

Managing your calendar for Teams Class or Channel

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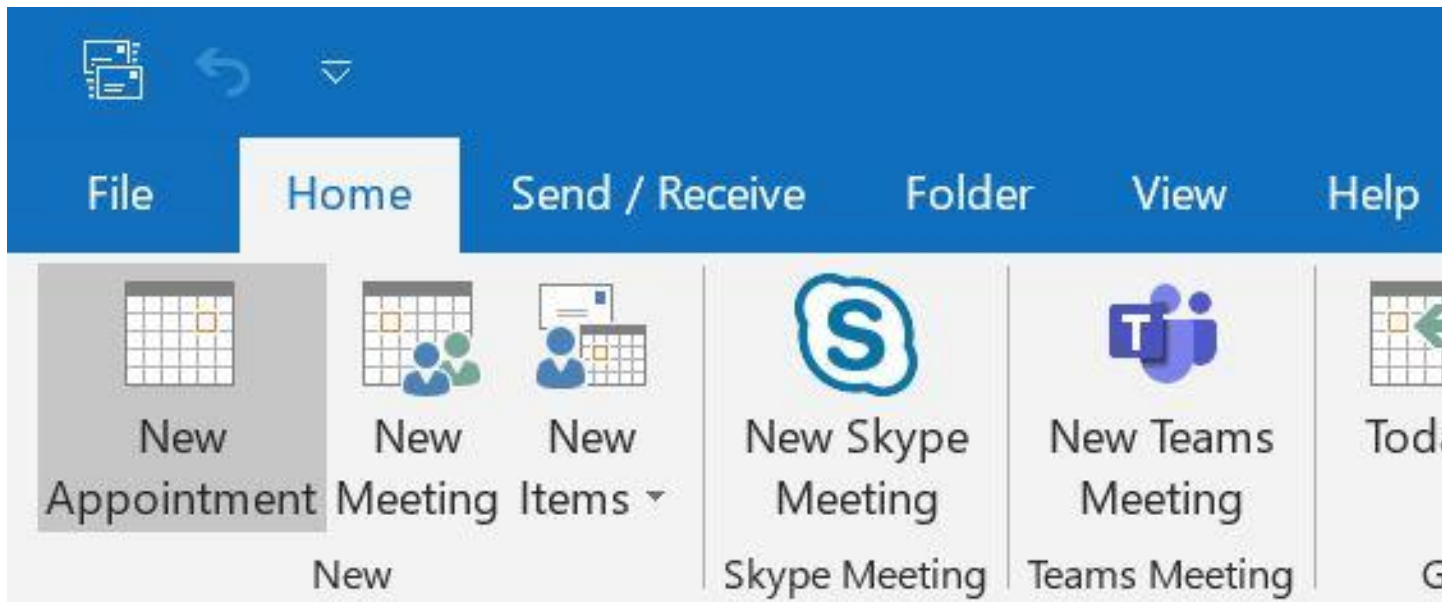
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Due to a temporary technical issue in MS Teams calendar, you have an option to use MS Teams Meeting Add-in for Microsoft Office in Outlook to invite your students to join the class meeting.

Meeting invitation which sent from MS Outlook doesn't give your students the option to join certain MS Teams Class or Channel as it opens the MS Teams Meet now option.

This tutorial will guide you how to link your Teams Class or Channel in the invitation.

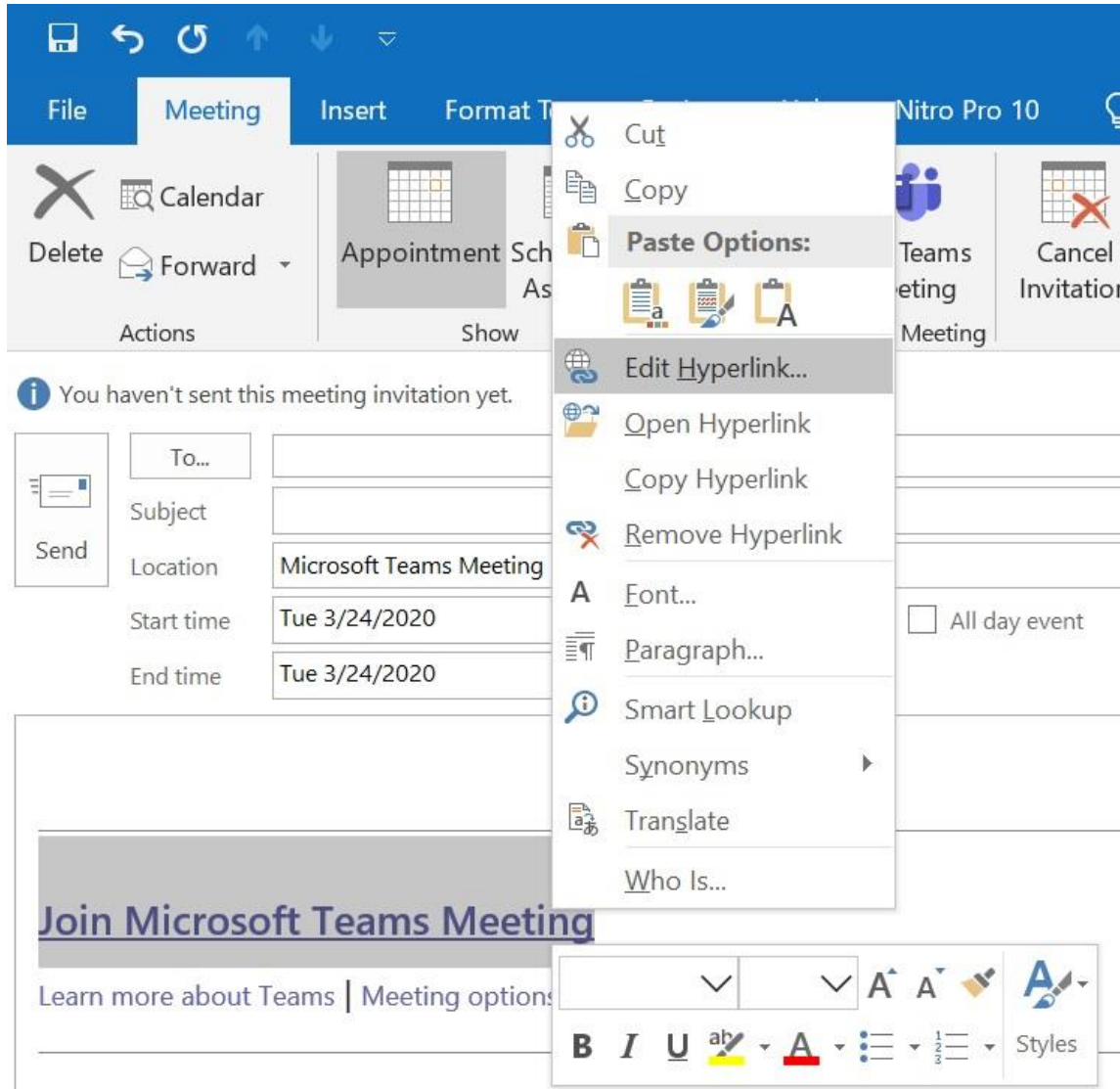
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Step 1: Open MS Outlook, Click Calendar.

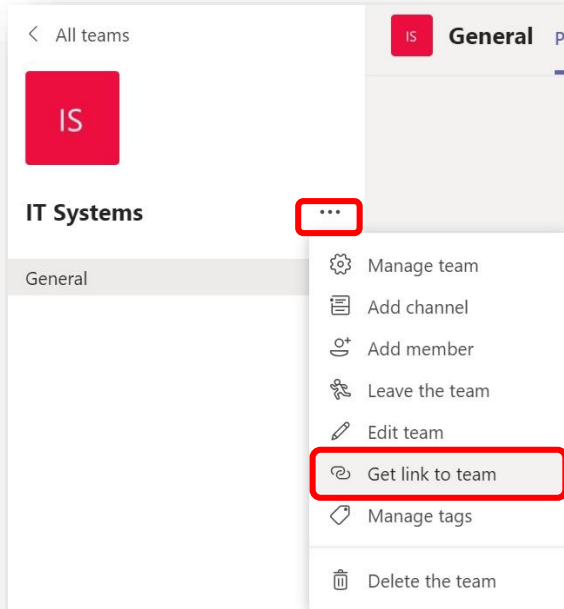
On the Outlook Calendar ribbon click New Teams Meeting

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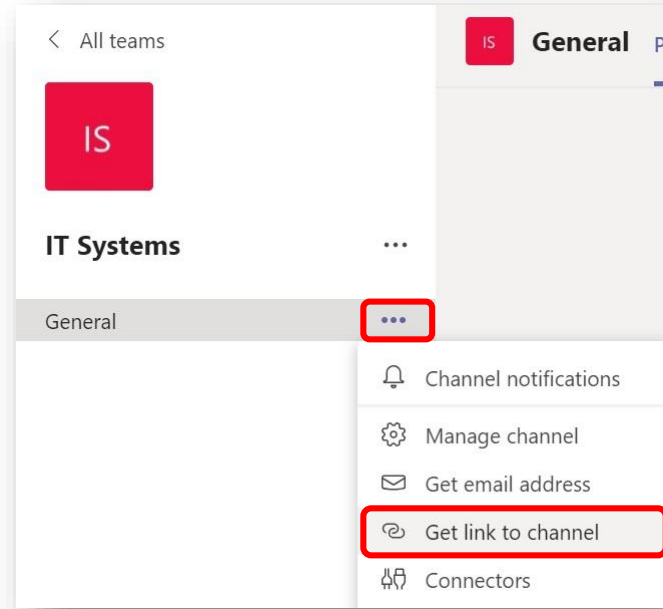
Step 2: Select (Join Microsoft Teams Meeting) as shown in the figure, Right click then Choose Edit Hyperlink

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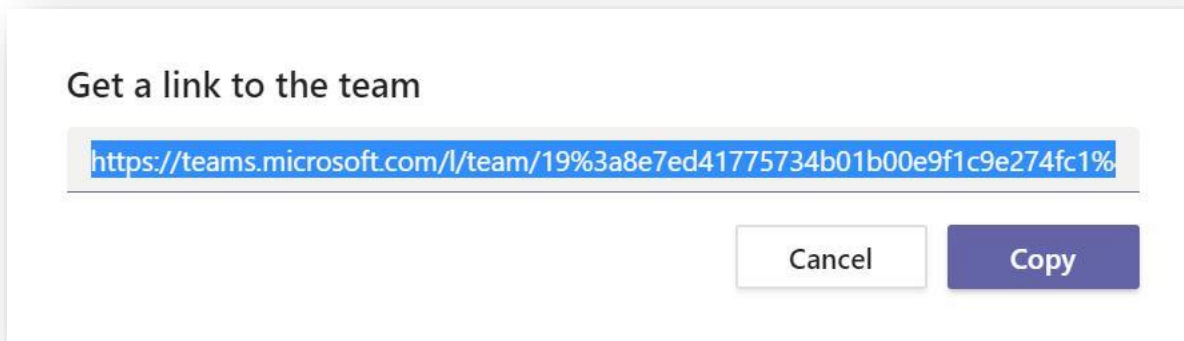
Step 3-a: To ask you students to join a certain Team.

In MS Teams click on ... More Options then choose Get link to Team



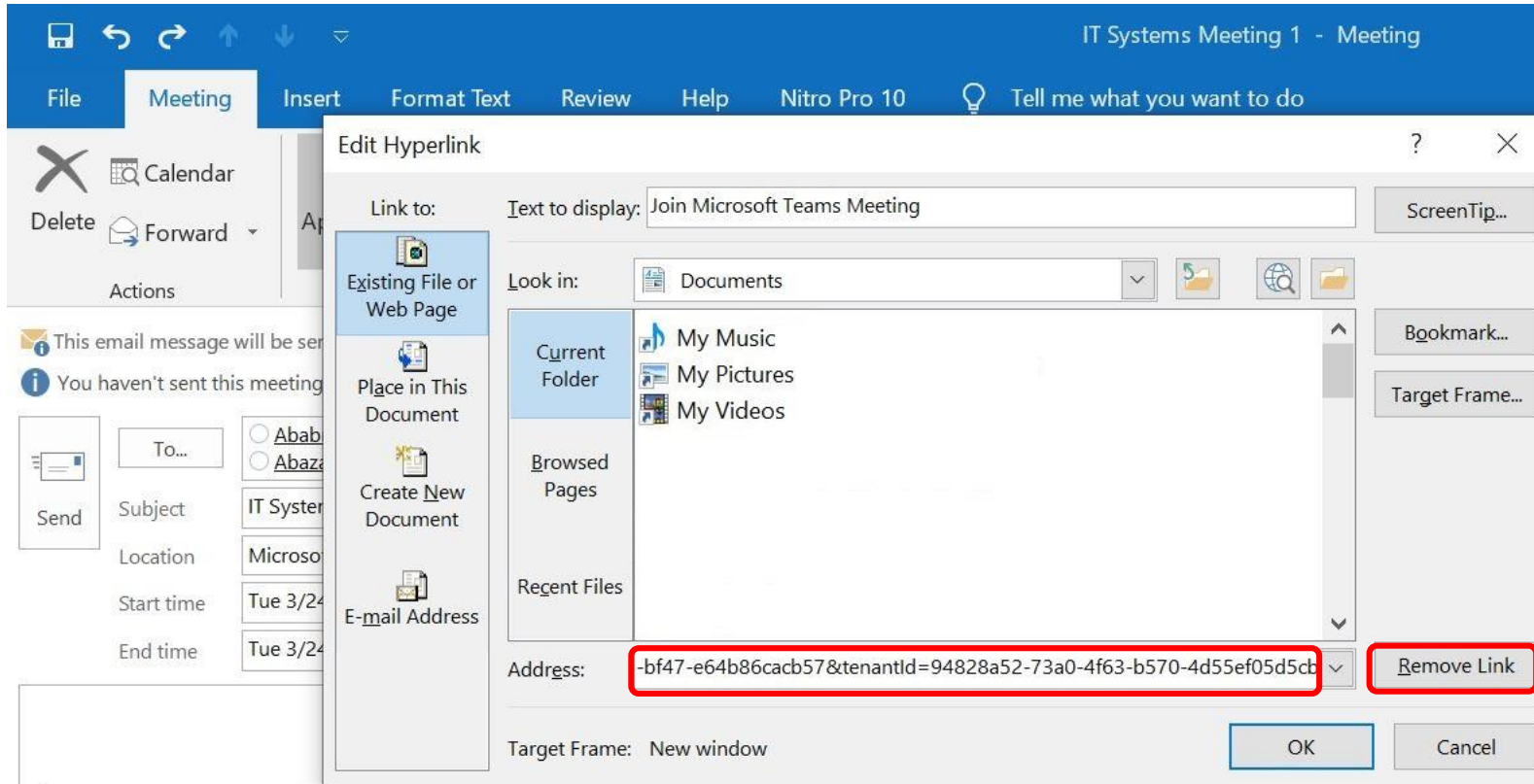
Step 3-b: To ask you students to join a certain Channel.

In MS Teams click on Channel's ... More Options then choose Get link to Channel



Step 4: Copy the link by clicking Copy button.

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Step 5: Click on Remove Link button.

Paste the Class Team or Channel link in the **Address** field.

Click OK and send your invitation

[Join Microsoft Teams Meeting](#)

[Learn more about Teams](#) | [Meeting options](#)



Let's Work Together!

