



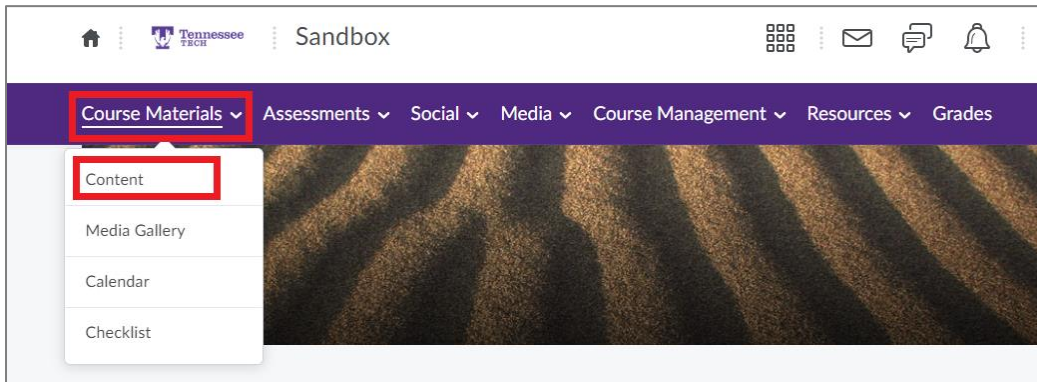
MS Teams: Creating a Meeting Link for iLearn

Center for Innovation in Teaching and Learning

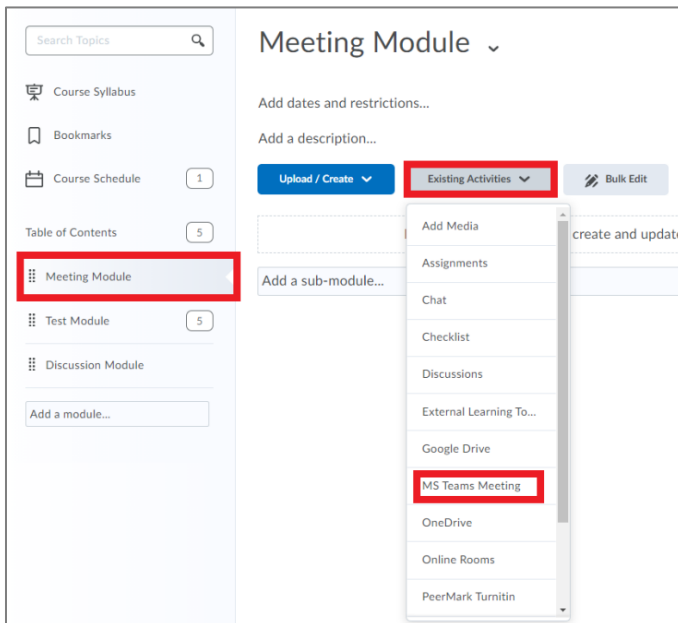
You can setup a link to the class meeting through iLearn. You can have a single meeting link setup for your students to use anytime you have an online class session.

To Create a Single Meeting Link for the Semester:

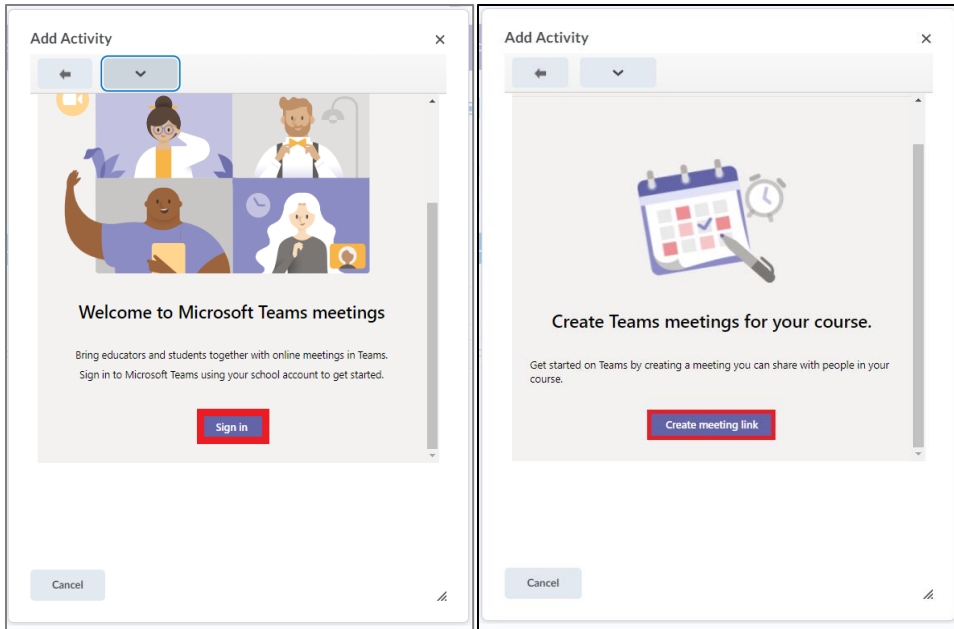
1. On the course's homepage, select **Course Materials** from the navbar then select **Content** from the drop-down menu



2. Select (or create) the module where you want to put the link
3. Select **Existing Activities** then select **MS Teams Meeting** from the drop-down menu

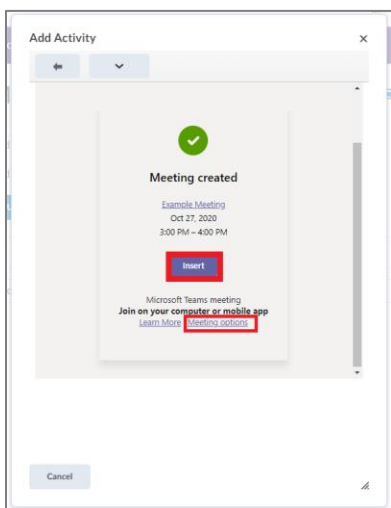


4. Select **Sign in** from the pop-up window (sign in using your TTU credentials)
5. Click **Create a meeting link** and enter a title



NOTE: While you are given a spot where you have to enter a time and day, it has no bearing on using this same meeting link for one or all of your class meetings. To keep it simple, we recommend just having one meeting link for the class if possible.

6. Click **Create**
7. Select the **Meeting Options** link and make sure that the setting for *Who can present?* is set to **Only Me**
8. If you want to manually admit people to enter the meeting, select **Only Me** for the *Who can bypass the lobby?* option
9. Click **Insert**



Example Meeting
October 27, 2020, 3:00 PM - 4:00 PM
Whitaker, Natalie

Meeting options

Who can bypass the lobby? People in my organization

Always let callers bypass the lobby No

Announce when callers join or leave Yes

Who can present? Only me

Allow attendees to unmute Yes

Save

10. The link will now be in your Content area

11. To ensure that the link works, select **down arrow** next to the link and choose **Edit Properties In-Place** and then select **Open as External Resource**

