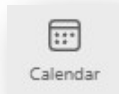


## Create Ad Hoc Teams Meeting with a link to be shared.

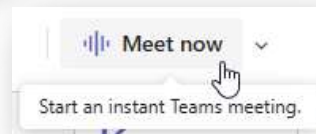
Open the Teams app.



On the left-hand side, choose Calendar.

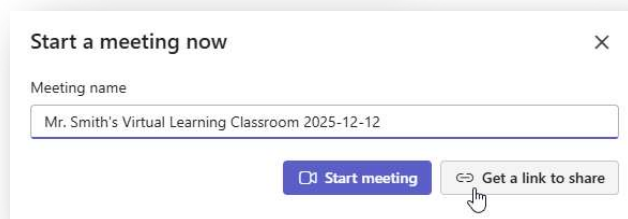


At the top of the Calendar page, choose Meet Now.



In the Start a Meeting Now window that opens, give the new ad hoc meeting a meaningful title.

... and Click **[Get a Link to Share]**



In the Meet Now confirmation window,...

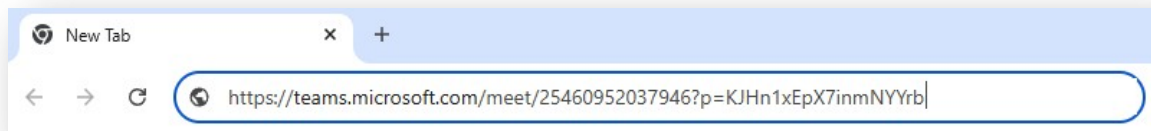
1. Be sure to click the COPY LINK button to capture the meeting link. This is the link to be used by teacher AND students to enter the meeting room. You'll need to share this link with your students.
2. You can just **close this window** and start the meeting later when you're ready.



OR

*You could start the meeting now using the START MEETING button.*

**Teachers will use the same link you shared with your students** to enter the meeting room yourself. Teams will know it's your meeting and you'll be the "Meeting Organizer" while the students will just enter as participants.



If the meeting options require students to wait in the lobby, the teacher will have to enter the meeting first, effectively "Starting" the meeting.

The meeting can be closed and re-opened multiple times. These links do not expire.