

Moodle Teams Meeting

Audience

Faculty	✓
Staff	✓
Students	✗
Others	✗

Step-by-step guide

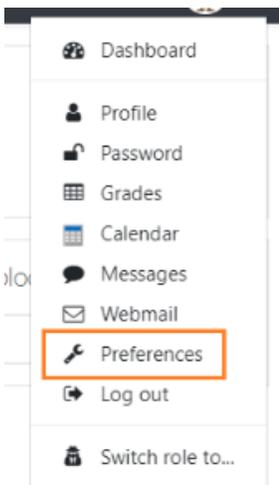
- [Step 1: Verify your preferred editor](#)
- [Step 2: Create/Edit a Resource or Activity](#)
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You can now create a Microsoft Teams Meeting anywhere you can edit text in Moodle.

Step 1: Verify your preferred editor

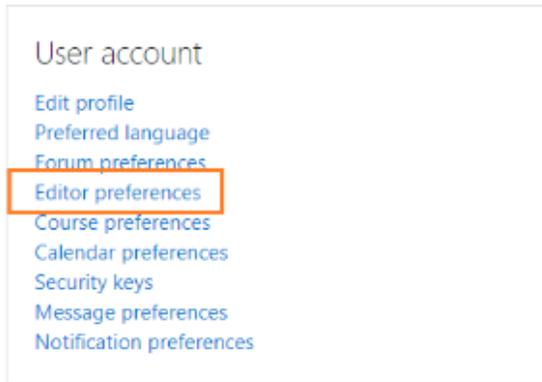
In order to see and utilize the Teams Meeting Generator you must be using the 'Atto' Editor.

Click on your profile in the upper-right corner of Moodle then choose 'Preferences'



Under the 'Preferences' section click on 'Editor Preferences'

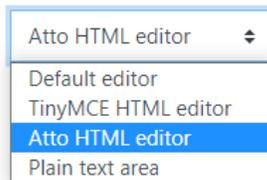
Preferences



Ensure 'Atto HTML Editor' is selected and click 'Save Changes'

Editor preferences

Text editor

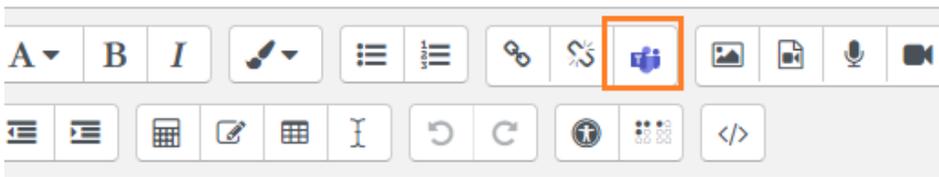


Step 2: Create/Edit a Resource or Activity

This is up to you, figure out how and where you want the link. If you want to post the link in a forum, just create a new forum post and follow the instructions. You can create a Teams Meeting link anywhere you can edit text in Moodle, such as creating a 'Label' resource to display on your course page.

Step 3: Create the Meeting Link

Within the Editor toolbar, click the Teams icon

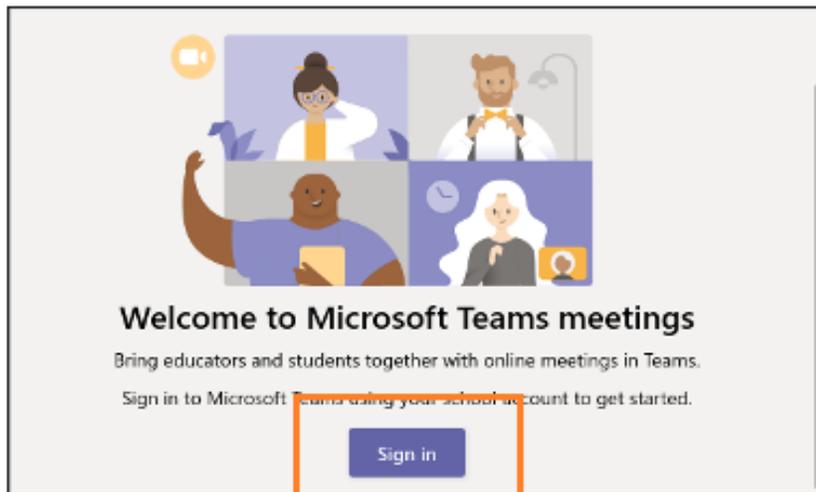


If you are asked to Sign In, click Sign In. When asked for your email address, use your Campus email such as username@bshp.edu , it will redirect to Single Sign On. If it goes directly to 'Create Teams Meeting' don't worry, it means you already logged in.

Create Teams meeting



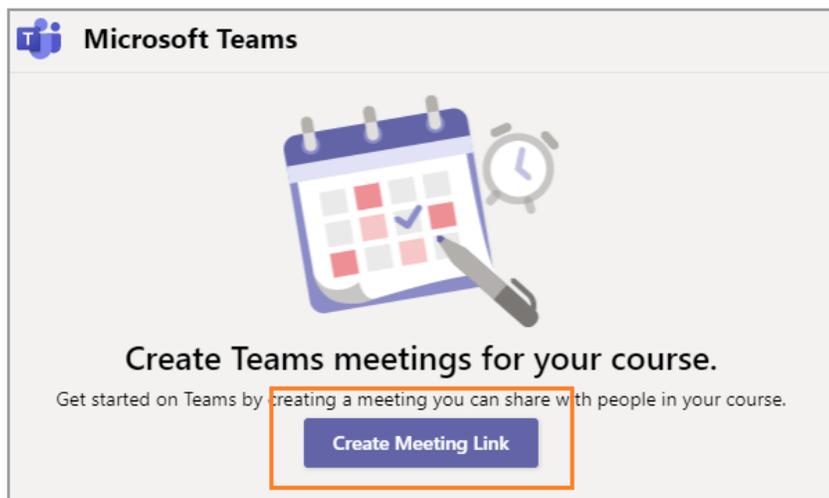
Create Teams meeting



Your meeting URL

Once you sign in, click the link, 'Create meeting link'

Create Teams meeting



Your meeting URL

Fill out the details, Title, Date and Times then click 'Create'

Create Teams meeting

Create Teams meeting

New Meeting

My New Meeting

Sep 2, 2020 2:00 PM →

Sep 2, 2020 3:00 PM 1h

Create Cancel

After you click 'Create', you will see a 'meeting created successfully' dialog. You can adjust the options under 'Meeting Options' or just click 'Add Link'

Create Teams meeting

Create Teams meeting

Meeting "My New Meeting" was created successfully!

Go to meeting

Meeting Options

Your meeting URL

https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZjE2NDY4MTItYzUwYy00Yjg

Open in new window

Add link

The link to the meeting will be added wherever you chose, important, make sure you also edit the post to with some text on when the meeting is

Meeting: 09/02/2020 at 2:00PM CST. Click the link below to join the meeting|

https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZjE2NDY4MTItYzUwYy00YjgzLWI2ZDEtNWFiNGNiODNiMTFj%40thread.v2/0?context=%7b%22Tid%22%3a%220795ec81-5e9e-4dca-a7fe-1700872df87f%22%2c%22Oid%22%3a%2260aaca81-b6fc-432d-8fec-49c6b9ea4ef1%22%7d

From whichever activity you are in click Save/Submit or Post if posting to a forum

Notes

You do not need to email this to students, since they have access to your course and the activity and/or resource where you posted the link, they can join the meeting by simply clicking on the link.

The person that creates the meeting will also get the Teams Meeting added to their Teams Calendar!

	01 Monday	01 Tuesday	02 Wednesday	03 Thursday
11 AM				
12 PM			Test 1	
1 PM				
2 PM			My New Meeting	
3 PM				

Related articles