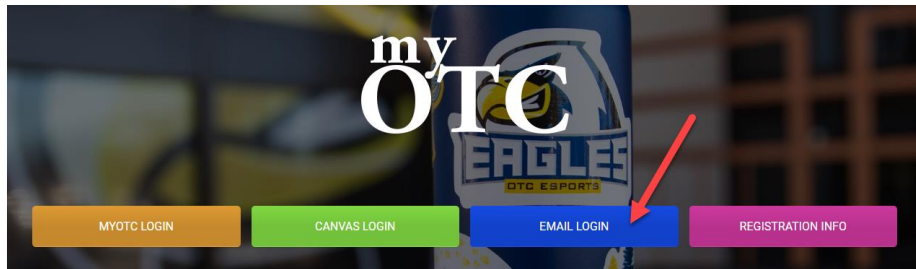
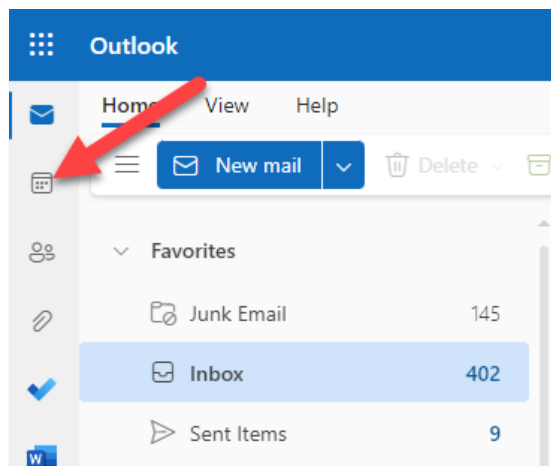


## How to find and share your Teams Personal Meeting Room link

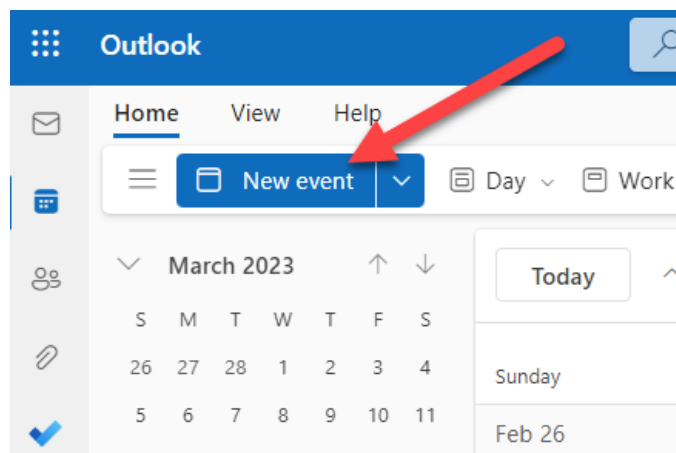
1. Open a browser and go to <https://my.otc.edu>
2. Click on Email Login and login with your OTC credentials.



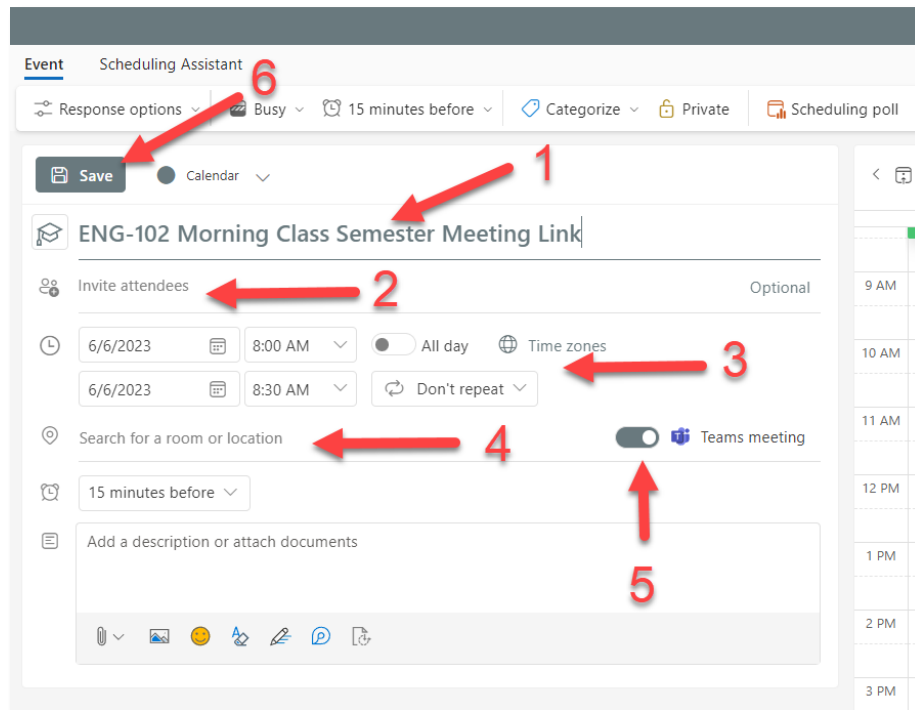
3. Click the Outlook calendar icon to open your Outlook calendar.



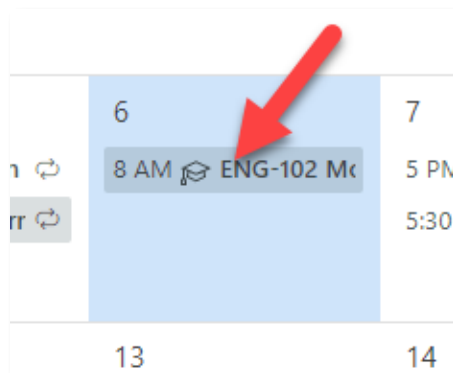
4. Click "New Event" in the upper left-hand corner of the screen.



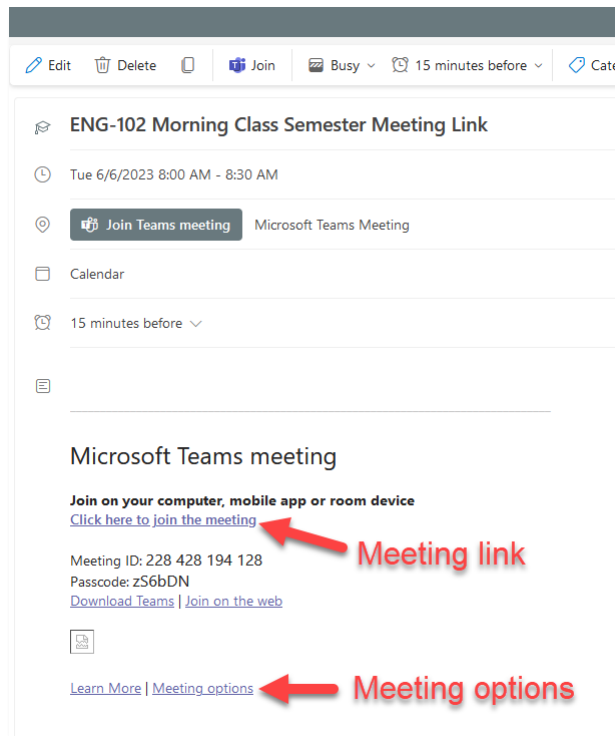
5. On the event editing screen:
  - 1) Choose a title for the meeting,
  - 2) Leave "Invite attendees" area blank if you plan to use the same link with your class throughout the semester. If scheduling 1:1 meetings or small group meetings, add the names of attendees,
  - 3) Choose the date, time, and recurrence as appropriate. **Note:** time and date does not need to be set if your class will be using the same link throughout the semester,
  - 4) If teaching a Live Online class, select the appropriate room appliance for your classroom from the drop-down menu (email [helpdesk@otc.edu](mailto:helpdesk@otc.edu) if you are unsure what to choose), otherwise, leave blank,
  - 5) Toggle the "Teams meeting" switch on as shown, and,
  - 6) Click "Save."



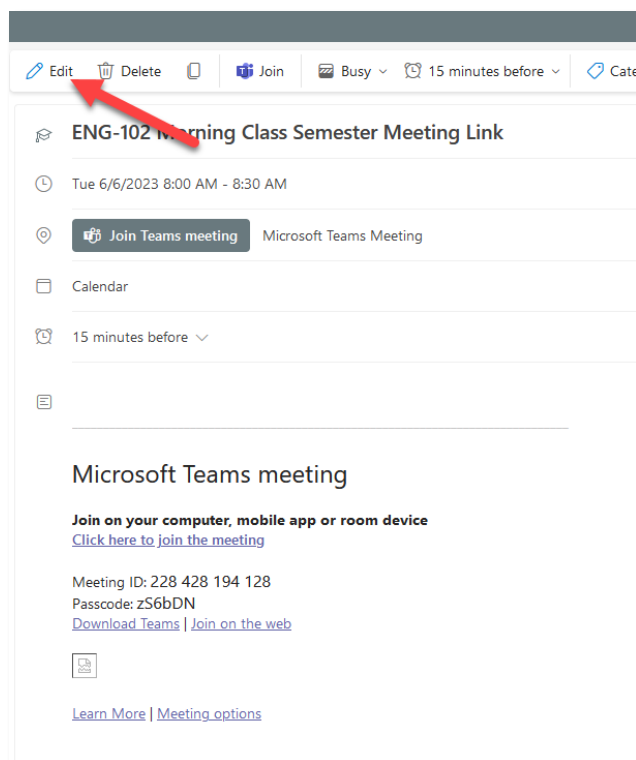
6. Double-click on the event you just created to re-open it.



7. You will see that a meeting link has been created. The meeting link displayed will be the one you share with your class through Canvas. If you had invited attendees, your attendees would receive an Outlook invitation to the meeting. Click “Meeting options” to ensure the meeting space is configured how you would like it to be.

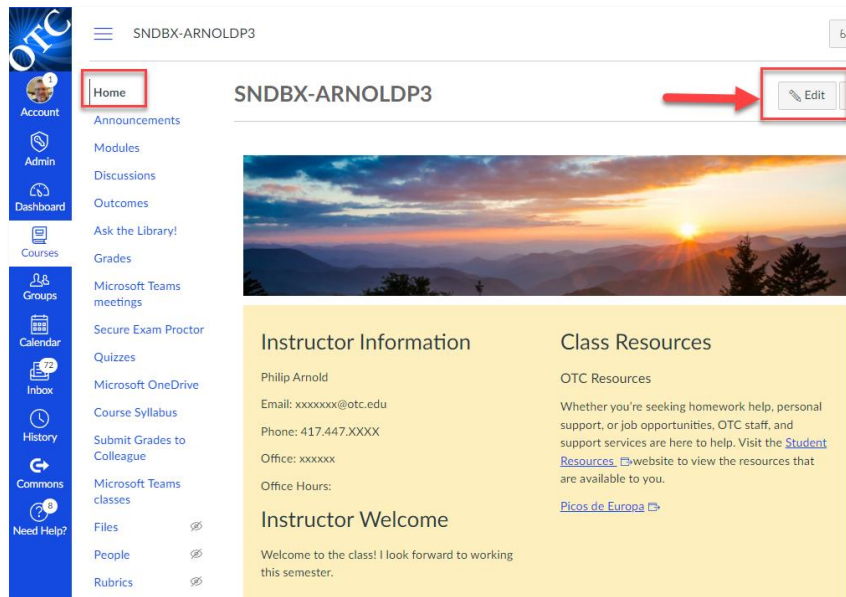


8. To copy the link, click “Edit” and copy the “Click here to join the meeting” link from the edit screen. You are now ready to share your meeting link. Proceed to the following page to learn how to add your meeting link to Canvas.

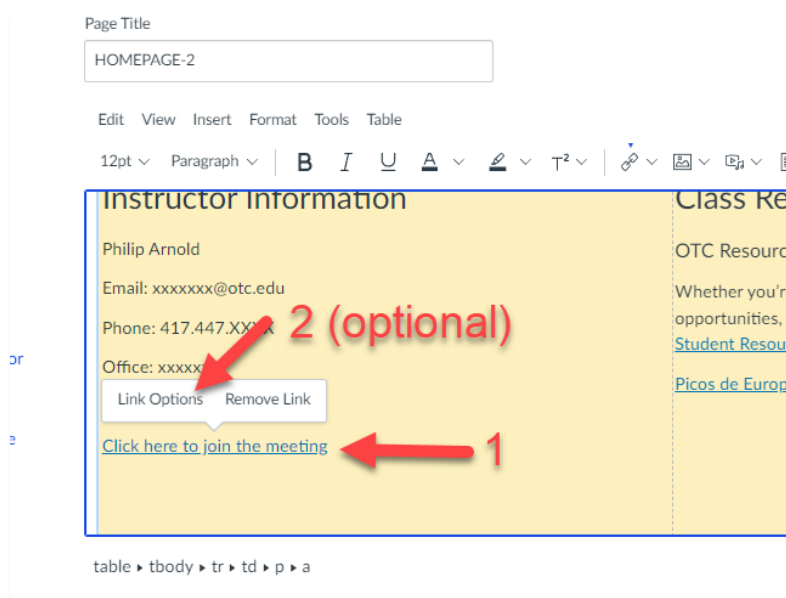


# Sharing your Teams Personal Meeting room link in Canvas

1. After you have completed steps 1-8 on the previous pages, you can now share your link with your class through Canvas (or email, announcements, etc.). Login to Canvas at <https://otc.instructure.com> and open a Canvas course.
2. On your course homepage, click the Edit button. (if you do not have a course homepage set, follow these [instructions](#))




3. Place your cursor on the page where you would like to insert your Teams meeting link, then:
  - 1) Paste the meeting link you had copied from your Outlook calendar event (Step 7 from the previous page).
  - 2) (Optional) If you would like to change the name of the link after pasting it, highlight the link and select "Link Options." Finally, Save your changes.



4. When you and your students are ready to meet, click the link. If students have not previously used Teams, they will be prompted to launch the Teams meeting in a browser or download the application.

HOMEPAGE-2



**Instructor Information**

Philip Arnold  
Email: xxxxxxx@otc.edu  
Phone: 417.447.XXXX  
Office: xxxxxx  
Office Hours:  
[Click here to join the meeting](#) ↗

**Class Resources**

OTC Resources

Whether you're seeking home opportunities, OTC staff, and [Student Resources](#) ↗ website to you.

[Picos de Europa](#) ↗

For questions or issues using Teams meetings, please contact the IT Helpdesk at [helpdesk@otc.edu](mailto:helpdesk@otc.edu) or call 417-447-7548.