Create Teams Permanent Advising Meeting link

1. Open Outlook and click New Item – Meeting or Teams meeting.





- 2. Add your email to the To: field / Required field
 - Subject or Title should be your Name and Advising
 - Click Teams Meeting
 - Turn Reminder Off



- 3. Make the meeting a re-occurring weekly meeting— this is necessary for settings to work and remain. Make sure there is no end date. Then click ok. Then click send.
 - Meeting should take place anytime outside of work hours Date and time don't matter as long as it doesn't create issues on your calendar.







4. Open the meeting on your outlook calendar and click "Meeting Options"



- 5. A separate web browser window will open. In the meeting options there are 2 settings that will need to be updated
 - Who can bypass the lobby Only me
 - Allow Meeting Chat Disabled

Meeting with Atkins, Christopher				
Meeting options				
Who can bypass the lobby?	Only me	. ~		
Always let callers bypass the lobby	Everyone			
Aronance when callers inin or leave	People in my organizations, and our	sion, trusted		
	People in my organization and guests			
Who can present?	People in my organiza	ganization		
Allow attendees to unmute	Only me			
Allow meeting chat	Enabled			
Allow reactions		Yes 🌑		

6. Your meeting options should look like this – Click Save.

Meeting with Atkins, Christopher		
& Atkins, Christopher		
Meeting options		
Who can bypass the lobby?	Only me	~
Always let callers bypass the lobby		No 🕥
Announce when callers join or leave		Yes 💽
Who can present?	Only me	~
Allow attendees to unmute		Yes 🌑
Allow meeting chat	Disabled	×
Allow reactions		Yes 🌑
		V Donel

7. Back in Outlook you will need to copy your meeting link. Right click the "Click here to join the meeting." Click Hyperlink. Click Copy Hyperlink.





Adding your Personal Teams link to Navigate

1. From your Staff Home screen click My Availability



2. Choose which availability you want to add your link to (it is recommended to add your link to all of your current availabilities) and click Edit.



3. In the URL/Phone Number field paste your permanent meeting link from Teams

In that same edit availability window please update your additional details with something similar to - "During the COVID-19 situation all advising appointments will be virtual. Click the below link at your appointment time to join the meeting." – Click Save

Mon	Tue	Wed	Thu	Fri	Sat	Sun	
From			То				
9:00am	9:00am			11:00-00			
All times list	ed are in	Eastern T	me (US& C	(anada).			
How long is	this avail.	ability acti	we?				
Forever							
What ty	pe of a	vailab	ality is	this?			
Appointments			Drop-Ins		Campaigns		
Care Unit							
Undergrad	uate Adv	ising					
Location							
University	College						
Camiras							
and the second			-	and Robert			
A Advoint	an my sa	ajor/Love	ge in Cou	rse schei	oung		
× Declare	or Chang	e Major/S	Ainor × C	Xientatio	in Advising		
URL / Phone	Number	00					
https://tea	ns.micro	soft.com/	Imeetup-jo	in/19%3a	ameeting.)	TZkMmY	

Since you have added your permanent meeting link to your availability it will be included in all meeting notifications and reminders. You will just click the link and admit students in from the waiting room at the time of your scheduled appointments.

Appointment Reminder This is to remind you that an appointment has been scheduled for 04/20/2021 9:00am -9:00am ET. Details are included below. Additional Details During the COVID-19 situation all advising appointments will be virtual. Click the below link at your appointment time to join the meeting. https://tama.microsoft.com//meetureioin19:5:same.ting.estoft.com//meeture-10/19:5:same.ting



Marshall University Undergraduate Advising One John Marshall Drive Huntington, WV 25755 marshall.edu

