

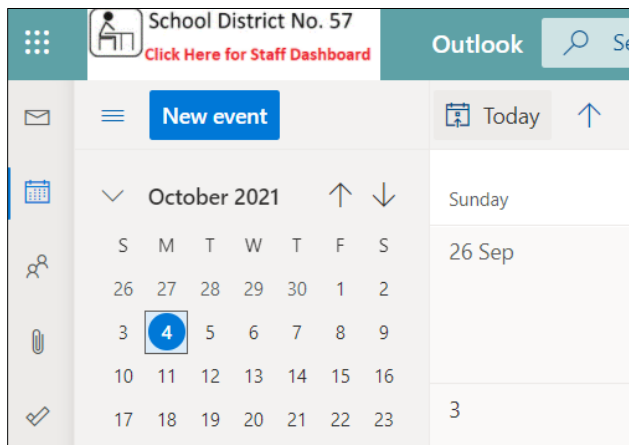
Microsoft 365: Setting Up Parent-Teacher Teams Meetings

Note: For more details about Teams meetings, please go to the Teams: Meeting in Teams (Scheduling, Options) tutorial [on this page](#).

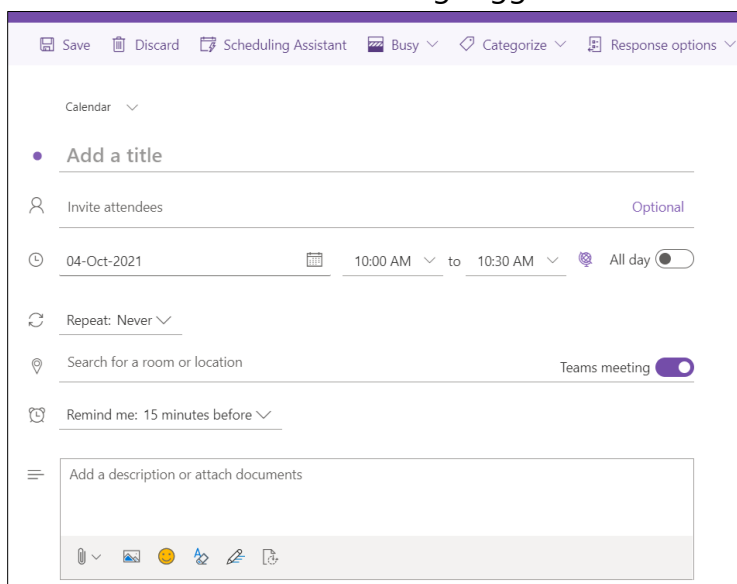


Outlook: How to Set Up a Parent-Teacher Teams Meeting

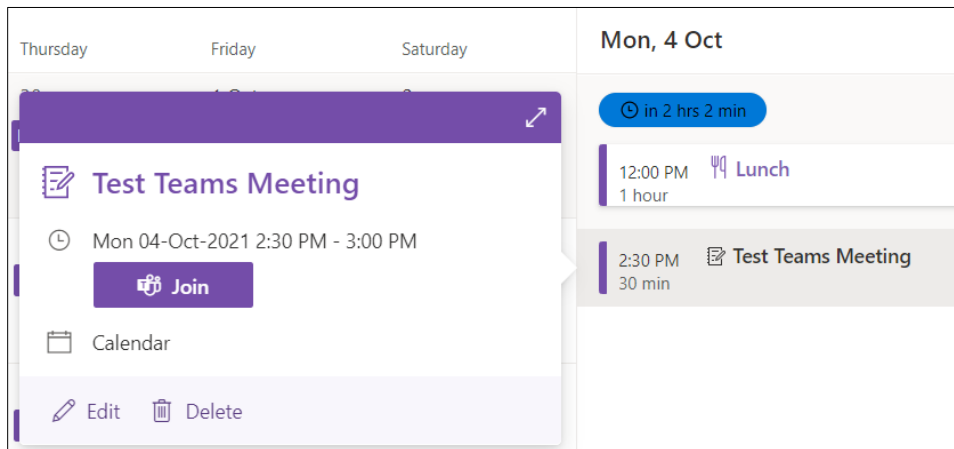
1. Sign in to Office 365.
2. Open Outlook.
3. Select Outlook Calendar (top left, just below email)
4. Click **New event**.



5. Select the Teams meeting toggle so it is turned on.

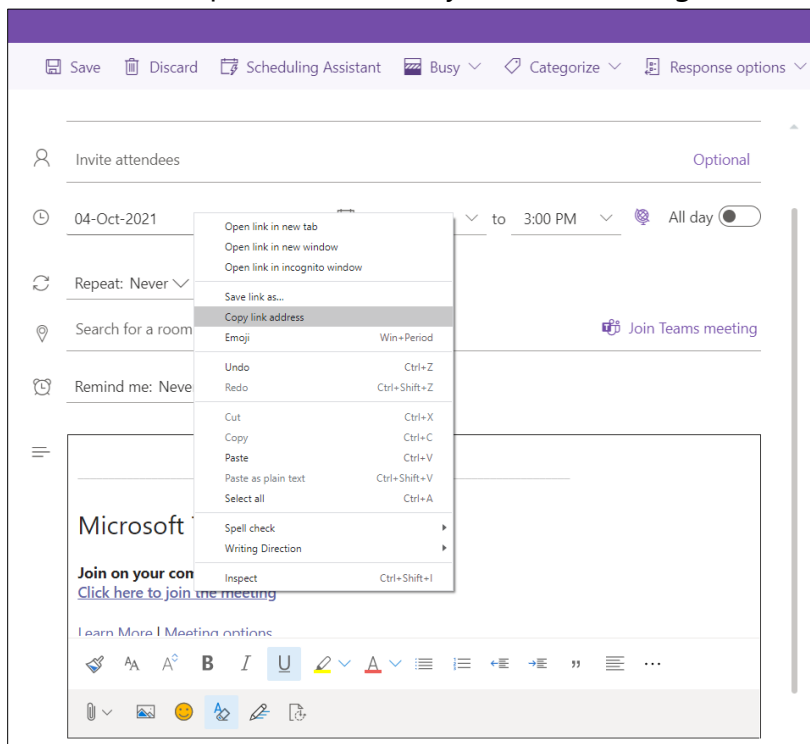


6. Fill in the meeting details: title, date, duration, details box (optional).
7. Click **Save**. This will create the Teams Meeting link inside of the event.
8. Find the event on your calendar. It should have a Join button on it.



Note: when you are ready to start the meeting, clicking **Join** is how you get in. You can join a meeting at any time after it is created.

9. To copy a link to this meeting: Click **Edit** on the event.
10. Click **More options**.
11. Copy the Teams Meeting link by right-clicking it and selecting **Copy link address**. You can paste this link anywhere, including into an email to a parent or guardian.

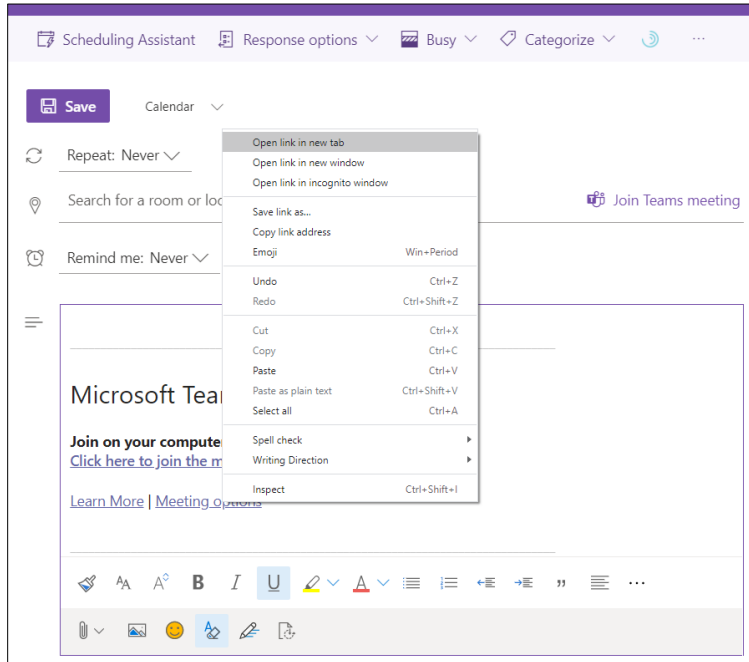


You can create individual Teams meetings for each parent-teacher conference and send a separate link to each parent or guardian.

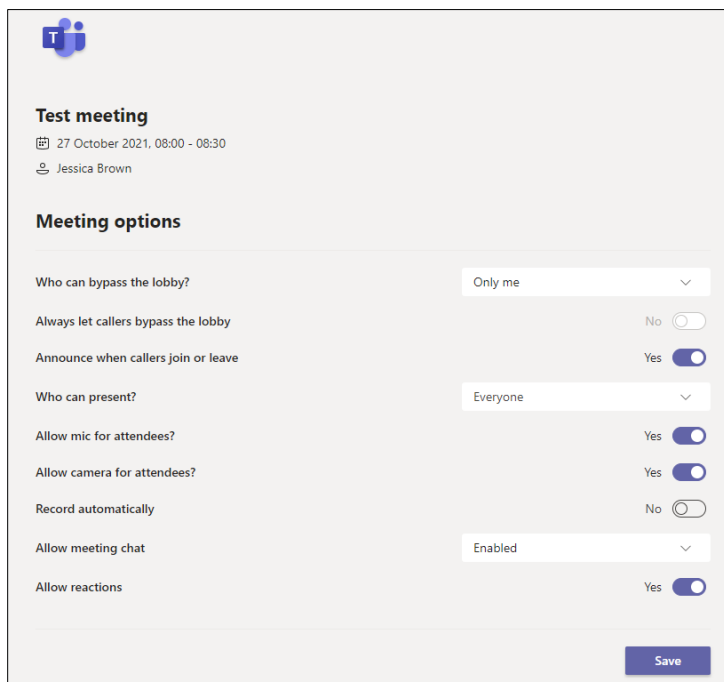
Or you can create one Teams meeting and send one link out to everyone, letting them know you will leave them in the lobby until it is their turn.

To make sure the lobby is enabled for all attendees (except you):

1. Right-click on **Meeting options** inside the calendar event (where you copied the link) and select **Open link in a new tab**.



2. Change the 'Who can bypass the lobby?' option to **Only me** on the dropdown menu.

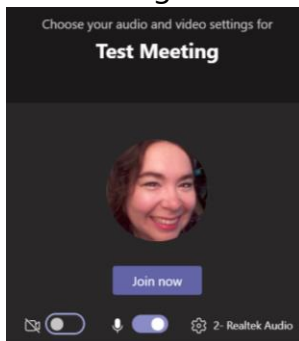


3. Click **Save**.
4. Your options will be saved for that specific meeting only, and you can close the browser tab.

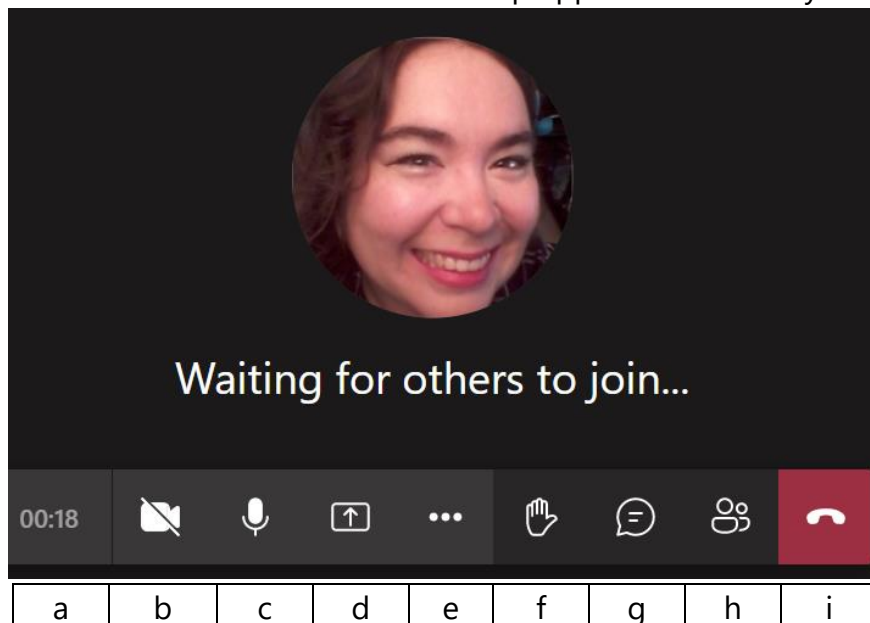
Note: Many parents and guardians will not have a Teams account. They can join as Guests! Microsoft tutorial on how to join a Teams meeting without a Teams account [here](#).

Teams: Meeting Options

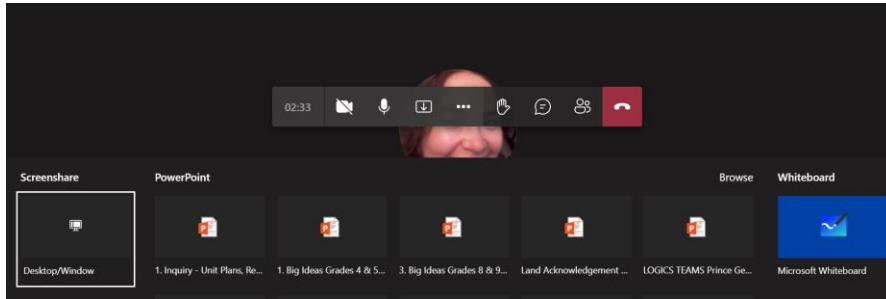
1. After clicking Join for a meeting, you will get a chance to check your settings before entering the meeting.



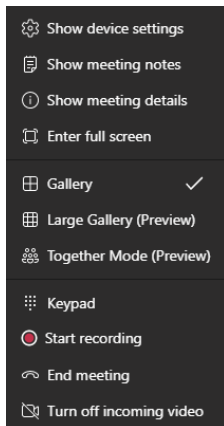
2. When you are ready, click **Join now**.
3. Below is an example of the options a meeting organizer sees, on the web. It will have a slightly different order on the Teams desktop app. Attendees may see less options.



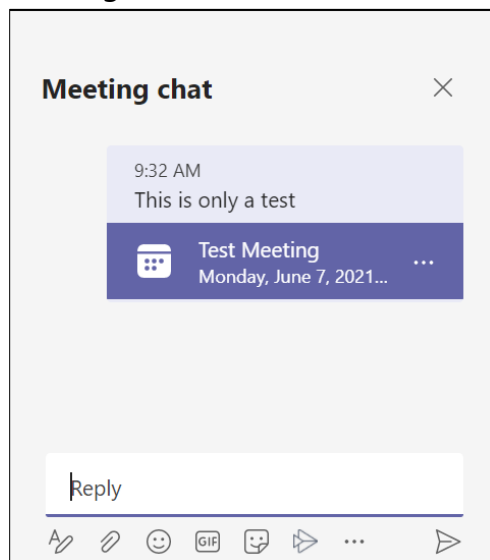
4. Let's go through the options one by one.
 - a. duration of the meeting so far (18 seconds in the screenshot above)
 - b. camera icon: click to turn it on and off (it is off in the screenshot above)
 - c. microphone icon: click to turn it off and on (it is on in the screenshot above)
 - d. share tray: share your screen, a PowerPoint (click **Browse** if you don't see the one you want, to search your computer and OneDrive), or Whiteboard.



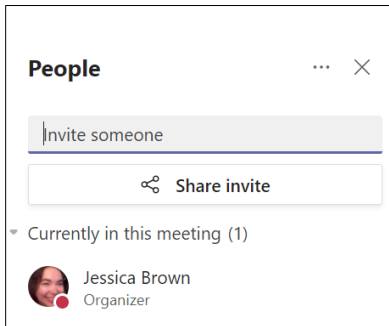
- e. three dots: more options



- f. hand: click to raise your hand to alert the organizer
- g. word bubble: text chat



- h. people icons: show participants. You can invite more attendees from here as well. Click **Share invite** to email an invitation to a parent or guardian.



- i. red phone: end the meeting (also under more options). Click here to leave the meeting if you are simply an attendee.

Note: Breakout rooms and sharing sound from presentations are only available on the desktop version of Teams, not the web version. Download Teams apps [here](#). Microsoft tutorial on how to use breakout rooms [here](#).

For more step-by-step guides for Office 365, please go to: <https://www.sd57curriculumhub.com/office-365>