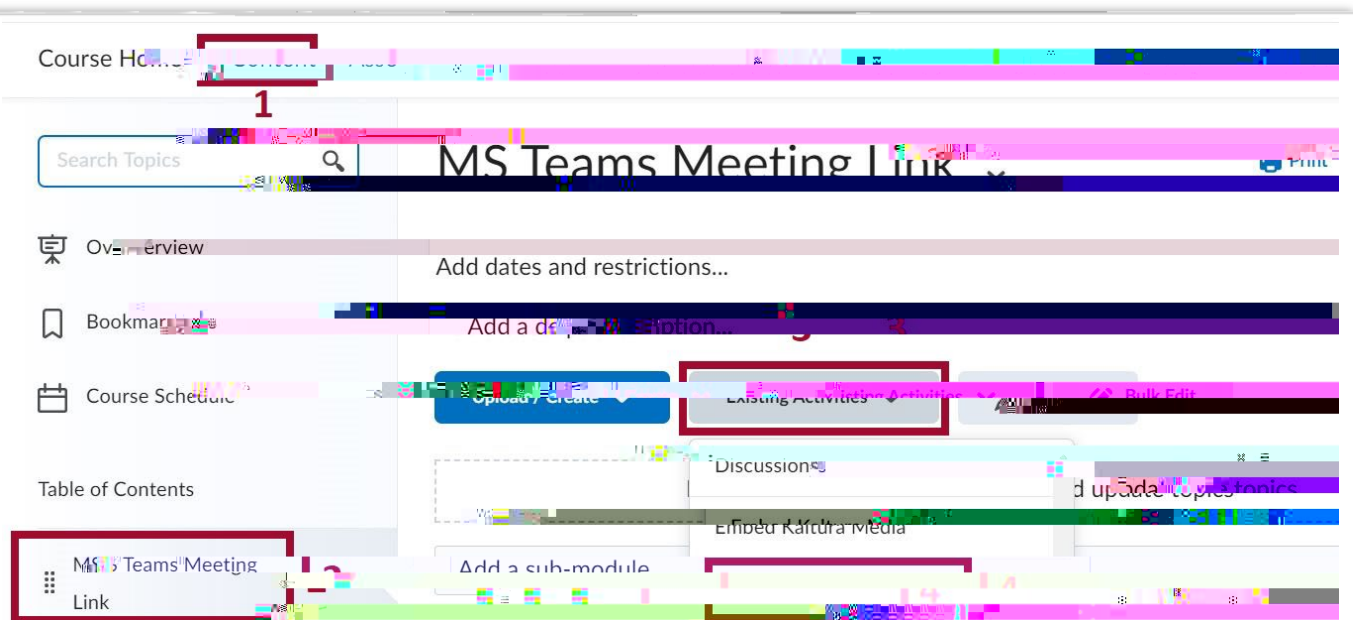


## in BlazeVIEW

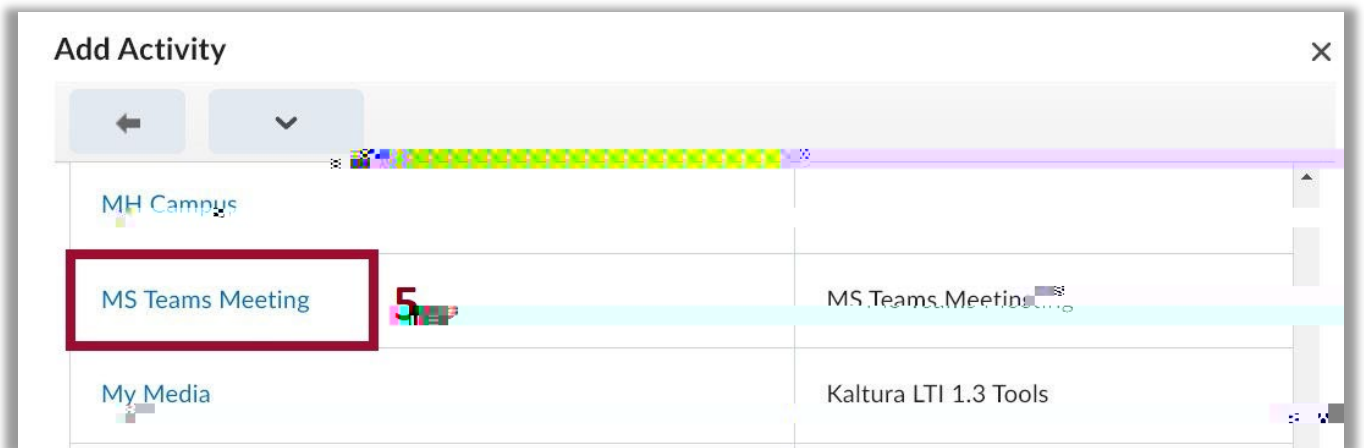
To use the MS Teams Meeting Link in a combined course, you must first activate your MS Teams Classes before adding the MS Teams Meeting Link in BlazeVIEW. For more information, see the [Technology Services Portal](#).

Note: You must activate your MS Teams Classes before adding the MS Teams Meeting Link in BlazeVIEW.

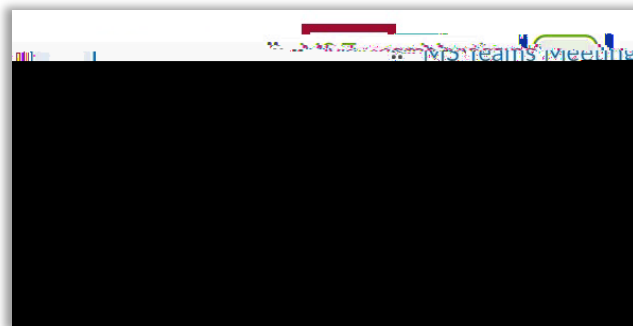
1. From within a BlazeVIEW course, select **Content** from the Navbar.
2. In the left navigation pane, select or create a module to add your MS Teams Meeting link.
3. Select **Existing Activities** from the module.
4. Then, select **External Learning Tools** from the menu.



5. From the Add Activity dialog box, scroll to locate MS Teams Meeting



6. Optional: You can change the name of the MS Teams Meeting link by clicking the actions arrow at the right of the link and selecting Edit Properties in Place



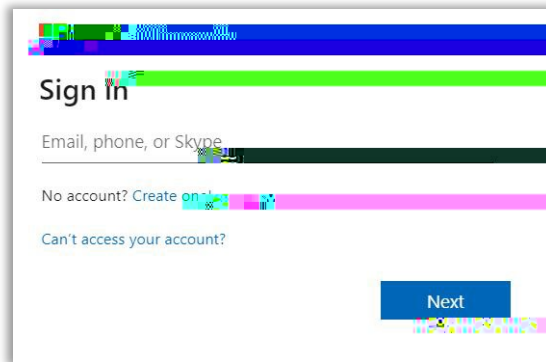
7. Click the link name and replace it with your preferred name.



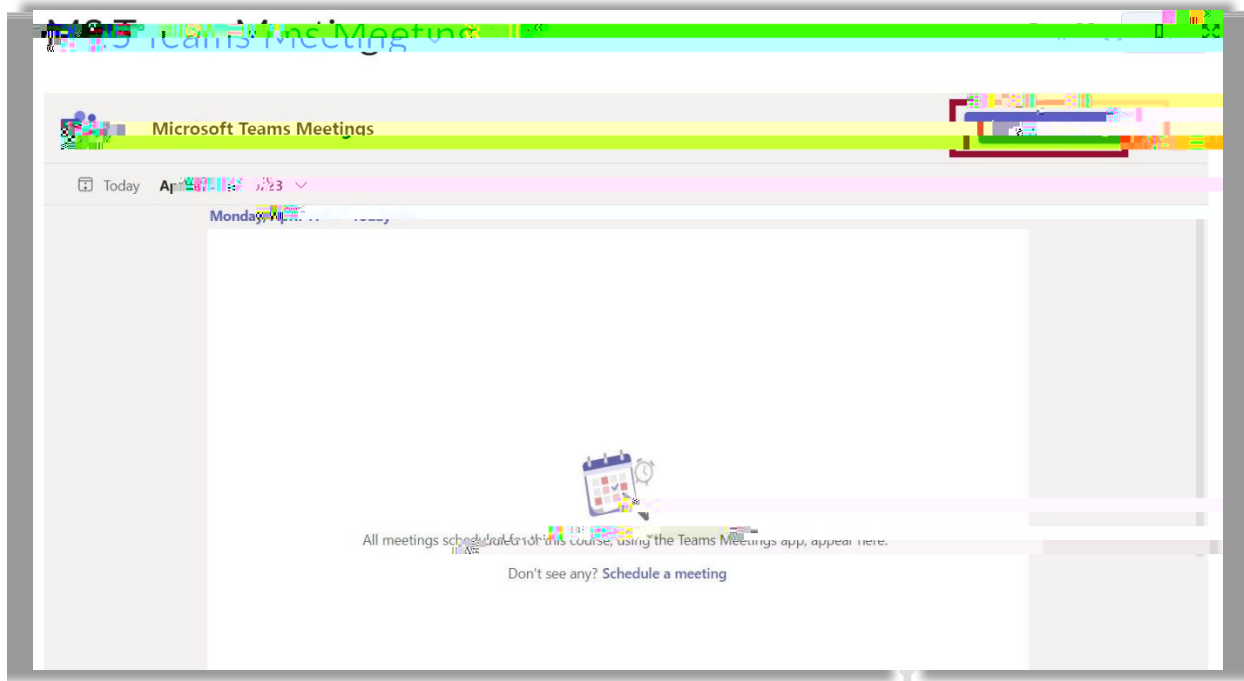
# Scheduling MS Teams Meeting

Instructors and students can

3. Enter your MyVSU email and password.



4. After signing in, your MS Teams Meeting dashboard will display. Click the New Meeting button to schedule a meeting.



5. A New Meeting window will open. Under Add title, enter the meeting name.

6. Optional: In the Add required attendees field, you can enter the email addresses of specific individuals, such as Guests, you want to invite to the meeting. **Note:** Guests and other attendees are invited to attend a Teams Class meeting, the meeting is considered Private and content will not be shared with those participants through the Teams Class channel.

7. Enter the meeting Start and End Dates and Times. If this will be a regularly scheduled meeting, select Does not repeat and choose the recurrence option, e.g., Everyday (Mon-Fri), Daily, Weekly, Monthly, Yearly, or Custom.

8. To invite all students in a Teams Class (A(C)-1.1 (14T2r3 8e1d).70 Tdnl Tfi8 m .0 0.003 T010.73 00 Td [

12. The meeting will display on Teams Meeting dashboard in the BlazeVIEW window. It includes Join and Edit buttons to manage the meeting.

13. From More Options[ . . .], the meeting organizer

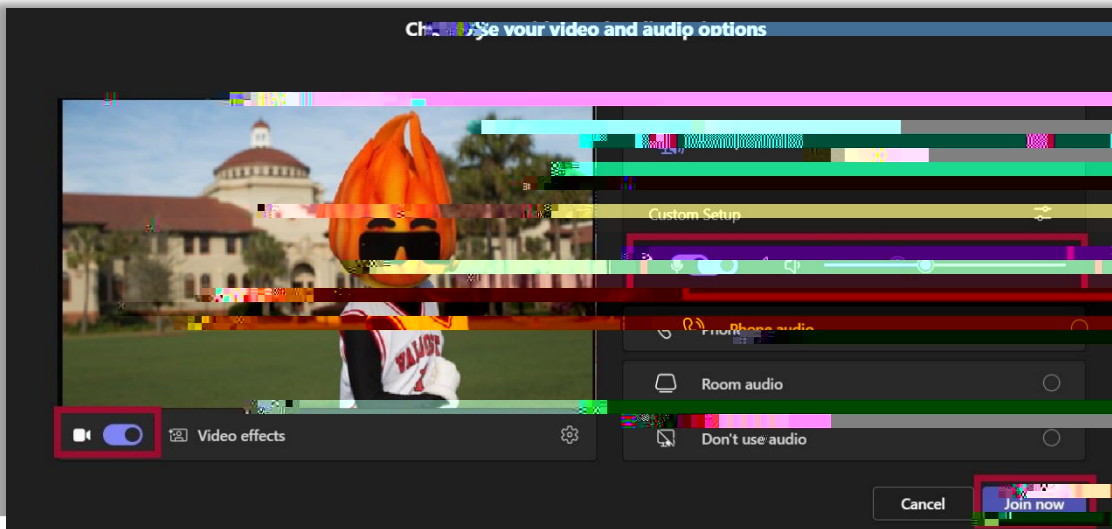
## Creating a Meeting Link to Share Guest Access

1. To create a meeting link to send to Guests, open the meeting and right click on the Click here to join the meeting

## Joining a MS Teams Meeting from BlazeVIEW

1. To join a Teams meeting click the Join button in the MS Teams Meeting dashboard in BlazeVIEW
2. You will be prompted to Open Microsoft Teams app which is the recommended setting. When selecting this option, your meeting will open in Microsoft Teams.
3. If you select Continue on this Browser a new browser window will open. Make certain you have the most current version of Google Chrome or Mozilla Firefox installed. Click the Allow button to let Teams access your audio and video. **NOTE** If your popup blocker is turned on, this message will not appear.





For more information or assistance, call 2245-6490 or email [blazeview@valdosta.edu](mailto:blazeview@valdosta.edu)  
For 24/7 BlazeVIEW or GoVIEW assistance, call 7356-423 or visit [GeorgiaVIEW Help Center](#)

