



Creating Virtual Office Hours in Teams

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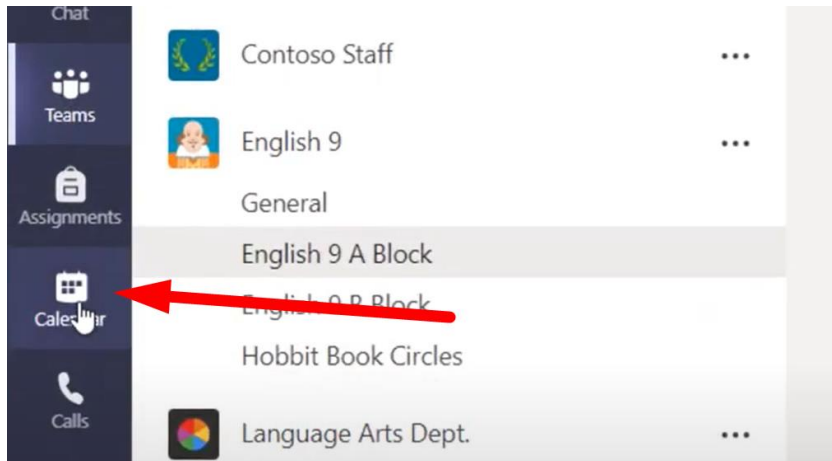
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Why should I use Teams for my virtual office hours?

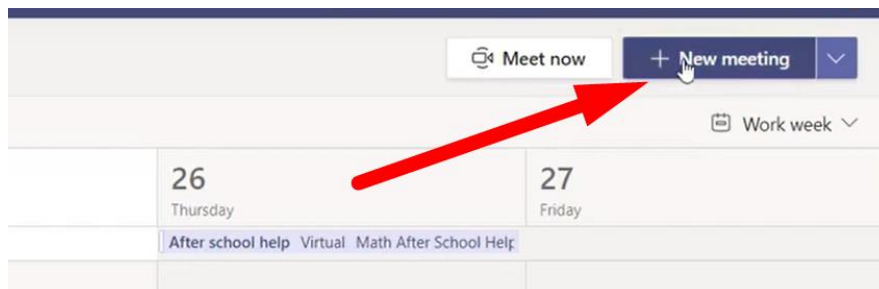
- Teams syncs seamlessly with your Outlook calendar and automatically sends calendar invites to any participants you invite.
- You can set Teams meetings to recur throughout the week like in-person office hours would.
- With Optional Attendees, students can join if they want to but are not required.
- In your call, you can see your students who join and interact with them live.
- When a student joins your office hours, they can share their screen with you if they need to show you a problem they are having.
- Students can join a Teams call even if they do not have Teams installed on their computer.
- Students can join a Teams call from a mobile app if they do not have access to a computer.

Scheduling Virtual Office Hours in Teams

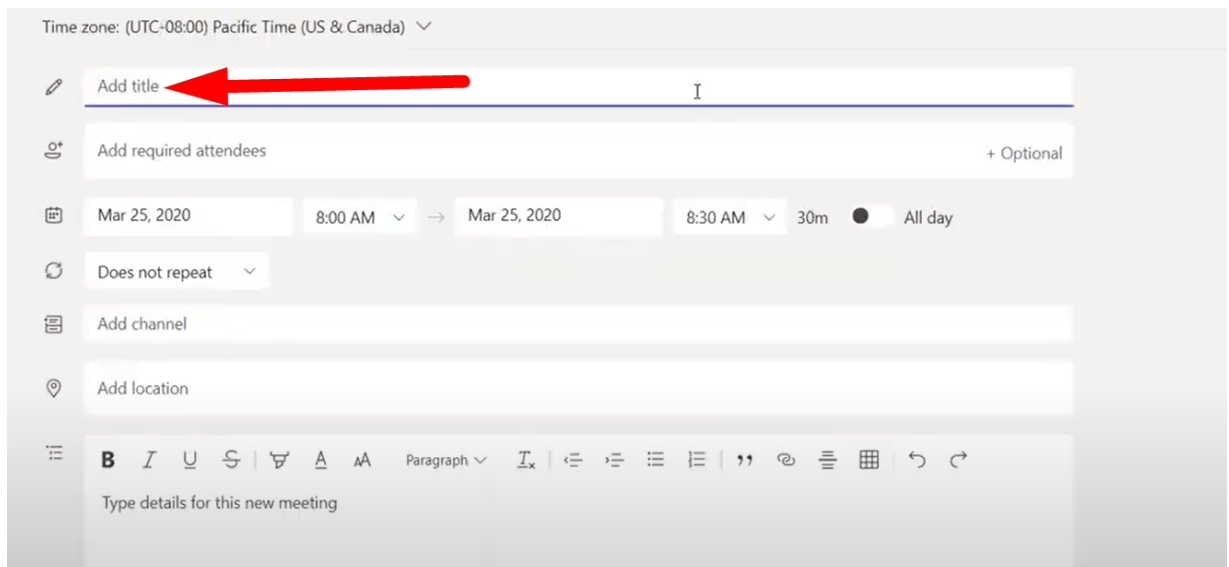
1. Open **Teams** and click on the **Calendar** menu. This is located on the left side of your screen.



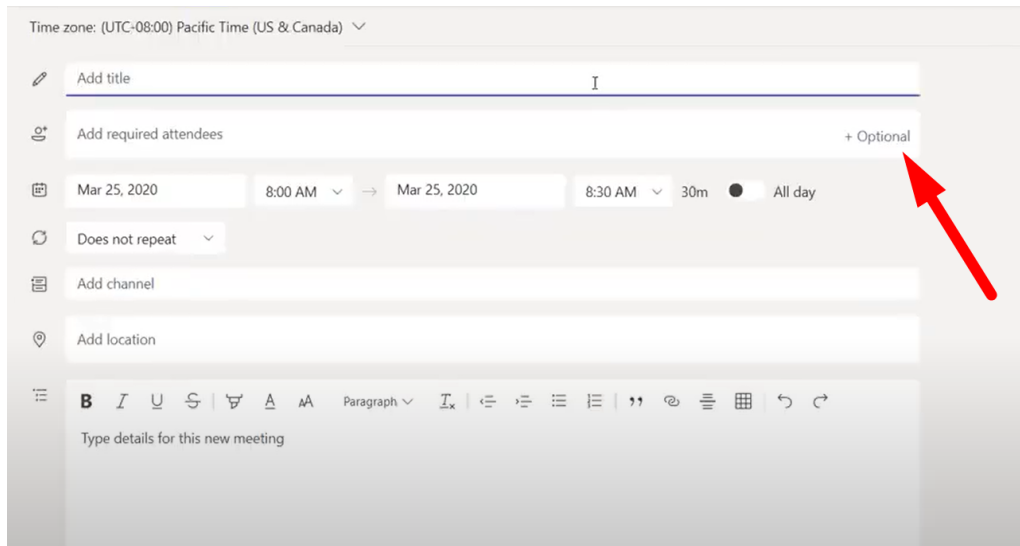
2. In the upper right hand corner of your calendar, click on the **New Meeting** button.



3. A new meeting window will pop up. Here, you can add a **title** for your meeting.



4. For office hours, you can add students as **Optional Attendees** here. You need to have at least one attendee (either optional or required) in order for Teams to generate a **Join Meeting** link. If you would like, you can add all of your students as optional attendees.



Time zone: (UTC+08:00) Pacific Time (US & Canada) ▾

✎ Add title I

👤 Add required attendees + Optional

📅 Mar 25, 2020 8:00 AM → Mar 25, 2020 8:30 AM 30m ● All day

🔄 Does not repeat ▾

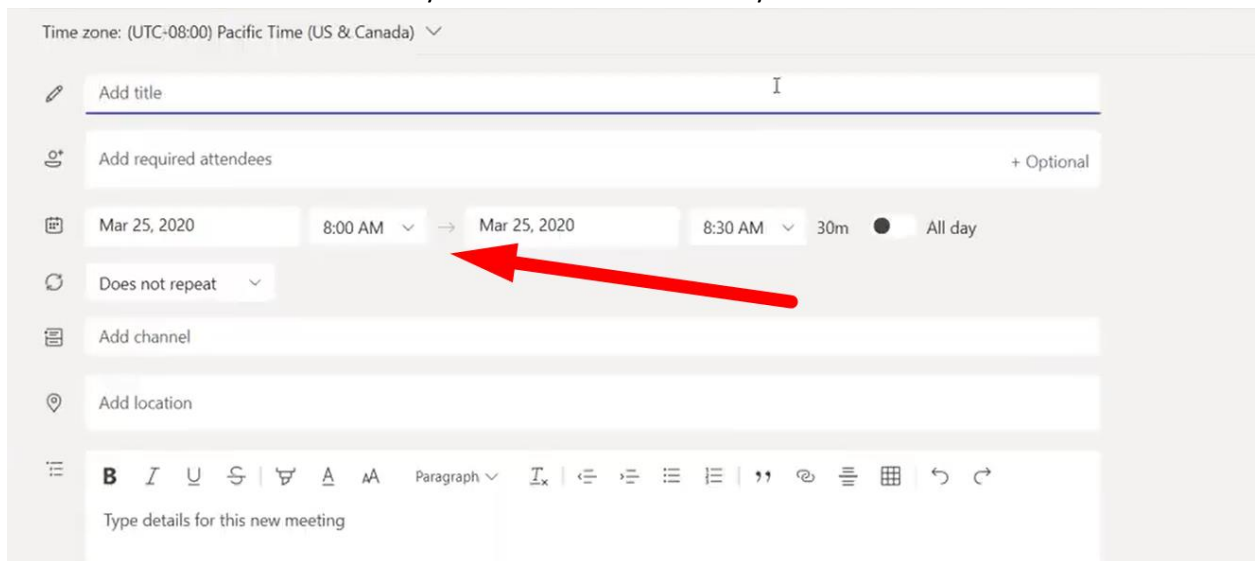
📁 Add channel

📍 Add location

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Type details for this new meeting

5. Choose the start date and time for your office hours as well as your end date and time.



Time zone: (UTC+08:00) Pacific Time (US & Canada) ▾

✎ Add title I

👤 Add required attendees + Optional

📅 Mar 25, 2020 8:00 AM → Mar 25, 2020 8:30 AM 30m ● All day

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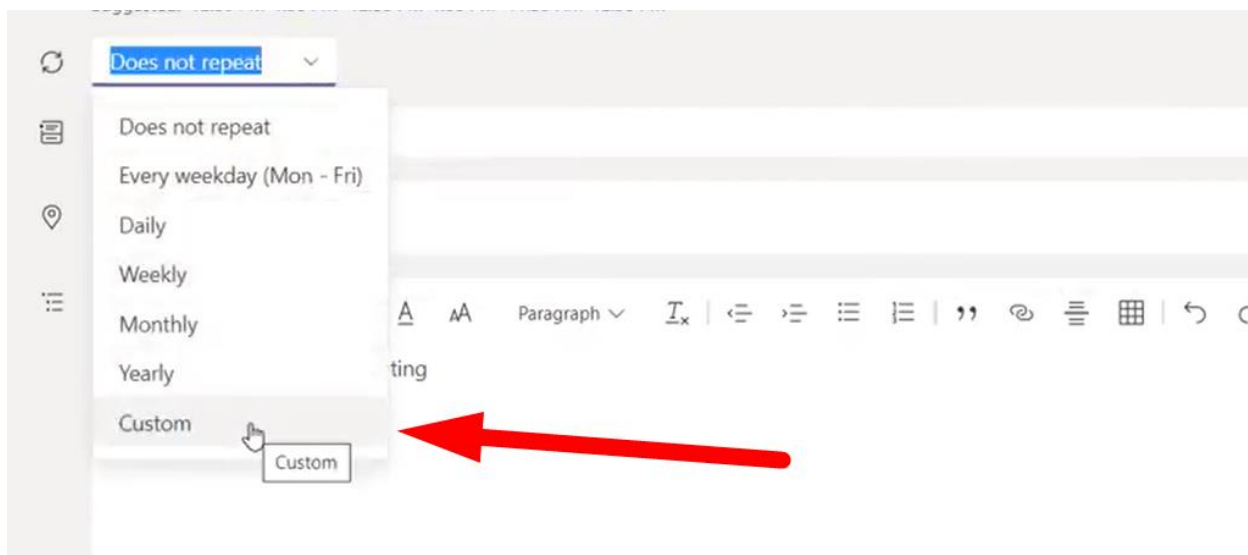
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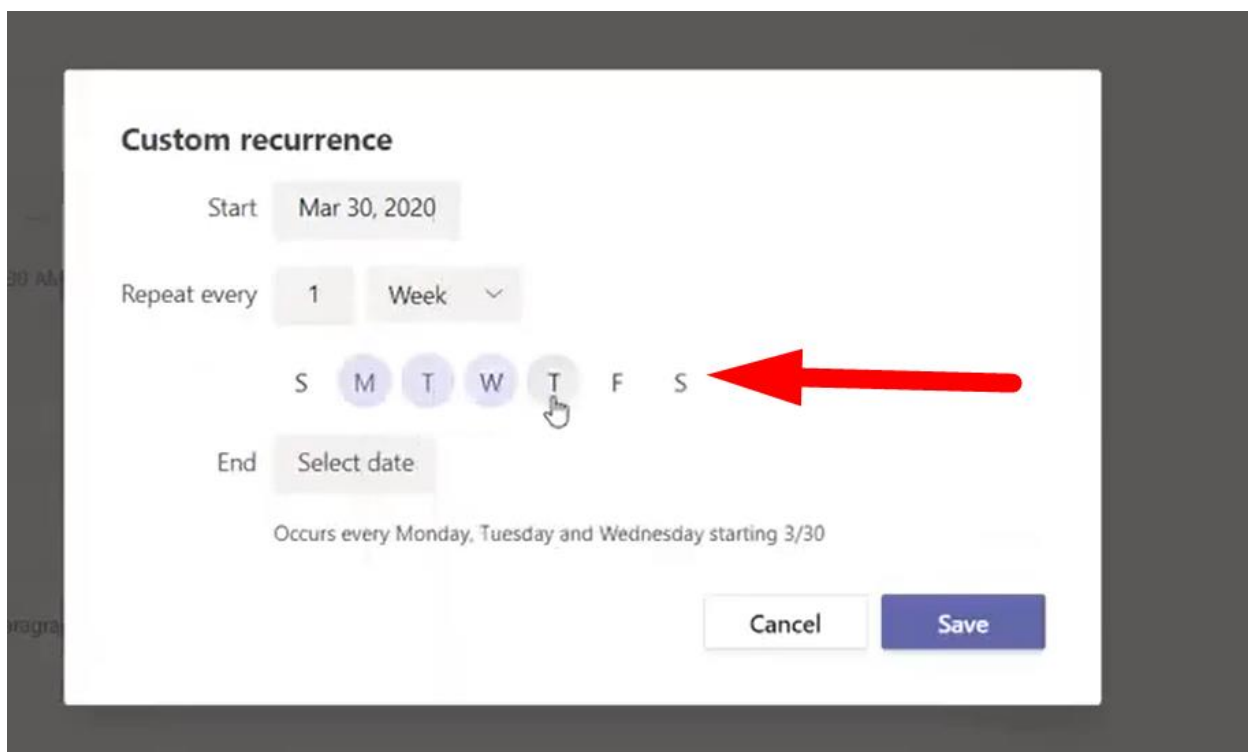
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Type details for this new meeting

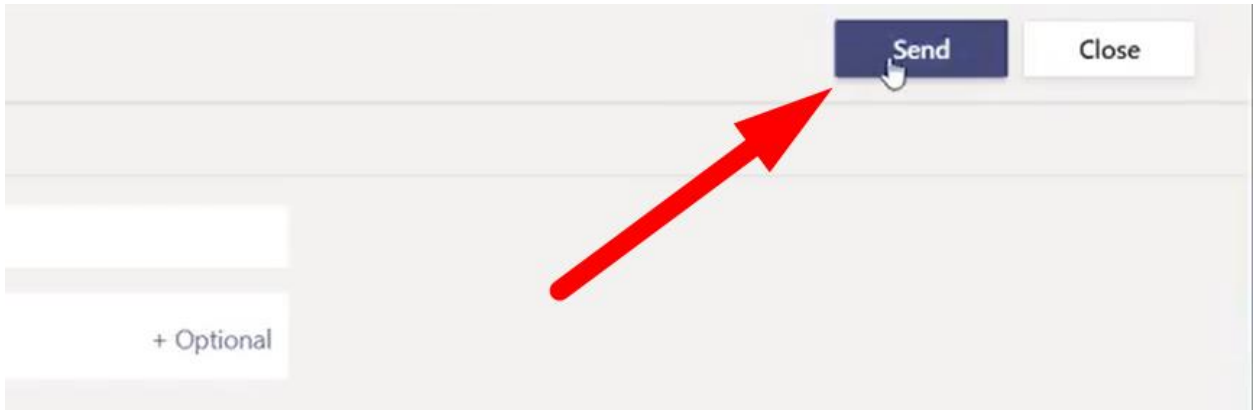
- To set office hours that repeat throughout the week, click on the down arrow to the right of **Does not repeat** and choose **Custom**.



- Select the day you would like your office hours to begin, how often you would like them to repeat, the days you would like to have office hours, and the day you would like your office hours to end. When you are done, click **Save**.



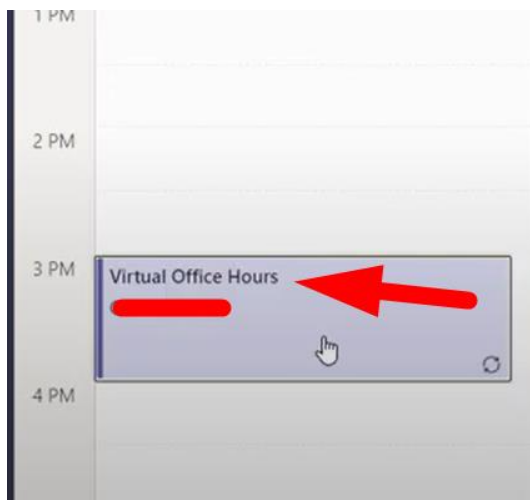
8. Back in the new meeting window, click **Send**. This will add the office hours to your **Calendar** and send a calendar invite to any **Optional Attendees** you listed.



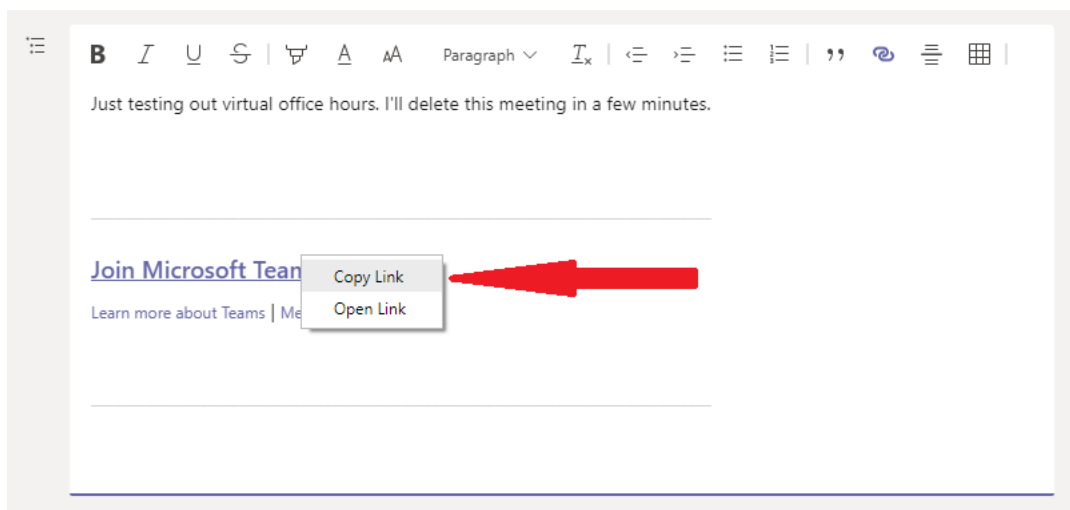
Invite Students to Your Virtual Office Hours

If you did not include all of your students as **Optional Attendees** when you created your office hours, you can share your invite with a link.

1. In your **Teams Calendar**, click on the office hours meeting.



2. In the body of the meeting description, right click on the large **Join Microsoft Teams Meeting** and click **Copy Link**.



3. Paste this link in an email to students or on Blackboard for your students to access. When students click on this link, Teams will open in a browser, but they can choose to join the meeting using the desktop app if they have it.