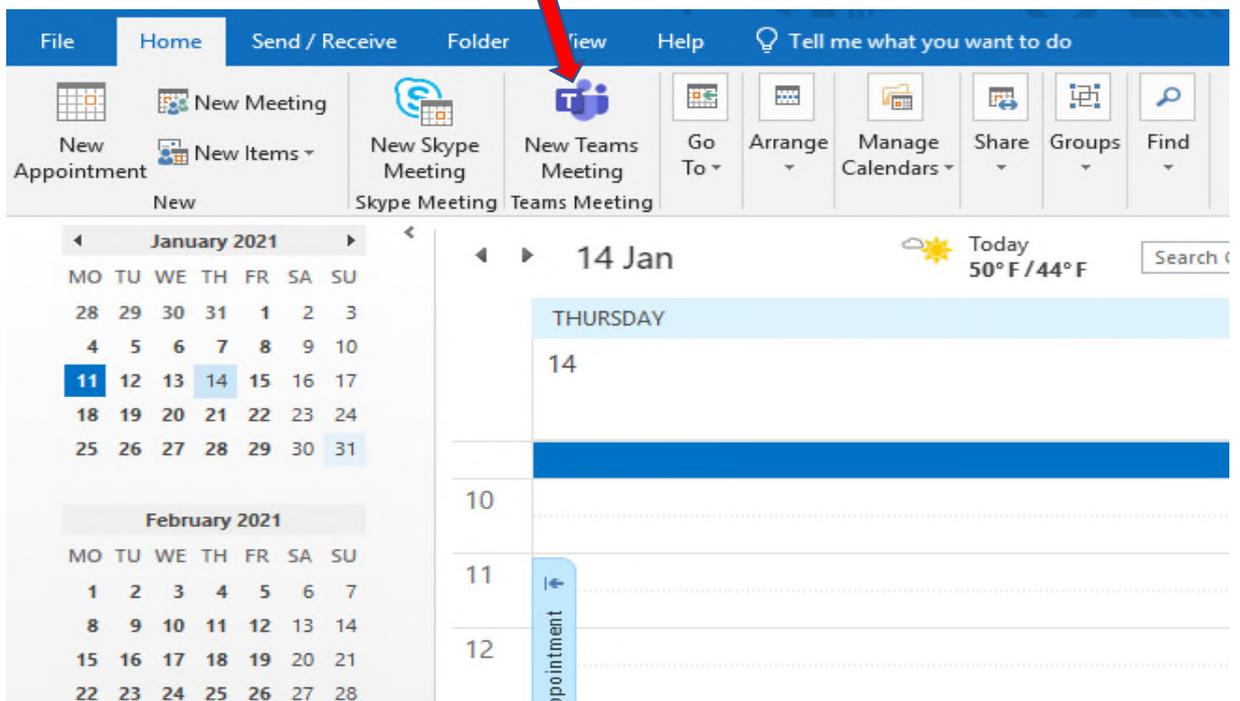
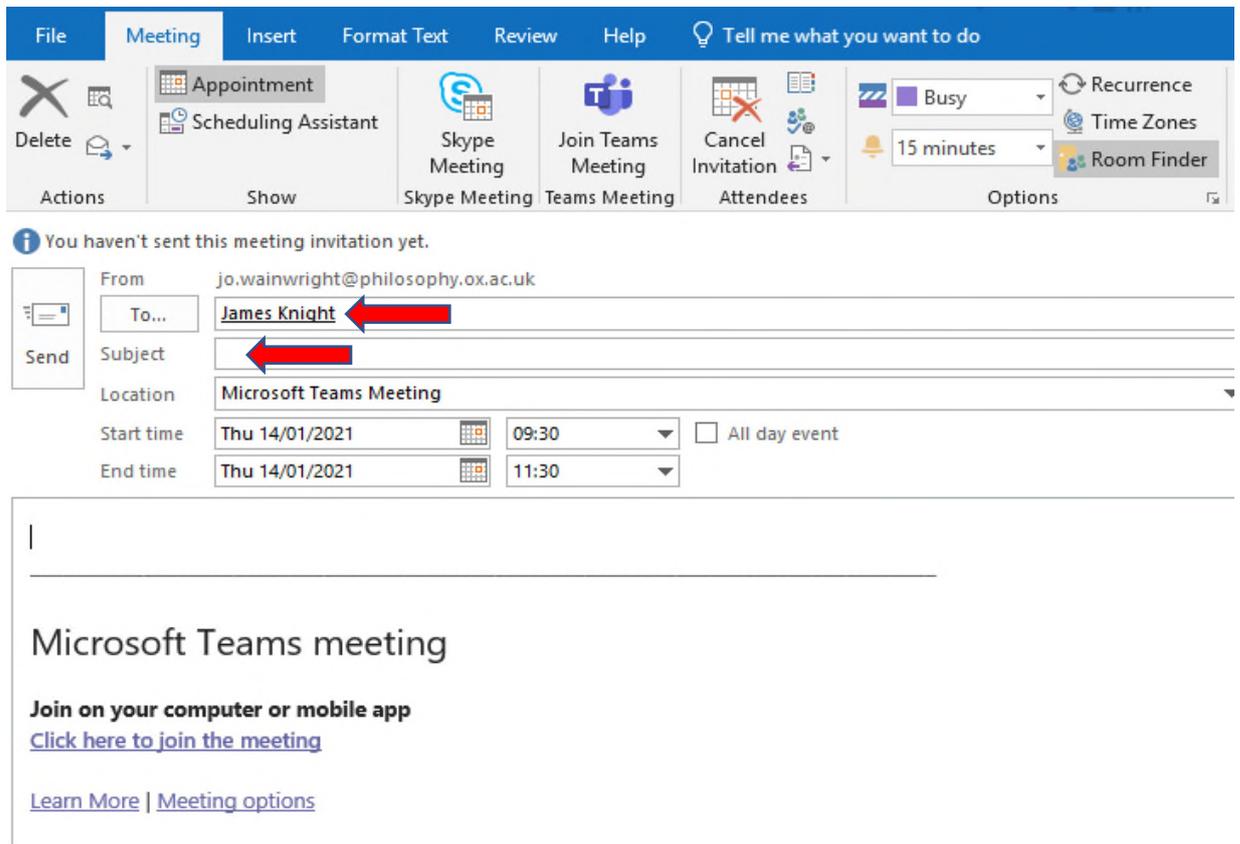


Philosophy Canvas - how to create a Teams meeting invite in Outlook

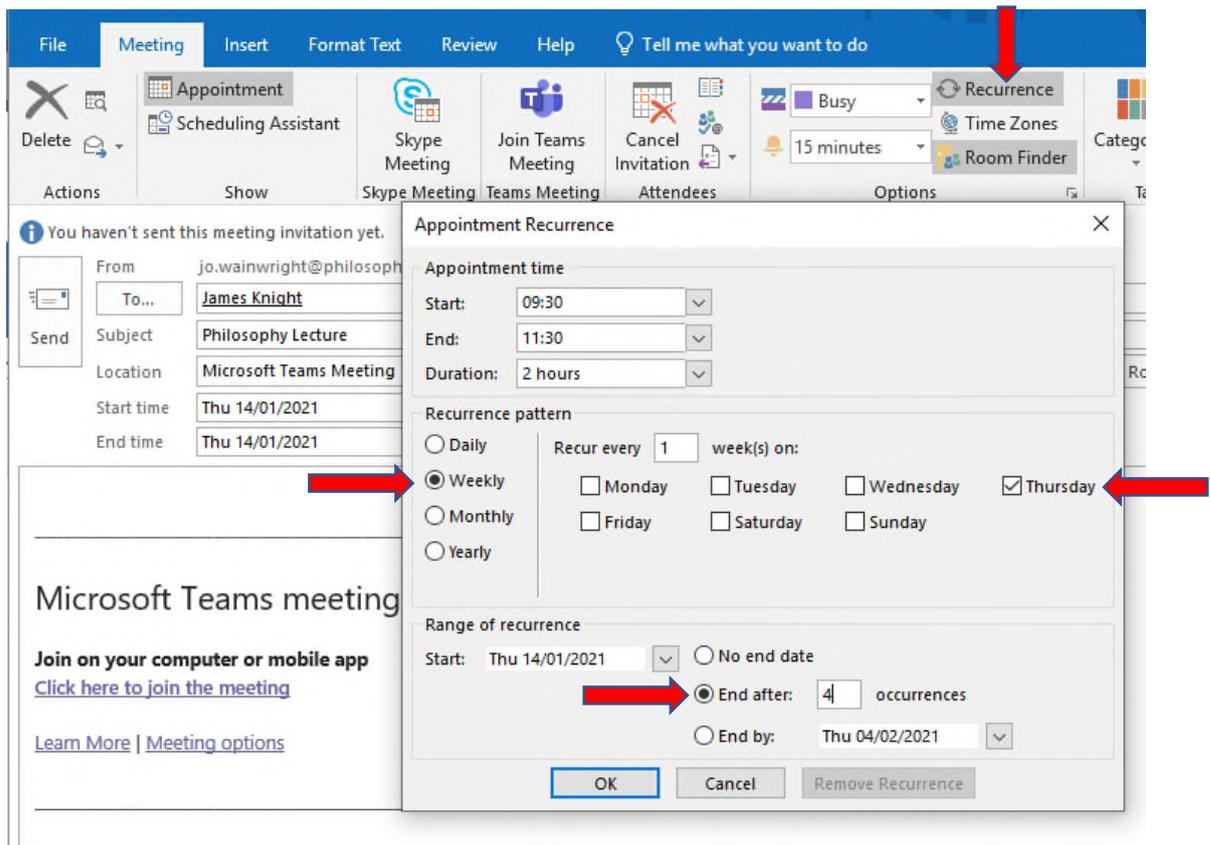
1. Outlook → Calendar view → Open 'New Teams Meeting'



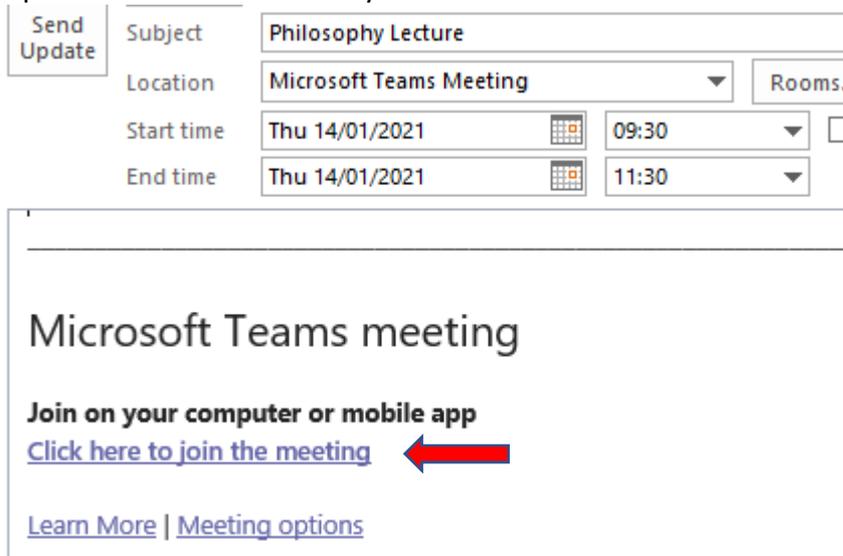
2. In the meeting dialog box that appears, select a date and time of the Teams meetings
3. 'To' - add invitees if known. If not, use James Knight as a default to create the meeting
4. 'Subject' – add the title of the lecture or class, e.g. "General Philosophy HT21"



- Click on 'Recurrence' and select the options for example 'Weekly', 'Thursday' and select the 'End after:' option for '4' occurrences. So that this will be a recurring meeting for the next 4 weeks or change to '8' for 8 weeks.



- Click OK, then click 'Send'.
- Open the calendar invite in your Outlook Calendar.



- You can then click into the meeting in your calendar, copy the meeting link and paste the link into the relevant course page.

Please note: if you need to record the meeting, then you will need recording activated on your account, you can request this at: <https://help.it.ox.ac.uk/record-a-meeting-in-teams>