

Creating a Virtual Class Meeting in Microsoft Teams Using Outlook



Step 1:

Access your Office 365

To get to Office 365, either go to your Southwest portal or click Webmail on Southwest's webpage.



Step 2:

Sign in to Microsoft Outlook

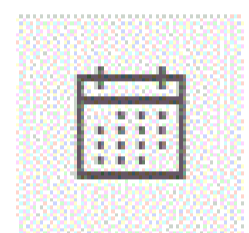
You will be directed to a sign-in page. Use your Southwest login credentials to login.



Step 3:

Go to your calendar in Microsoft Outlook

Once you have logged in to your Southwest email, click on the calendar icon located on the bottom of your screen.



Step 4:

Create a New Event on the calendar

1. Select New Event on the calendar
2. Add a Title
 - Enter the course name and section number
 - Example: Read 0810-101
3. Add Attendees
 - Enter your course and section number in the fill-in
 - Use the format: Read-0810-101
 - Select your course from the drop-down when it appears
 - Click on Class--> Members to see what students are listed for the course
4. Enter the date and time for your first class meeting
5. Click on the down arrow next to repeat if you want to repeat the meeting
 - Select every day from the drop-down
 - Deselect the days you do not meet
 - Select the end date as the end of the semester
 - Click save
6. Click on the down arrow next to Add Online Meeting
 - Select Teams Meeting from the drop-down
7. Select a reminder option
 - Select your desired reminder time from the drop-down
8. Add a description
9. Click send

Once you have added the meeting, students receive an email notifying them of the meeting invitation. All meetings created will show up in your calendar in Outlook and have a reminder sent for each meeting.