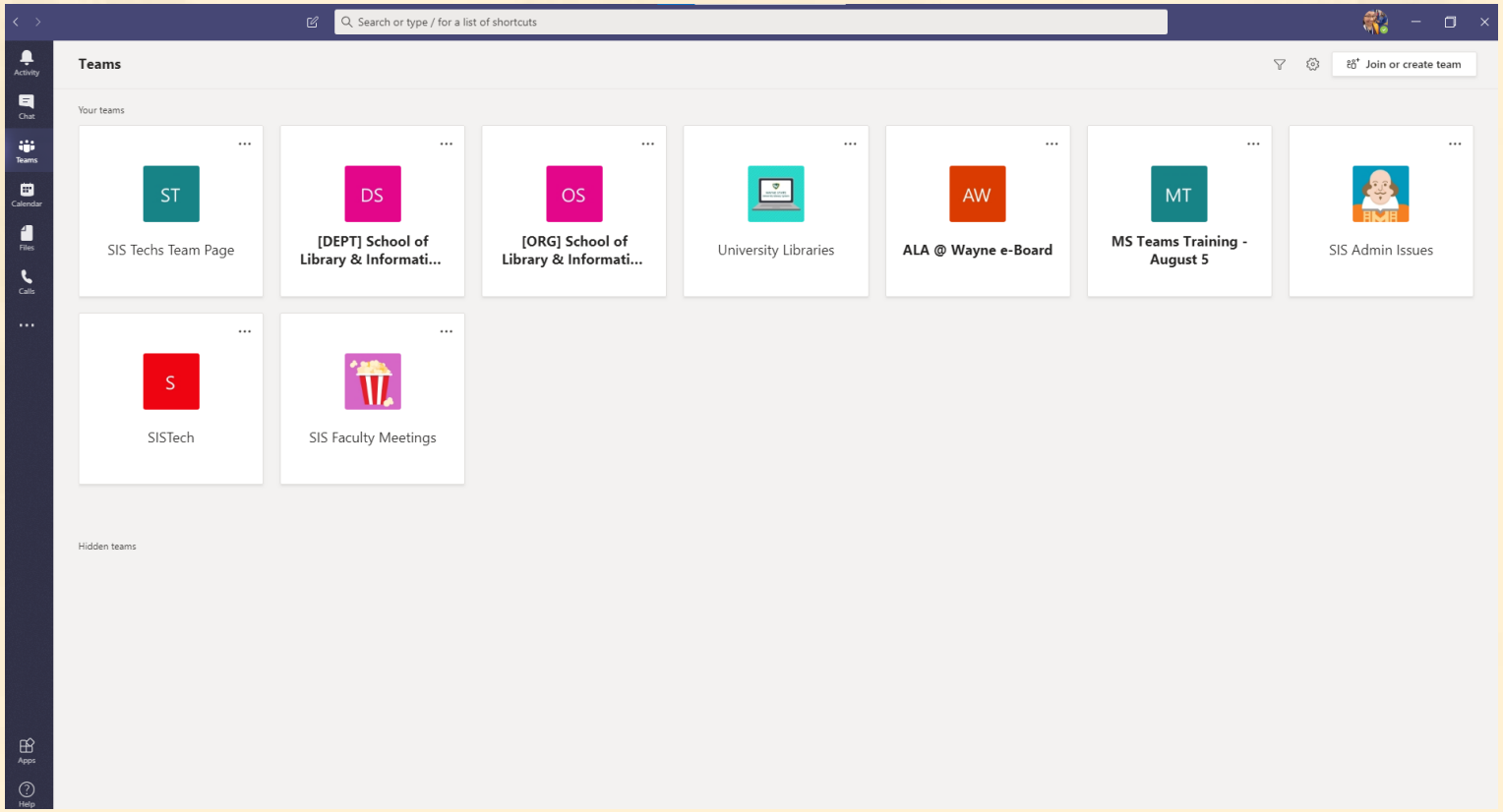
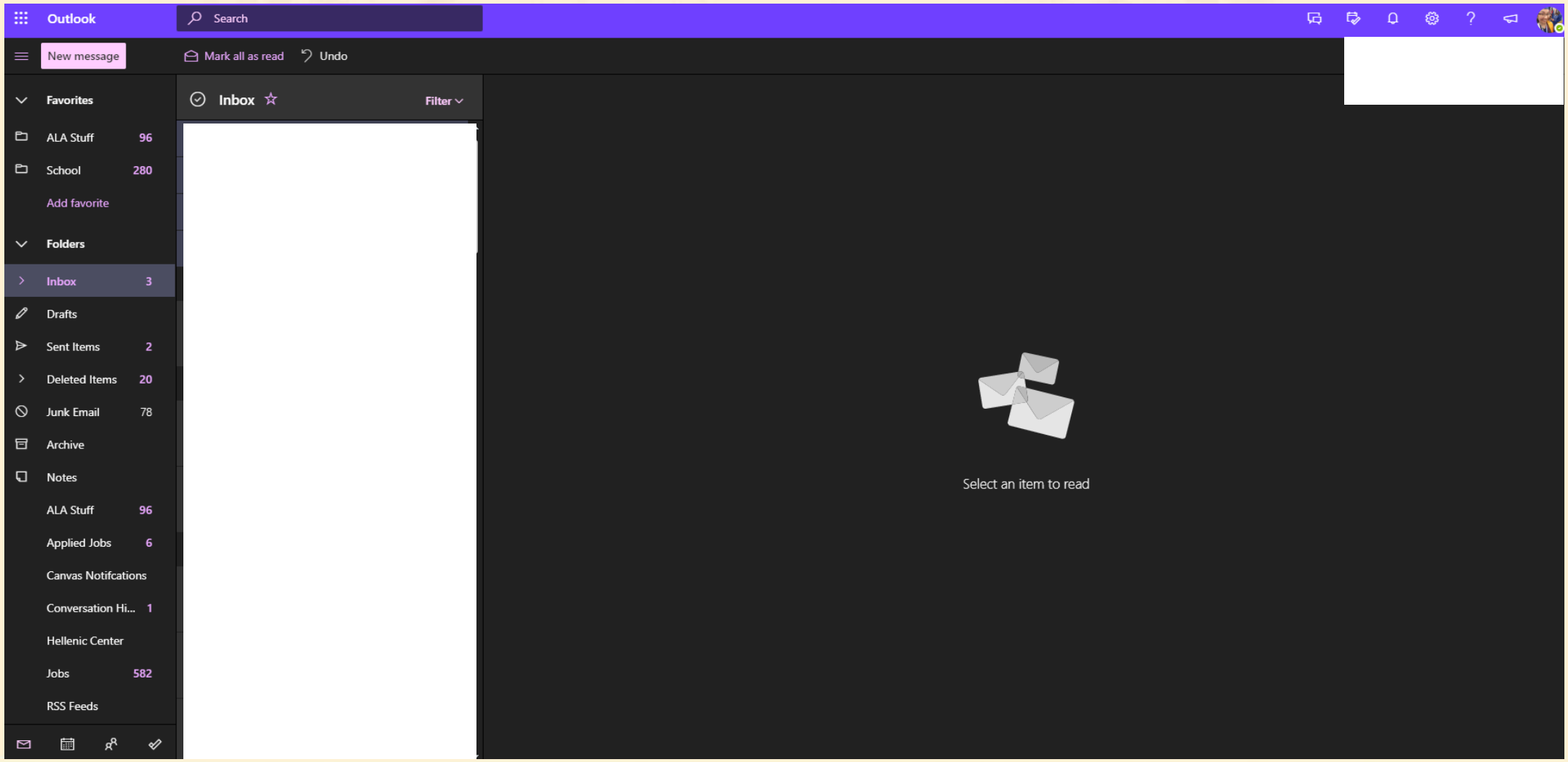
Creating An Office Hours Meeting In Teams

By: Justine Cucchi

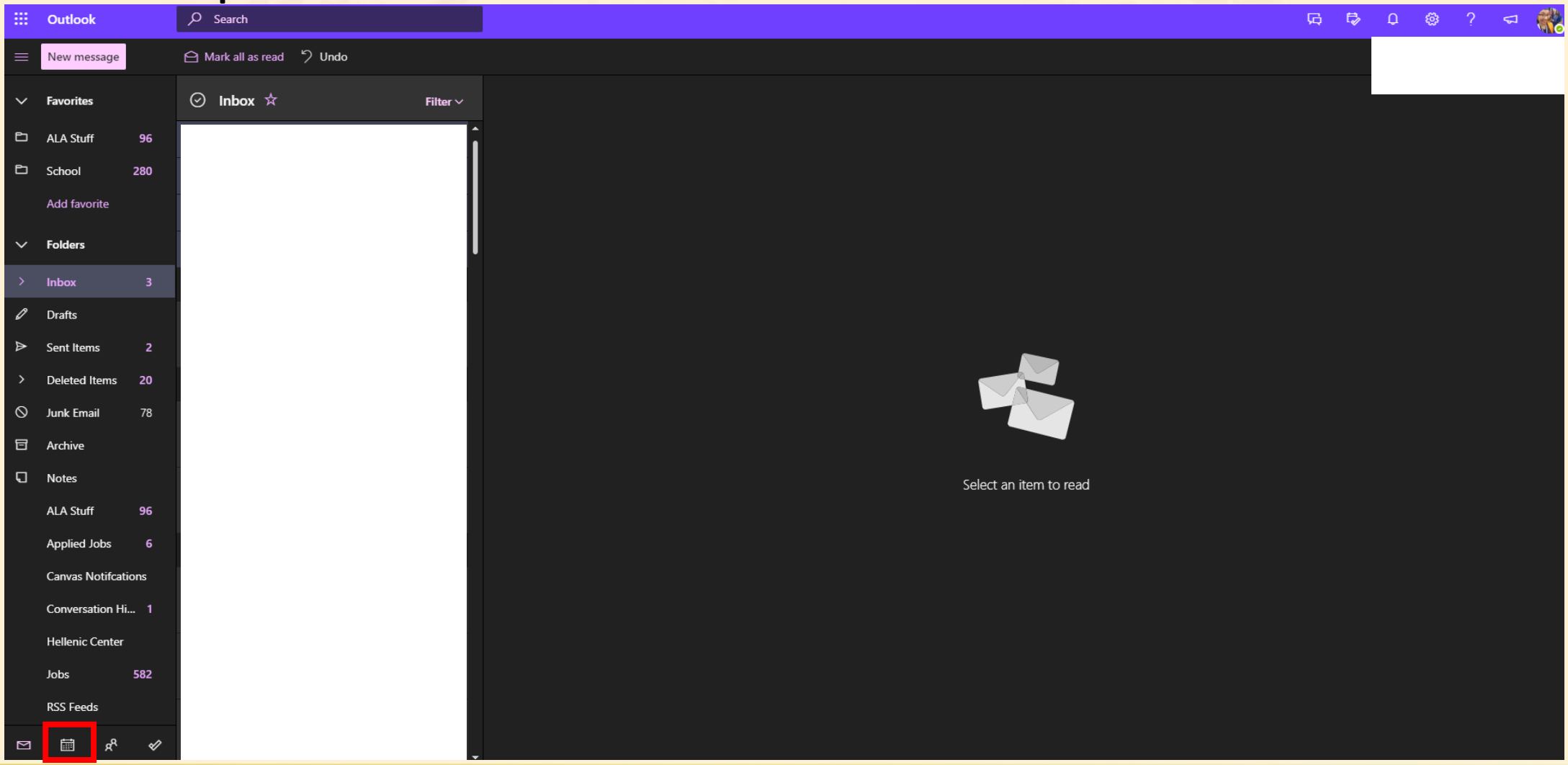
Step One: Make sure you are logged into Microsoft Teams with your Wayne Account



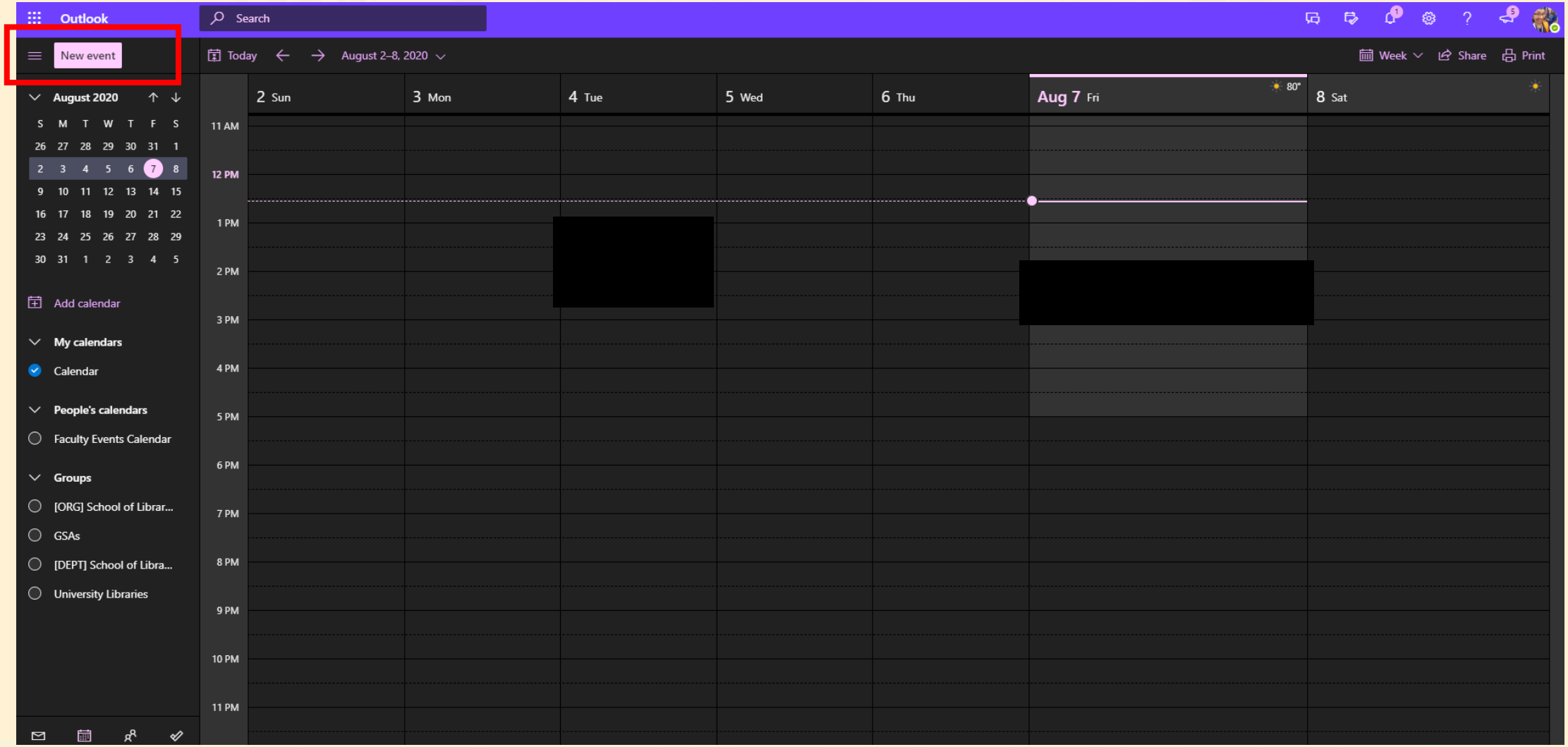
Step Two: Navigate to your WSU Email



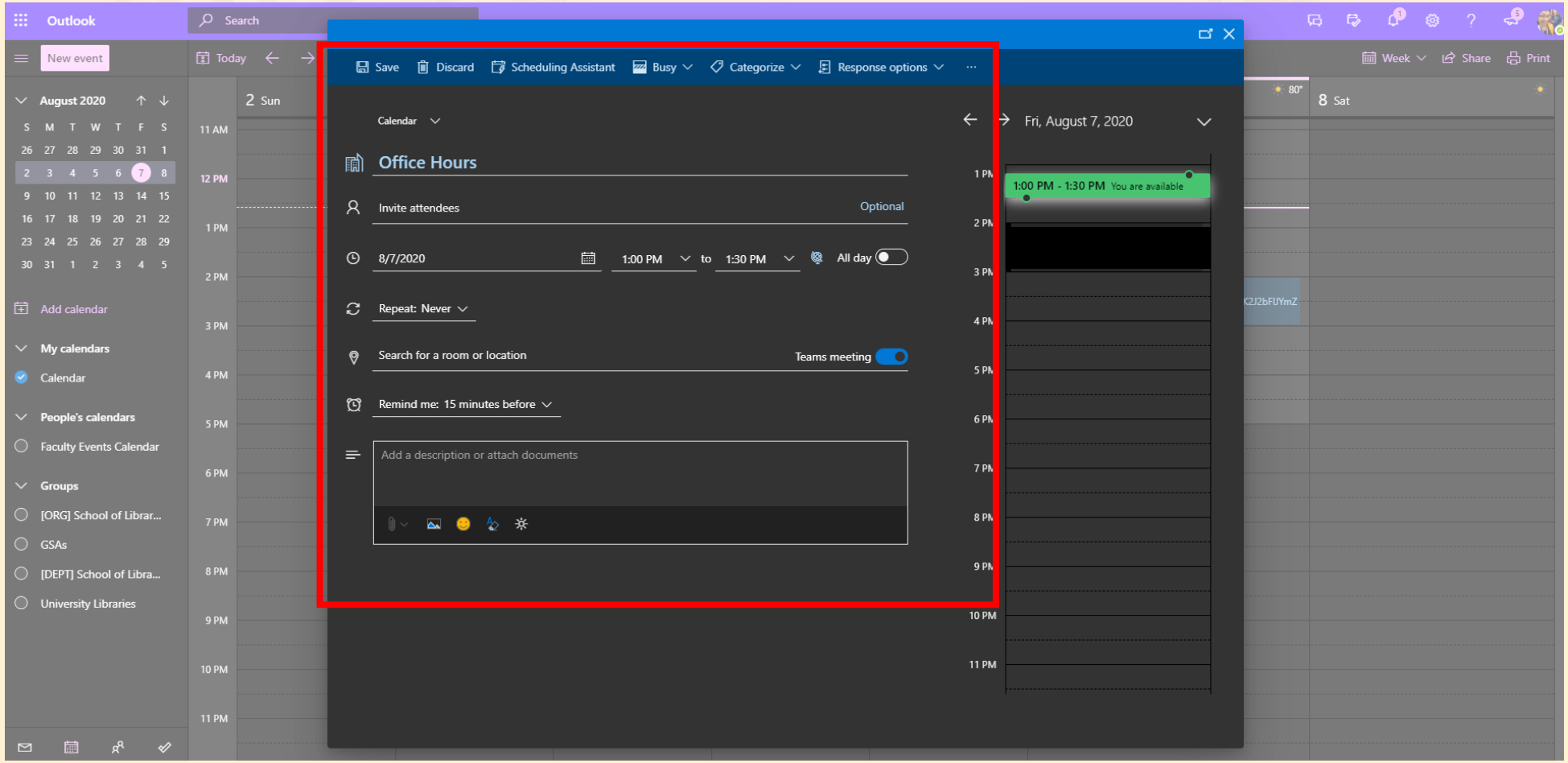
Step Three: Click on the Calendar icon



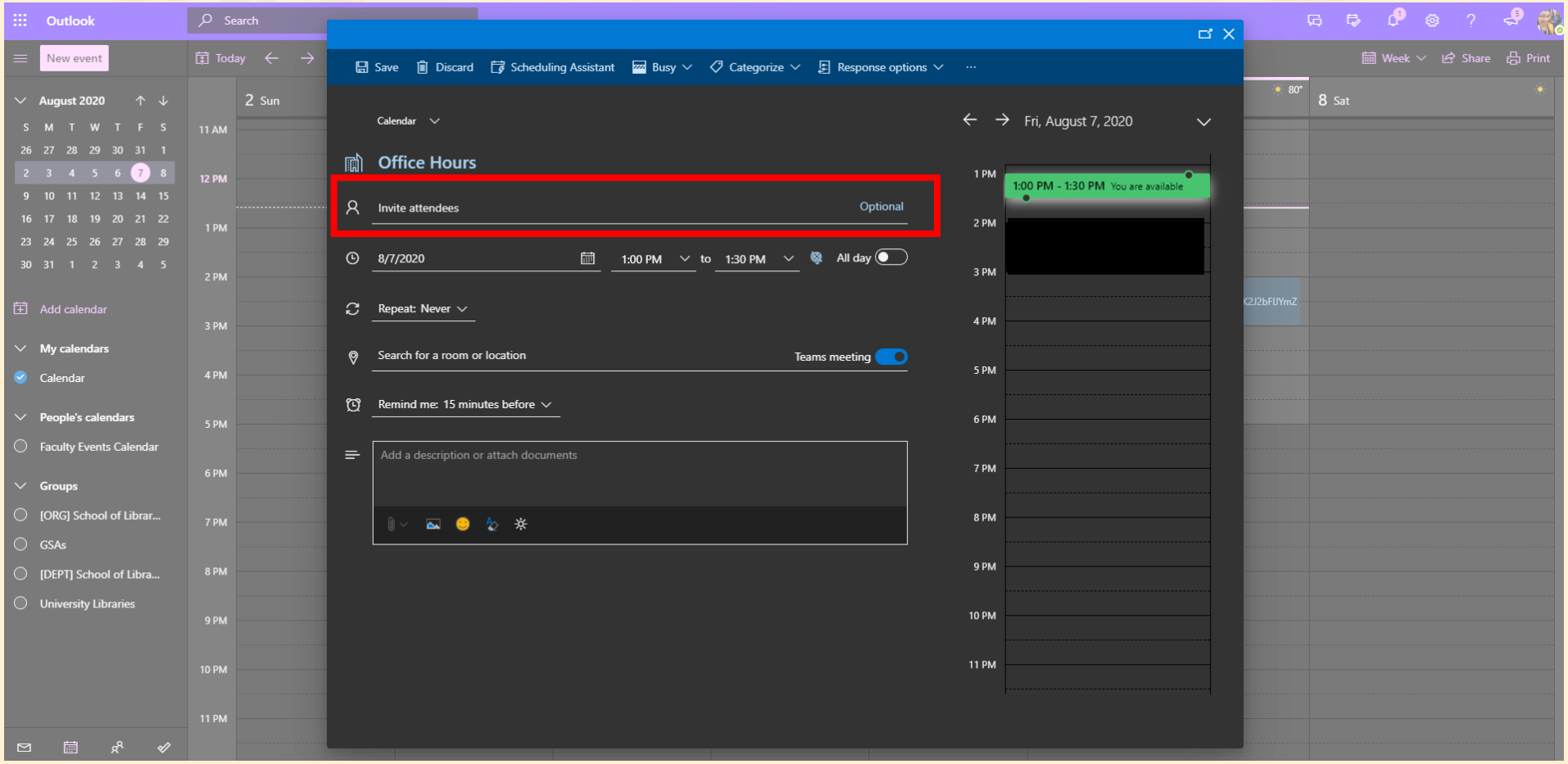
Step Four: Click on New Event



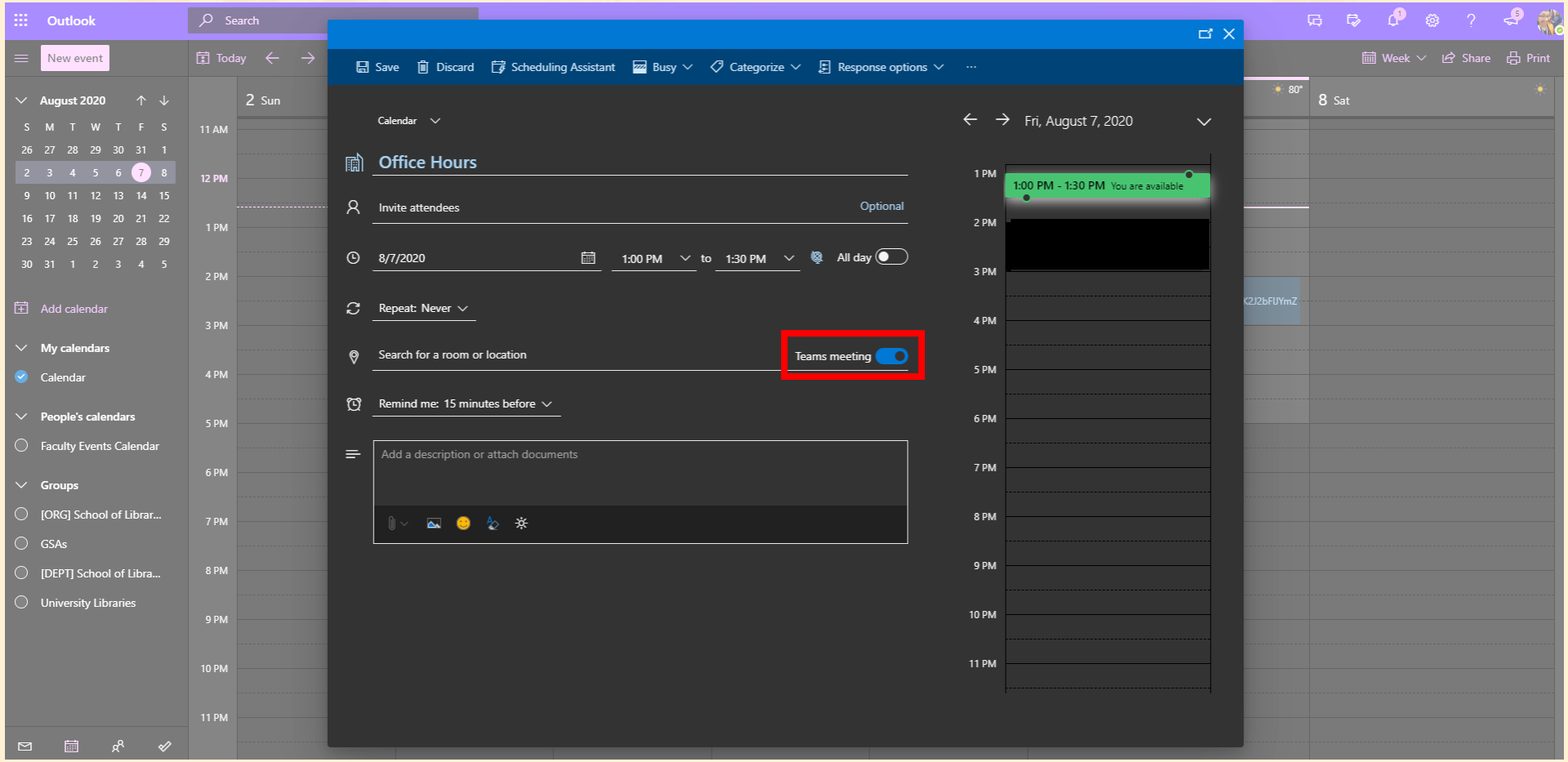
Step Five: Fill out the information for your office hours



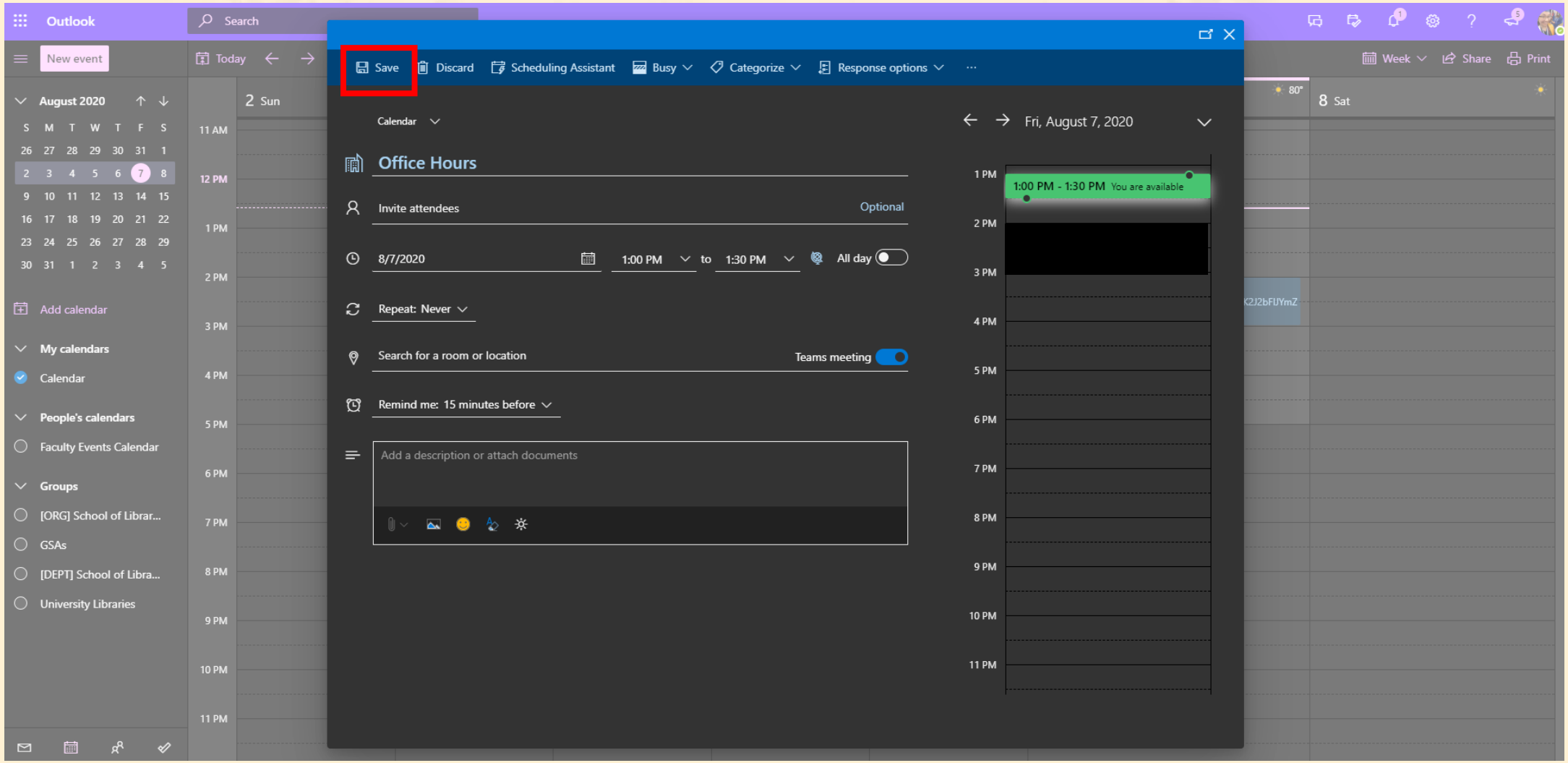
Note: You do not have to fill out every student you have in the Attendees section



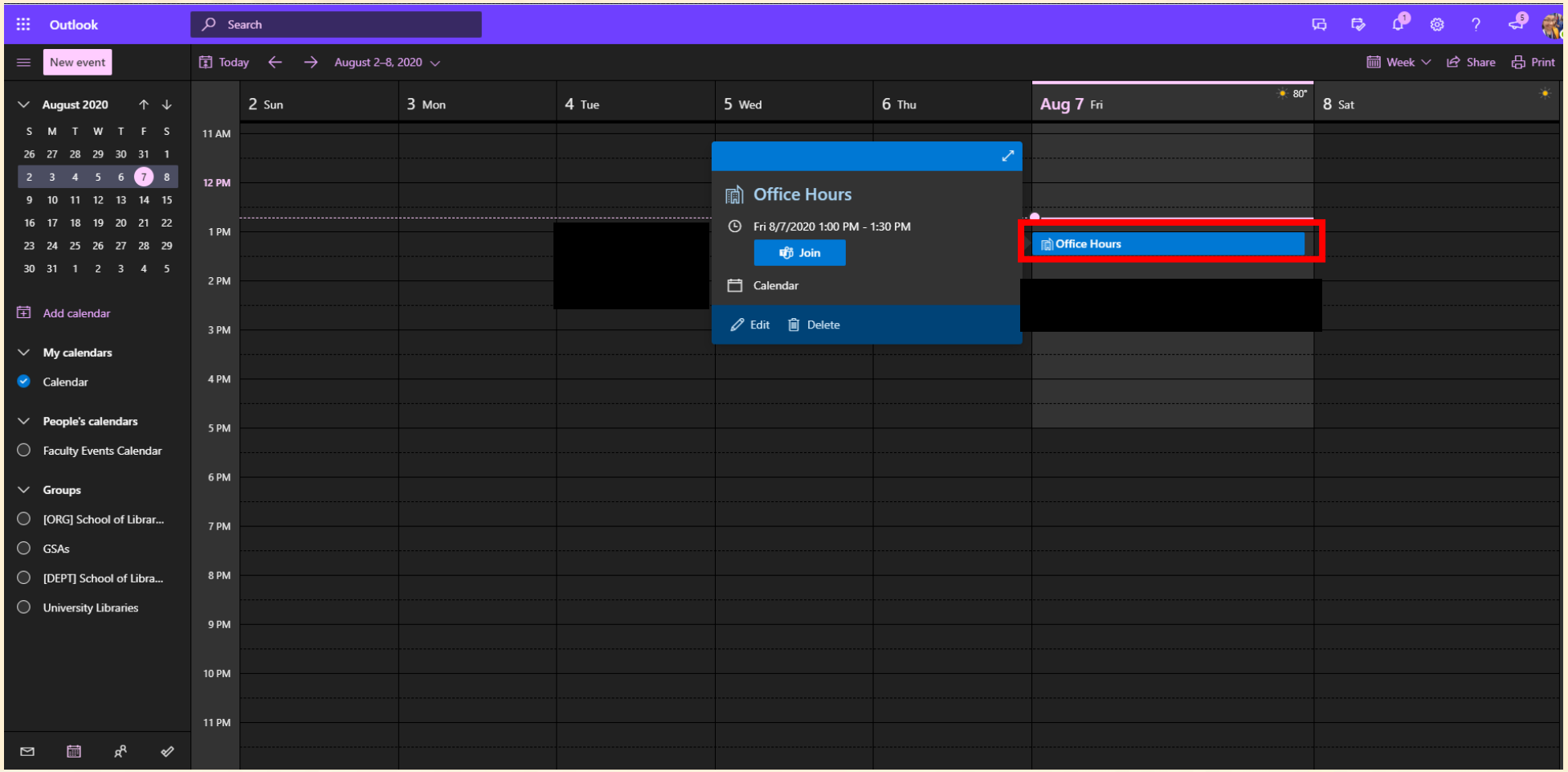
Note: You MUST make sure the meeting is set as a Teams meeting



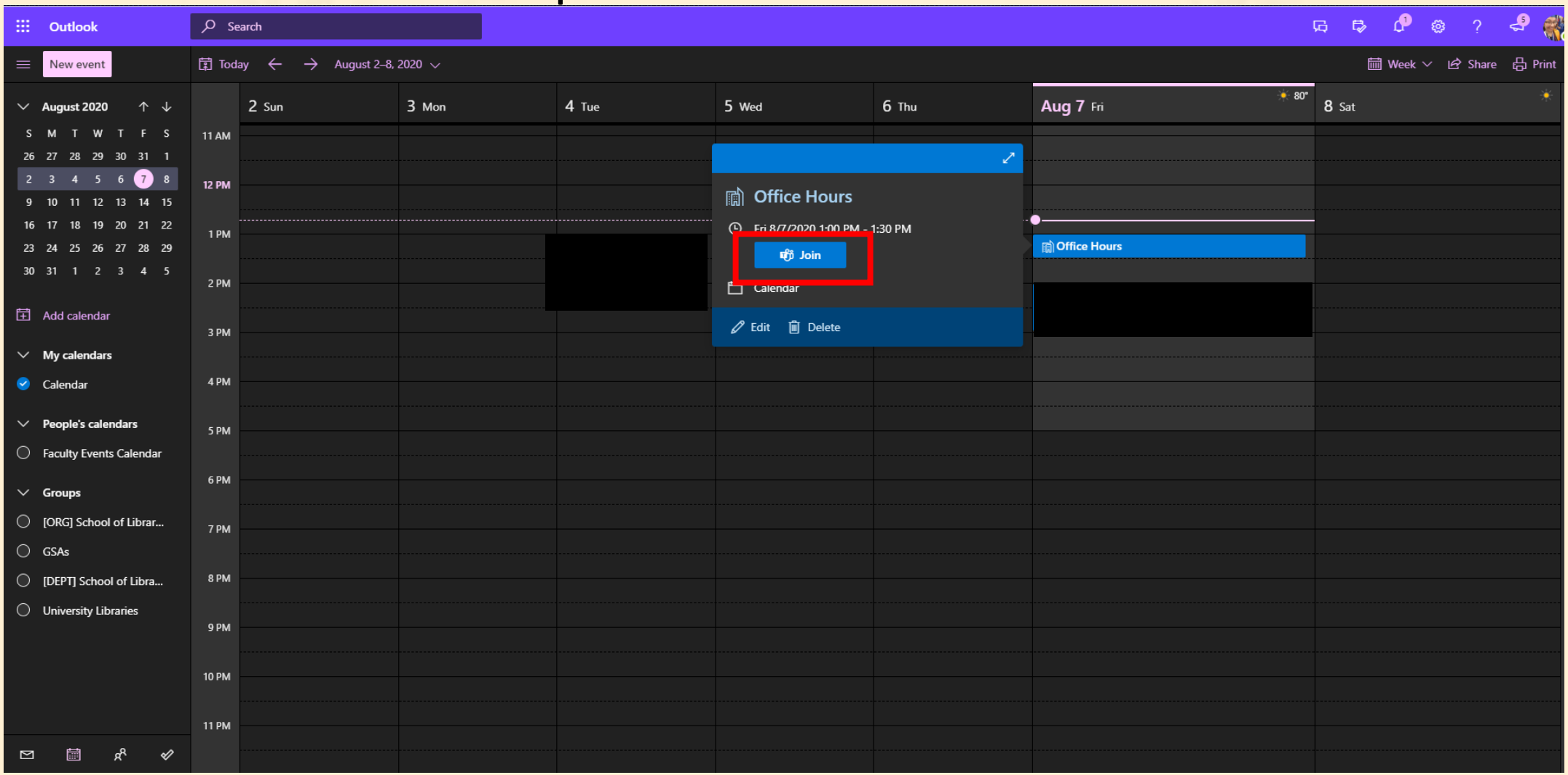
Step Six: Click on Save



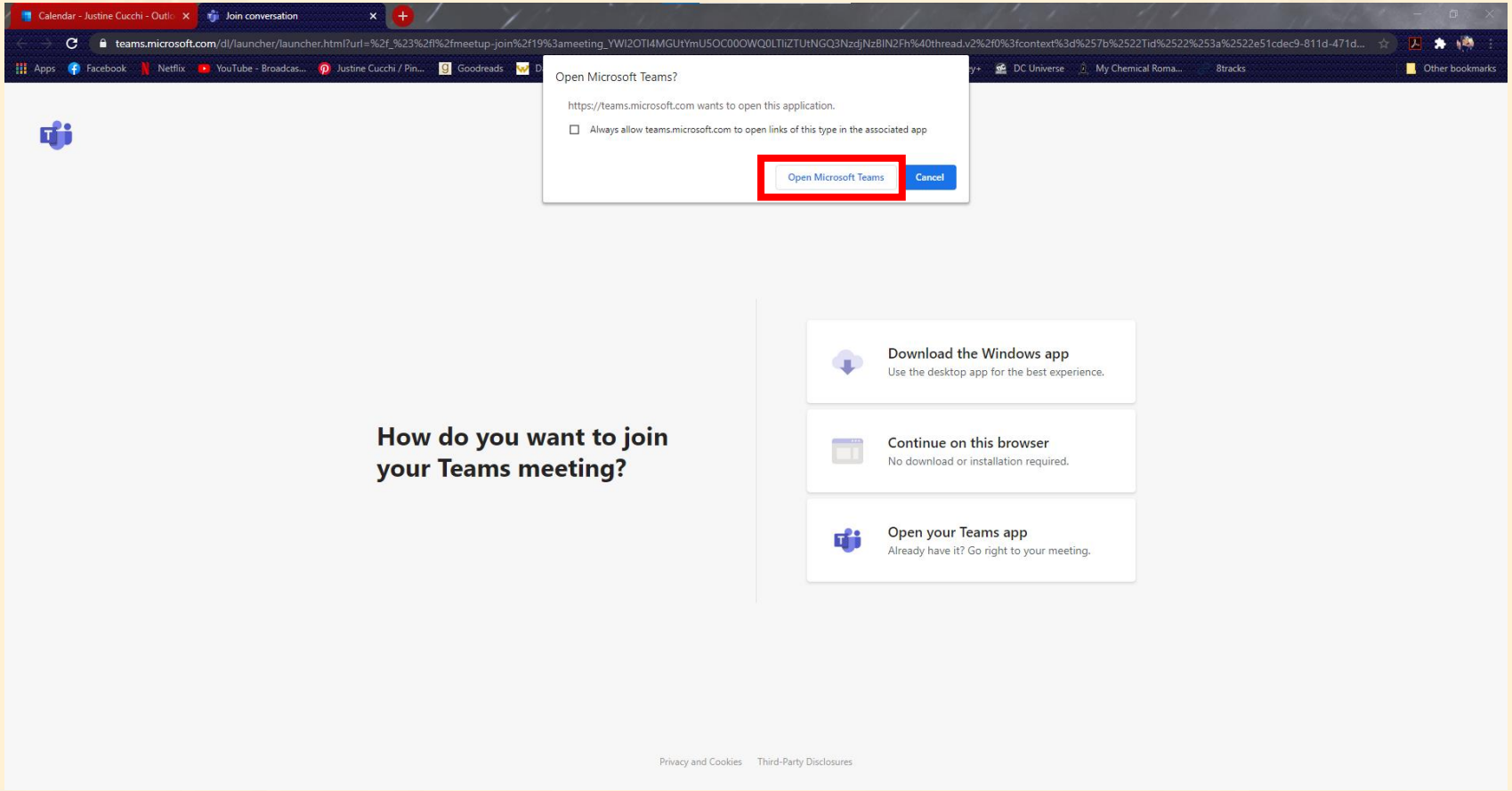
Step Seven: When you are ready to enter the meeting, click on the meeting in your calendar.



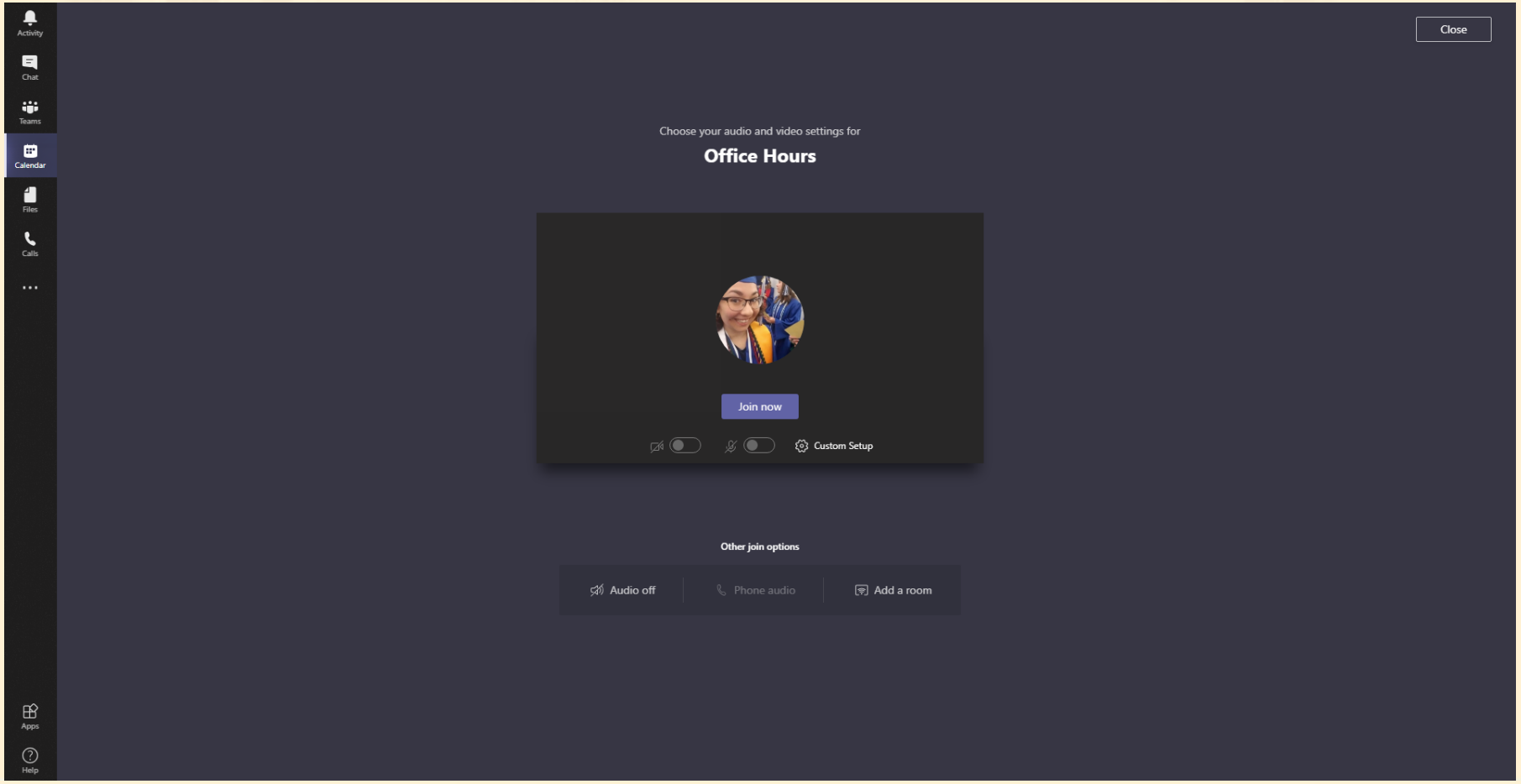
Step 8: Click on Join



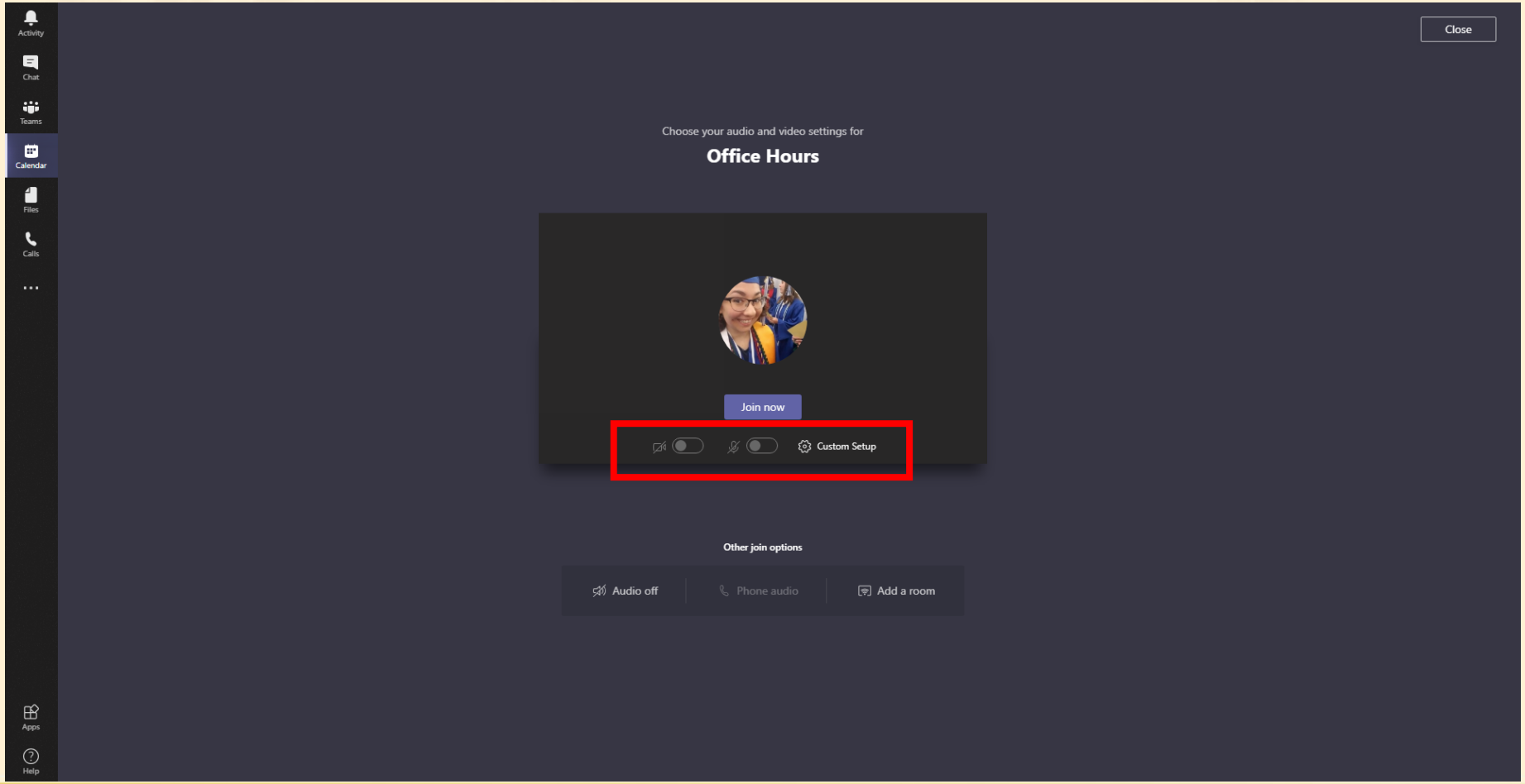
Step 9: A new tab will open in your browser asking if you'd like to navigate to Teams. Click Open Microsoft Teams



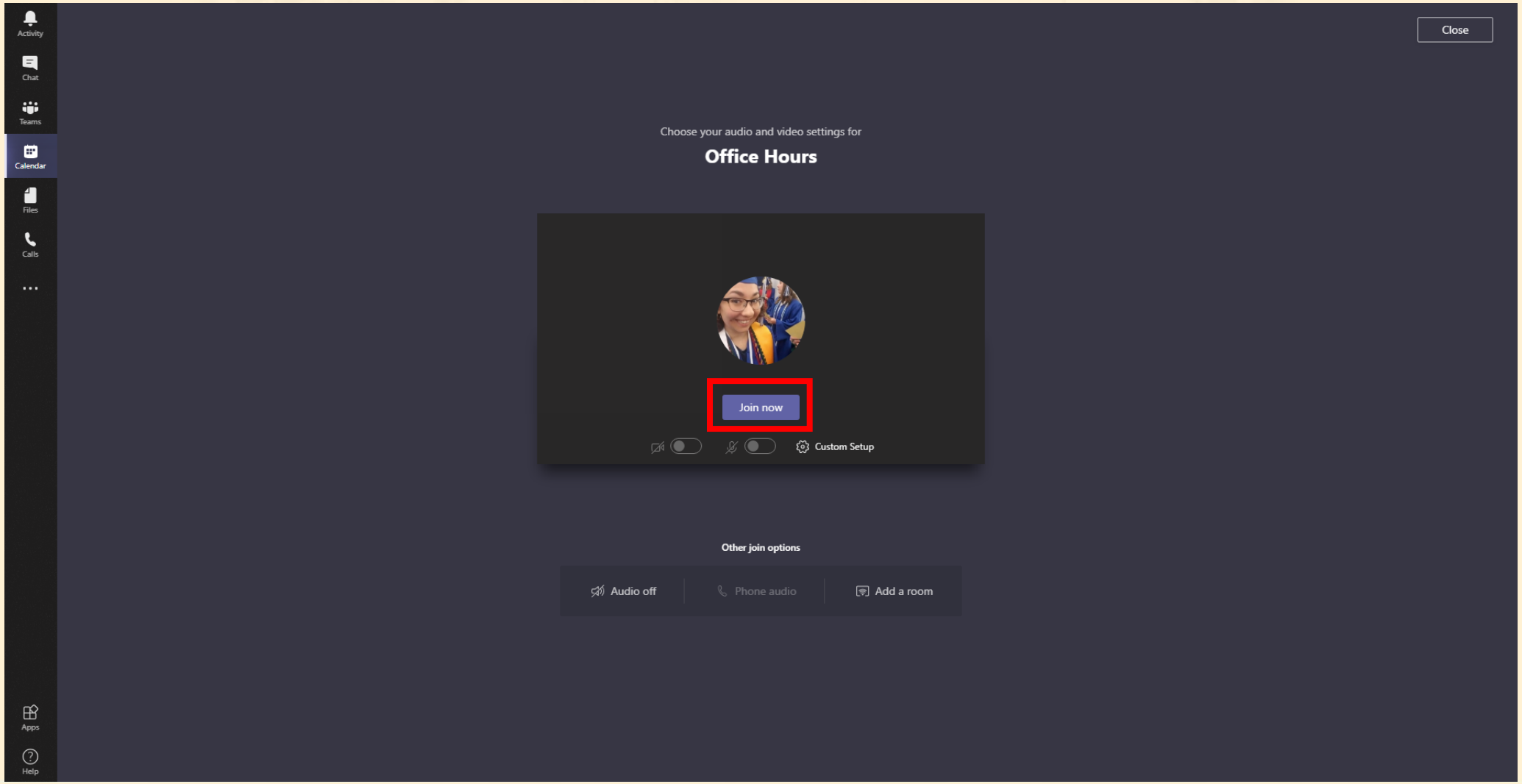
Note: You will be automatically redirected to the Microsoft Teams app on your computer.



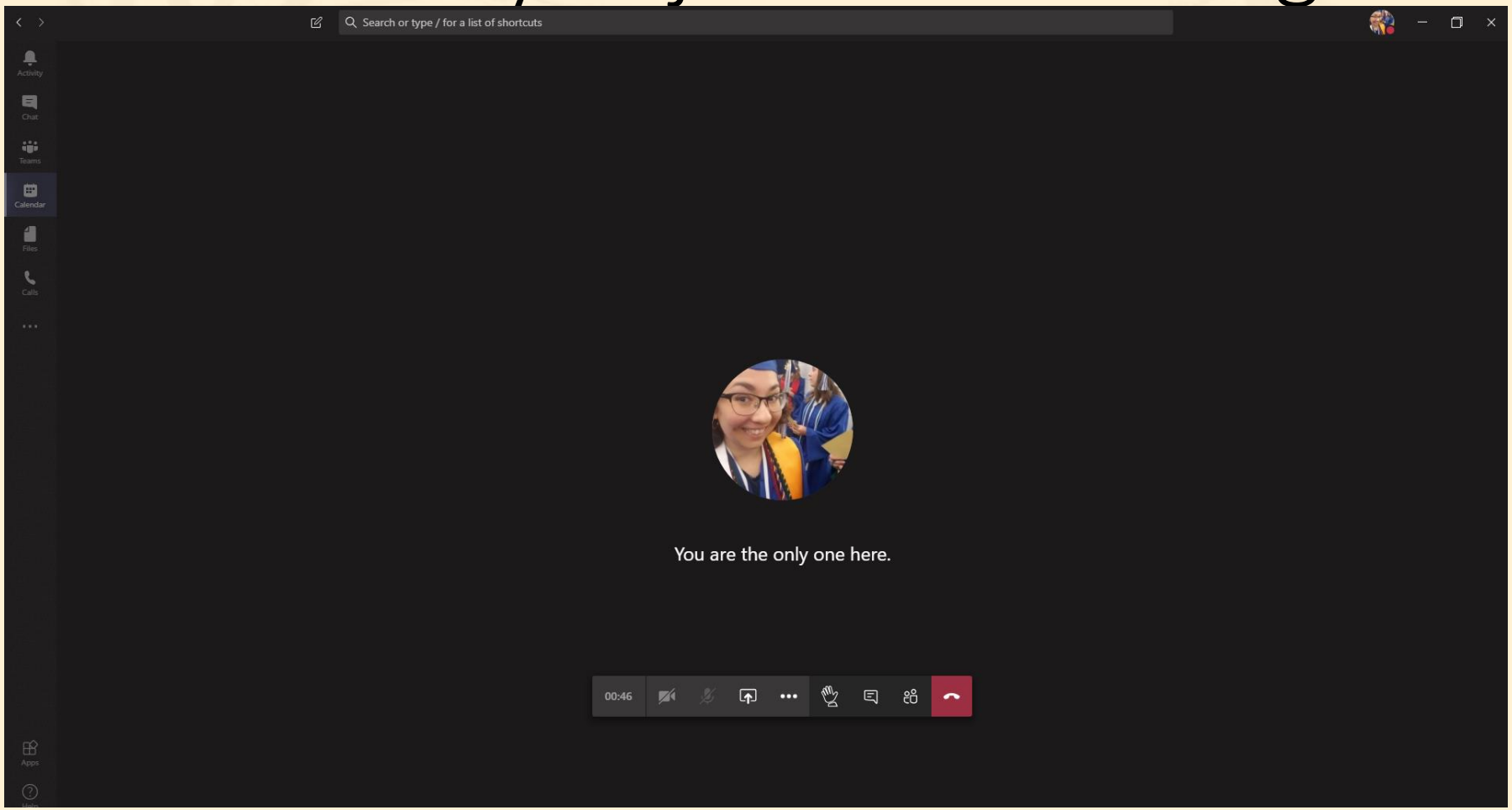
Step Ten: Choose your video and audio settings for the meeting



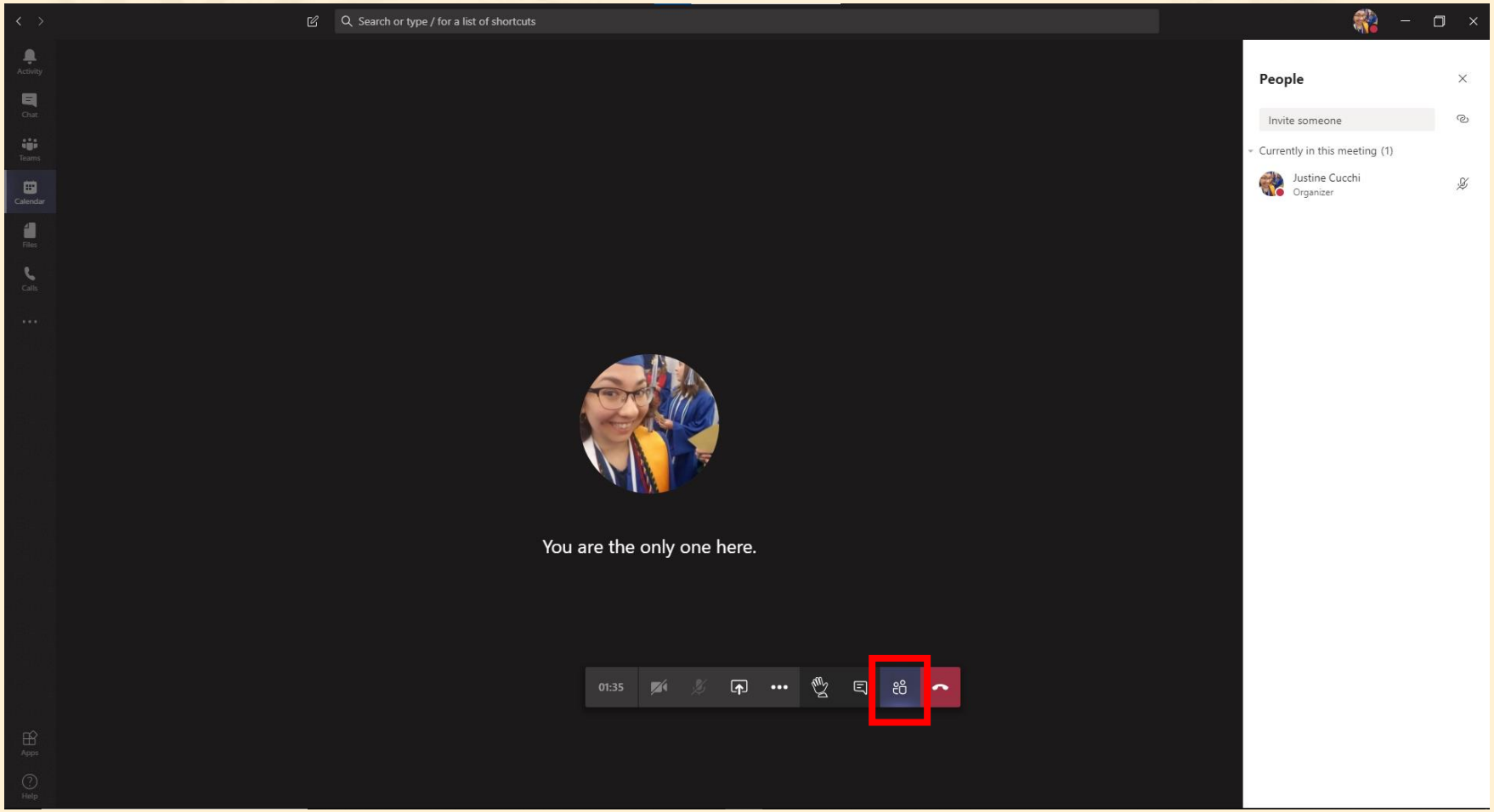
Step Eleven: Click on Join Now



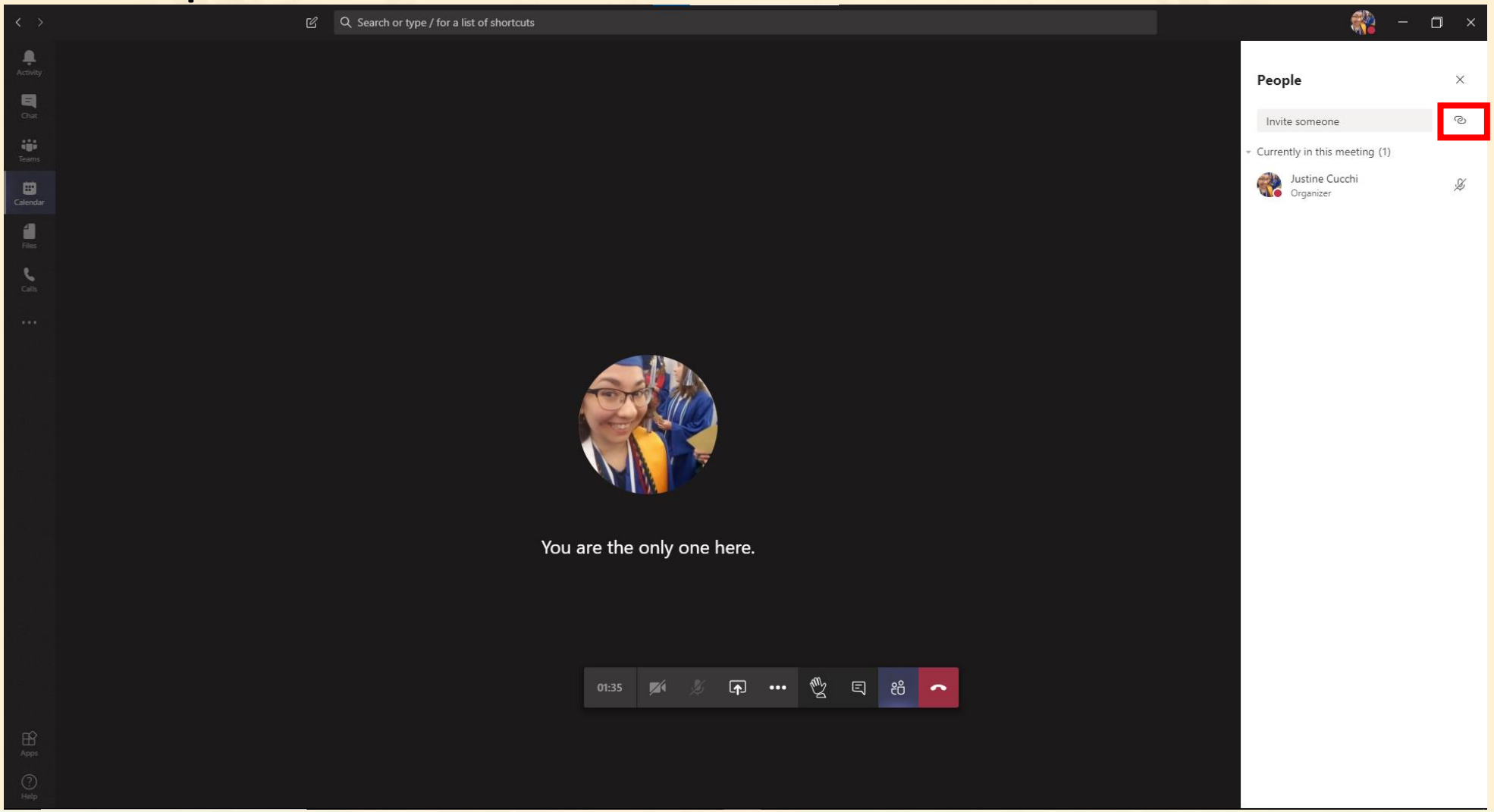
Note: This is what your screen should look like when you join the meeting.



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