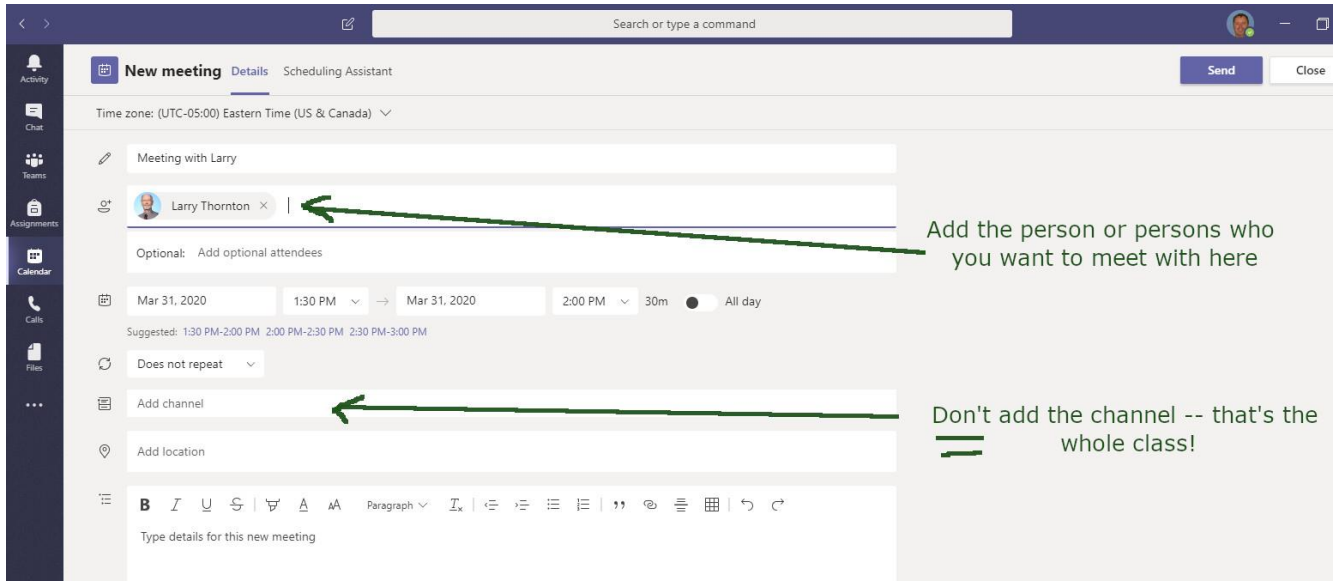


Meetings in Teams – Individual meetings vs. whole class.

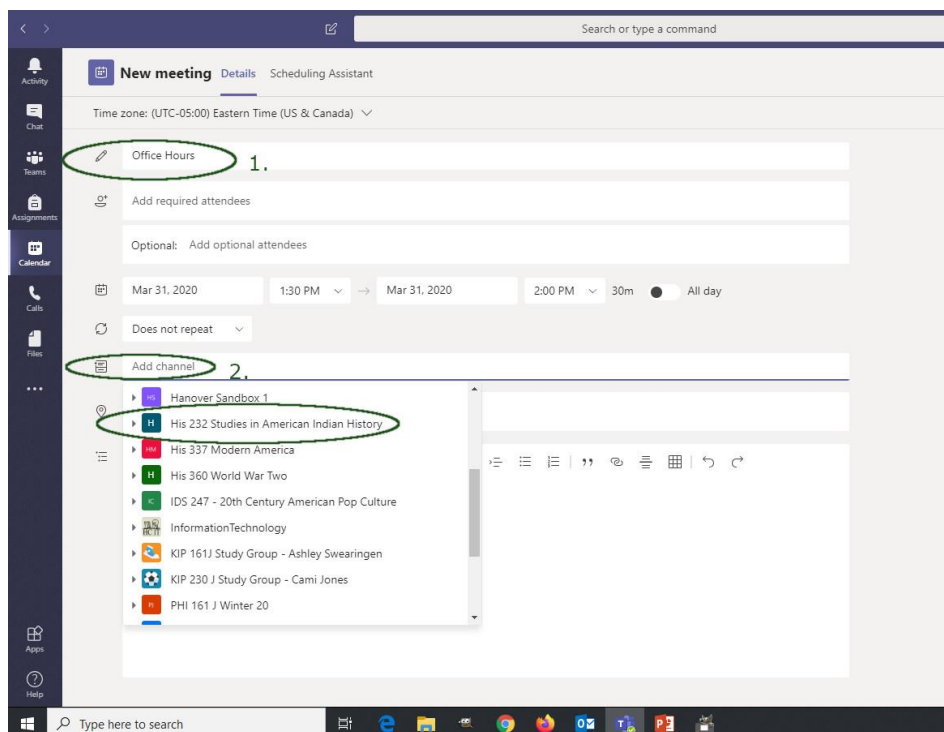
One-on-ones and ad hoc groups of individuals.

1. Name the meeting.
2. Add the relevant people to the participant line
3. DO NOT add the channel – this will add everyone in your class to the meeting.

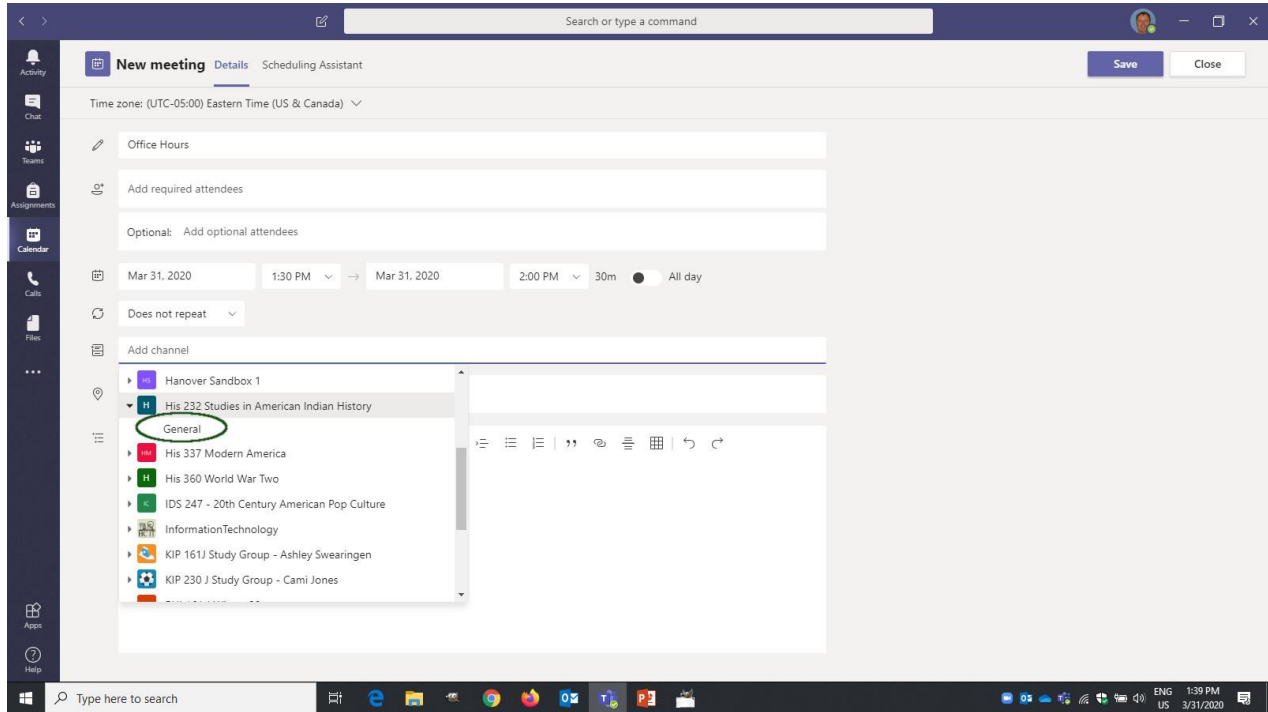


Meetings for the whole class or pre-selected groups.

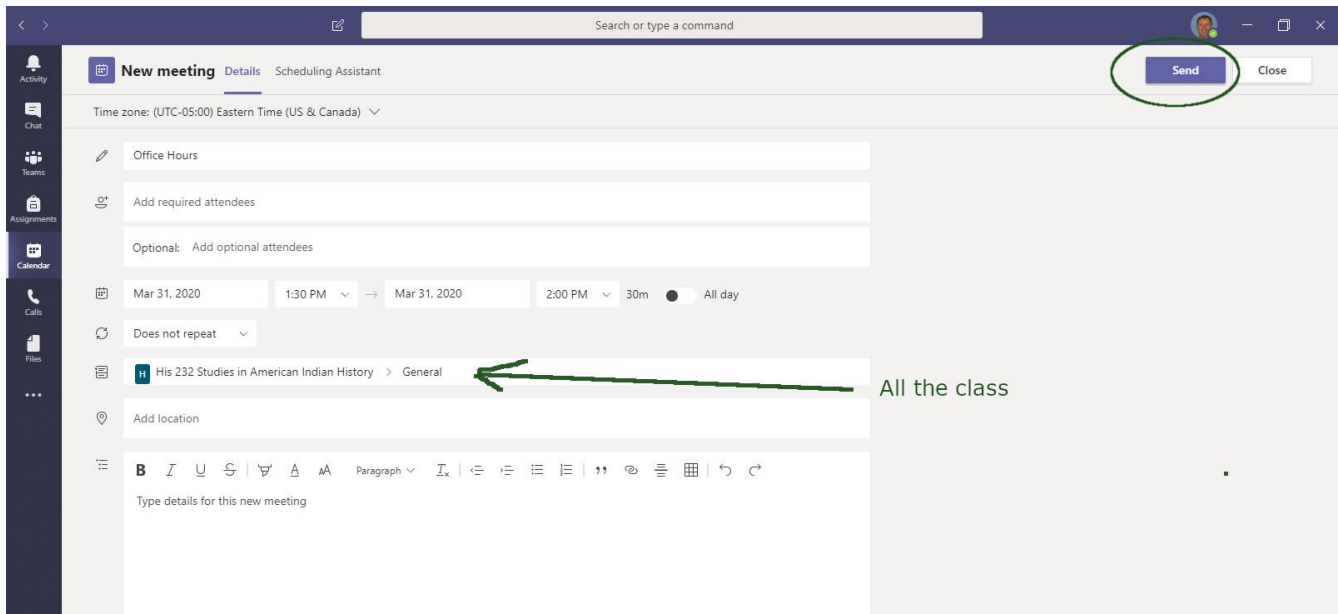
1. Name the meeting. Add the time. For class meetings, click on the Do Not Repeat menu to set up recurring meetings.
2. Click on the line for Channel. Different courses that you are involved with appear below. Select the one that is for your class.



- Click on General for the whole class. If you have defined small groups they will appear below the General area. You can specify to meet with these pre-defined small groups by selecting them.



- The Channel and/or small group within it will display. Click Send.



For more information:

[Microsoft Teams: Making meetings matter 01/06/2018](#)