



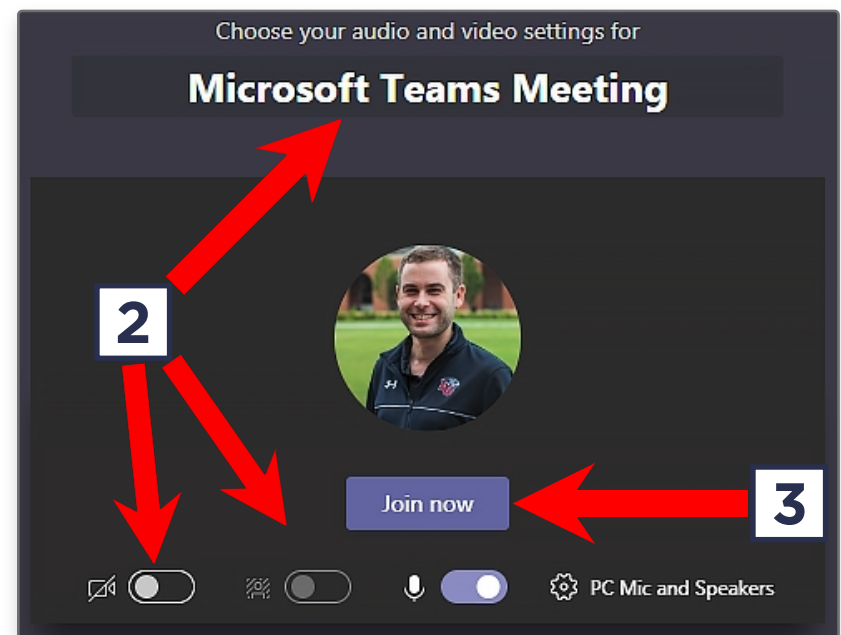
Start an Instant Meeting in Microsoft Teams

It is easy to start an impromptu meeting with just a few clicks:

Step 1: Go to **Calendar**  on the left side of Teams, then select **Meet Now**  in the upper right corner.

Step 2: You'll have a chance to set a few things up before you start your meeting. Give it a title, choose whether you want to use video, and pick your preferred audio source.

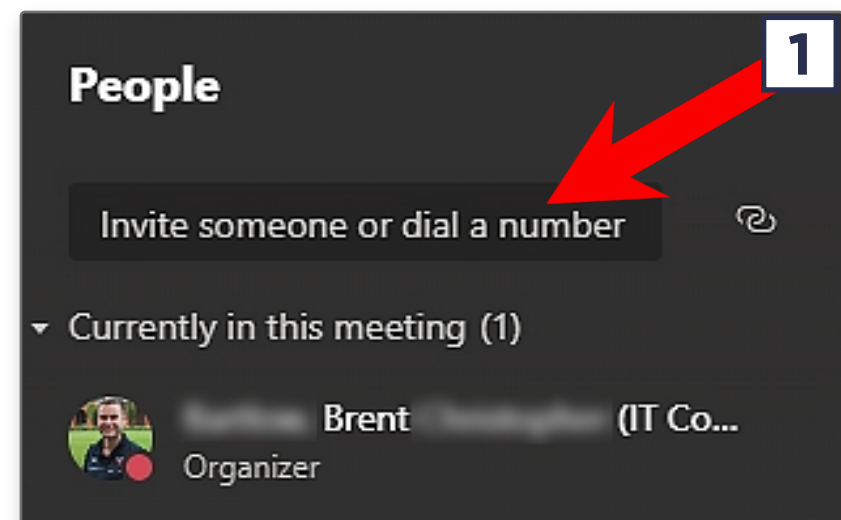
Step 3: When you're ready, hit **Join Now**.



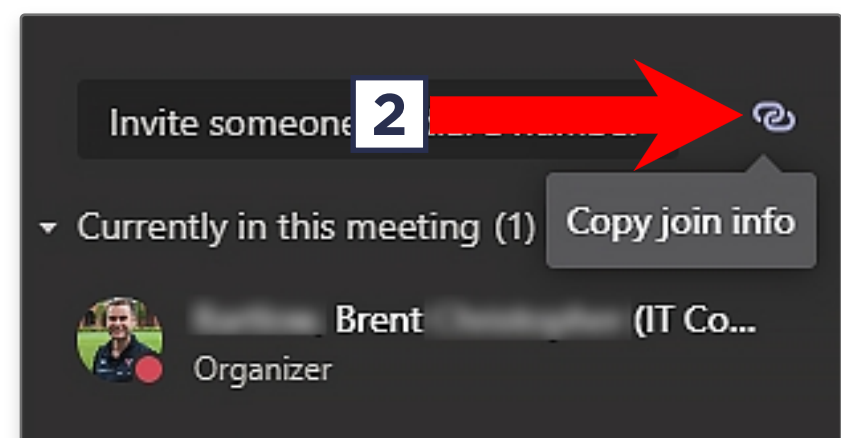
Your meeting is now up and running—now you just need people to join you!

To invite people:

Step 1: Start typing the name or phone number of someone you want to invite in the box under **People** in the top right. Select them when they appear in the list, and they'll get a call right away.

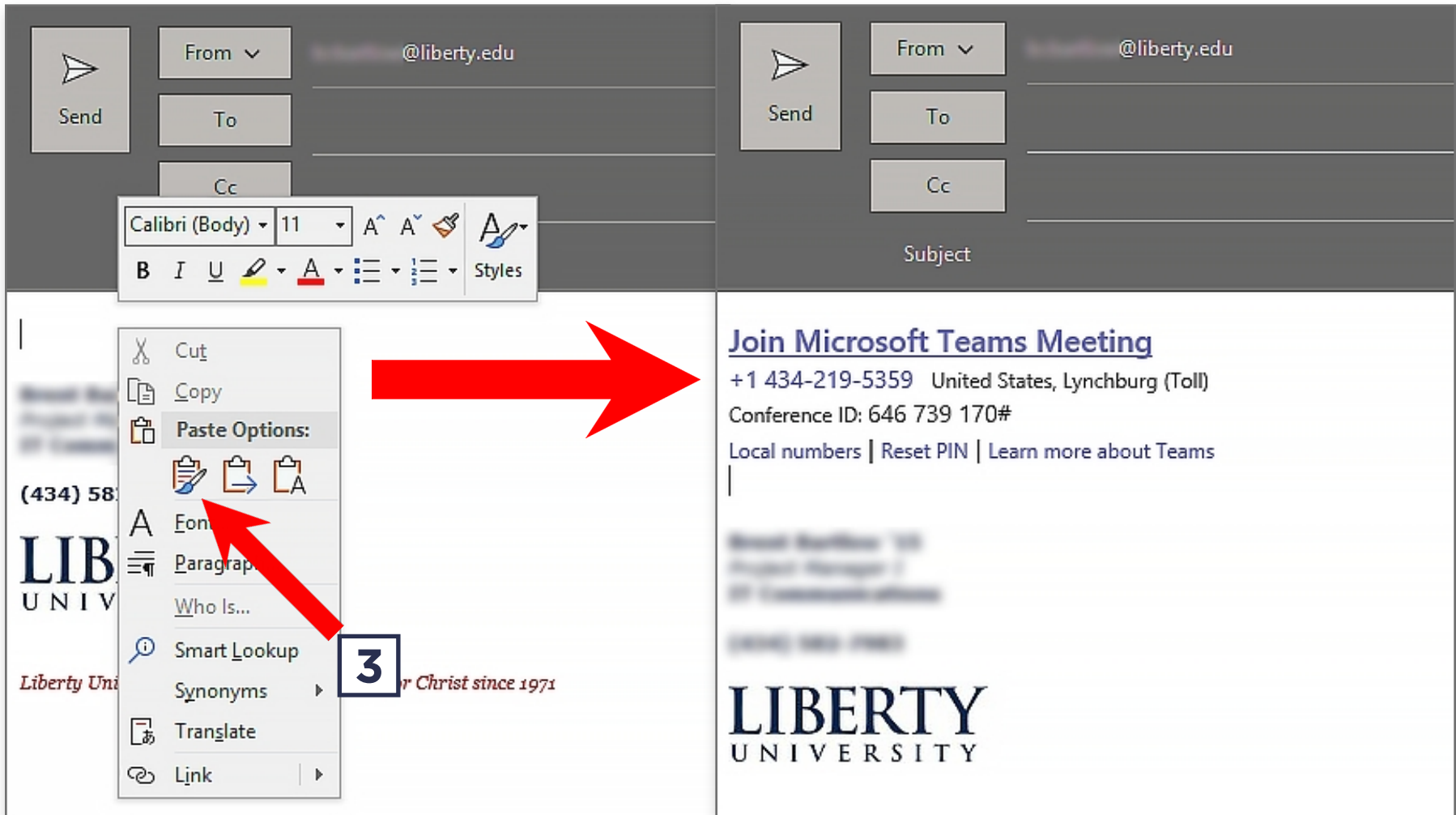


Step 2: Another option is to copy the meeting link and send it to anyone you want to meet with, and they can join by selecting it. Just choose **Copy Join Info**. This will copy the link to your computers clipboard



Note: You cannot schedule a meeting and copy the meeting link without a recipient. We recommend adding a TA as an attendee and then the link can be provided to all students via BB Announcement or e-mail.

Step 3: Once the link is copied, you can paste it in an email or Blackboard Announcement.



To paste the link inside Blackboard, you will need to utilize the Paste keyboard shortcut.

Windows



Mac

