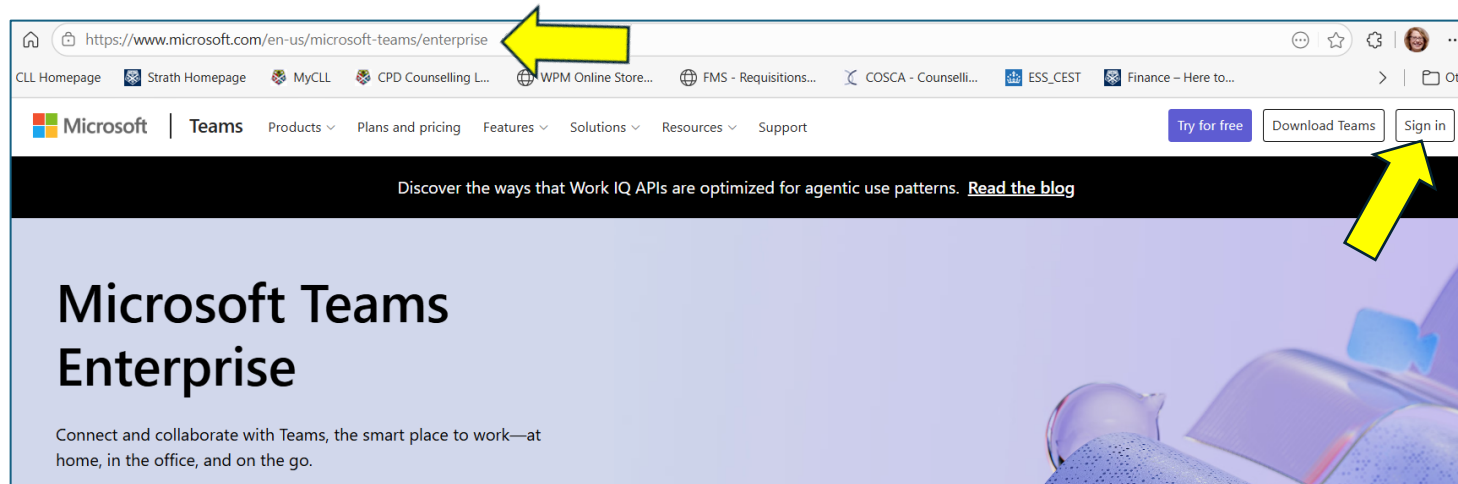
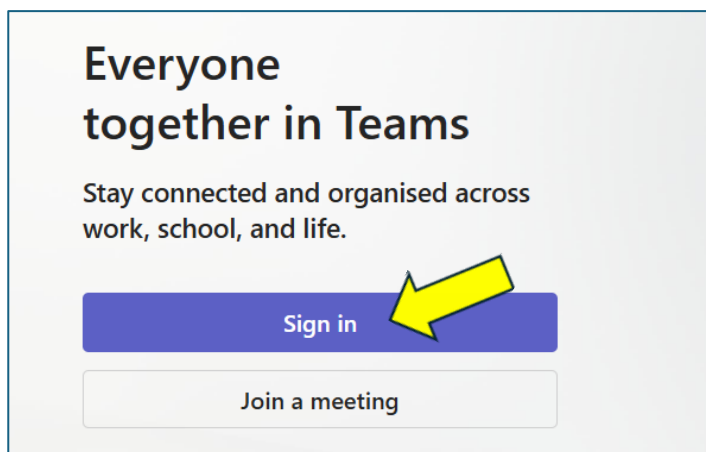


Accessing MS Teams via a Web Browser and Creating a Class Meeting

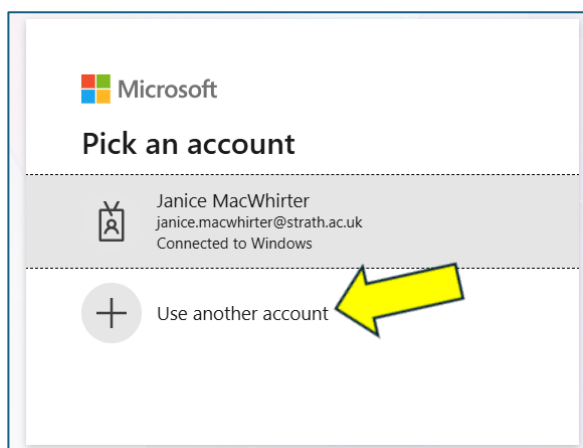
- You can access the web version of MS Teams by clicking on this hyperlink or by copying and pasting the link in to your browser. <https://www.microsoft.com/en-us/microsoft-teams/enterprise>
- Click on the **Sign in** button on the top righthand side, as below.



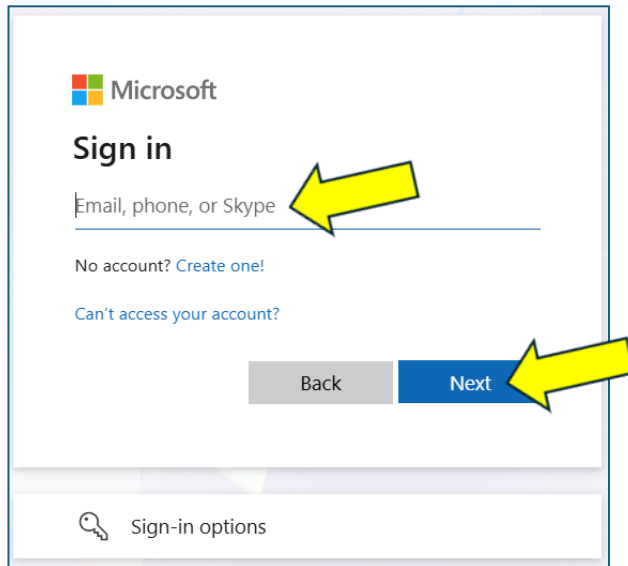
- You will see the **Sign in** as below, click on this.



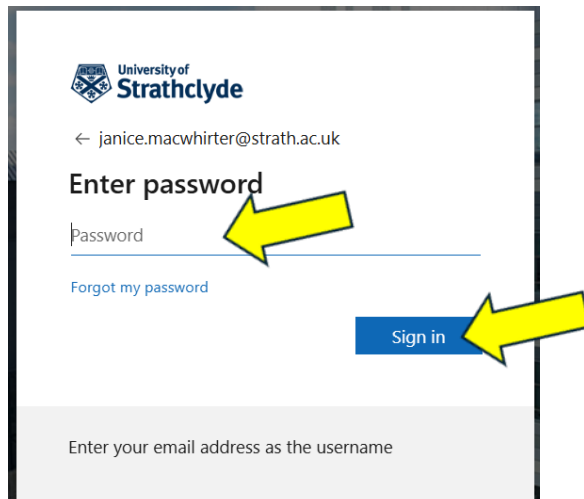
- Another screen appears asking you select an account or use another account, as below. If your **Strath email account** appears then click on this but if it doesn't appear then click on **Use another account**.



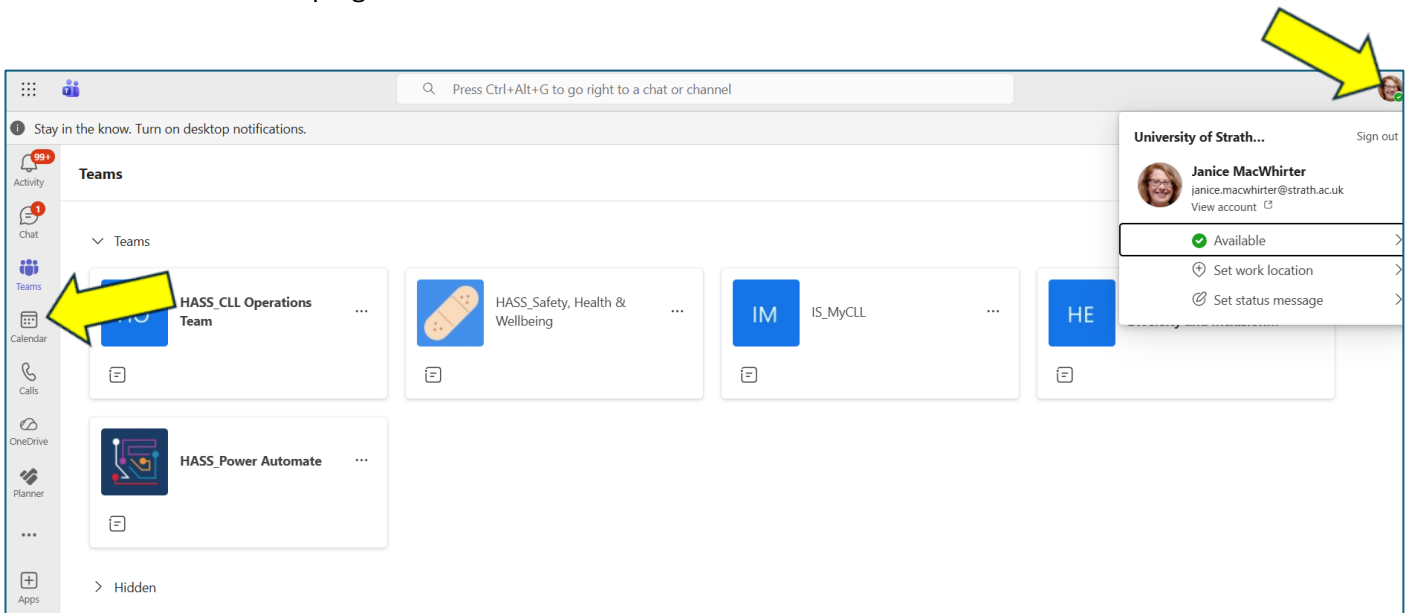
- Type in your **Strathclyde email address** then click on **Next**.



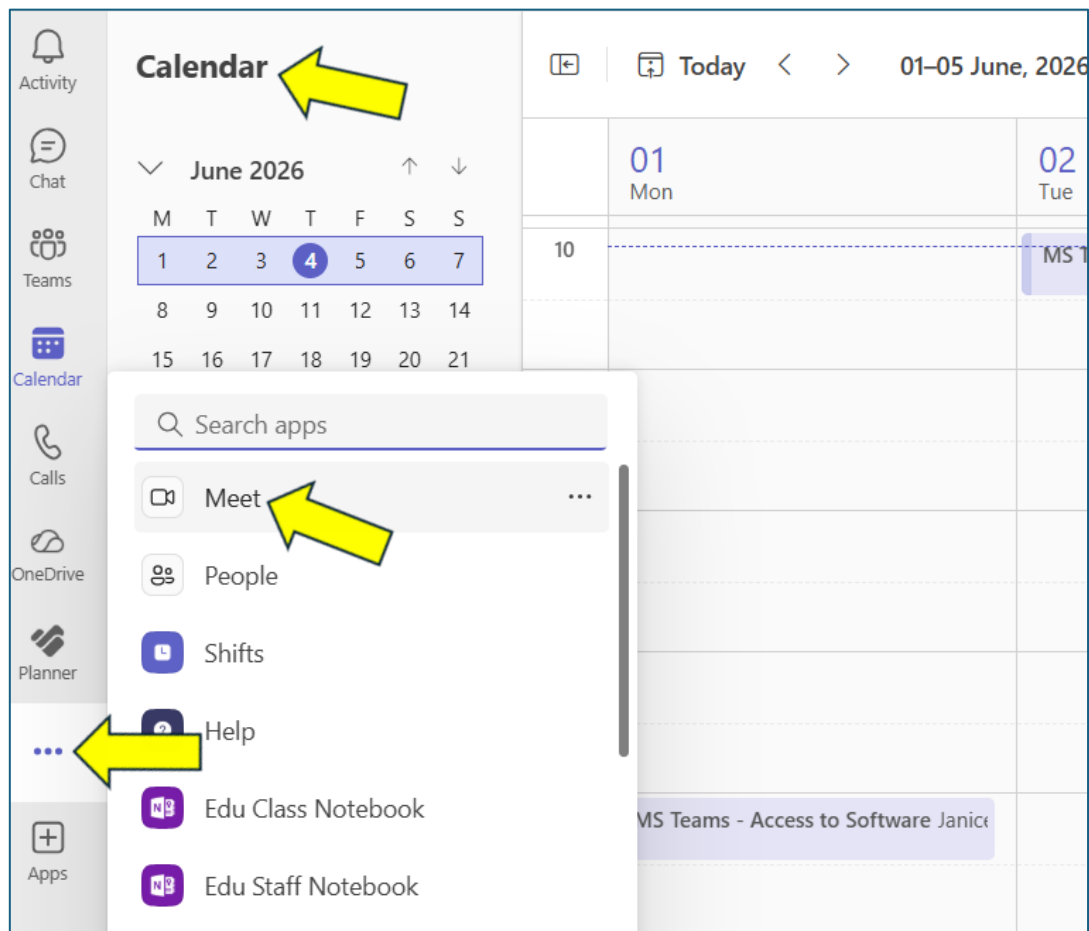
- You will see the screen below, enter your **University password** and click on **Sign in**.



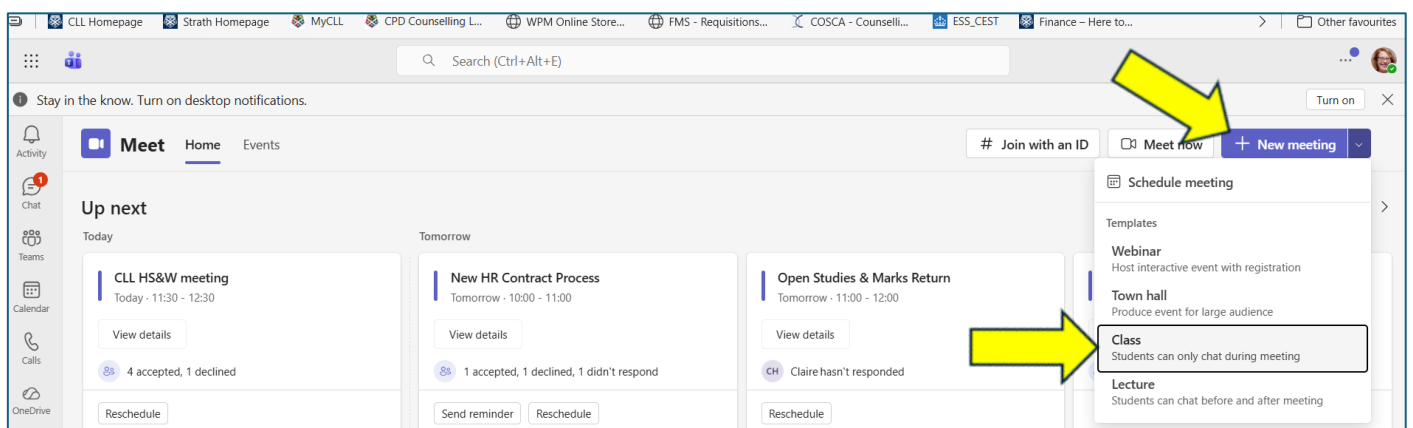
- This will take you through to the web version of Strathclyde's MS Teams, as below. Your **profile** can be viewed on the top righthand corner. Click on the **Calendar icon** on the lefthand menu.



- This opens your **calendar**, as below. Click on the three ellipses on the lefthand menu and scroll down to find **Meet** and select this.



- On the new screen please click on **+New meeting** on the top righthand side and select **Class** from the drop-down menu.



- This brings up a New Class template for you to complete with your requirements, as below.

New meeting Details Scheduling Assistant

Show as: Busy Category: None Time zone: (UTC+00:00) Dublin, Edinburgh, Lisbon, London Response options

Add title

Add required attendees + Optional

04/06/2026 11:30 → 04/06/2026 12:00 30m All day

Does not repeat

Add channel

Add location Online meeting

Options

Who can bypass the lobby? Only organizers and co-organizers

Who can present Only organizers and co-organizers

Allow mic for attendees

Allow camera for attendees

Record and transcribe automatically Off

Meeting chat In-meeting only

More options

Completion of New Class Template

- Add your class **Title** e.g. D345 Learn to Draw.
- You do not need to add attendees as they will be informed separately.
- Select the **date of the first class meeting**, using the calendar icon alongside the date box.
- Use the drop-down arrow to select the **start time of your meeting** and move on to **select the end time**.
- Then click on the down arrow against **Does not repeat** and select the frequency if your meeting is recurring e.g. Weekly.
- This brings up the **Set recurrence** window. You will see the **start date** of your recurring classes and the frequency, in this example, **once weekly**.

You will see the indicated day of the class i.e. **Thursday**
Below this you enter the **last class meeting date**.

It displays your chosen day and duration in text below.

If everything is to your requirements then click on the **Save button**.

Does not repeat

Does not repeat

Every weekday (Mon - Fri)

Daily

Weekly

Monthly

Yearly

Custom

Set recurrence

Start 04/06/2026

Repeat every 1 Week

M T W T F S S

End 25/06/2026 Remove

Occurs every Thursday starting 04/06/2026 until 25/06/2026

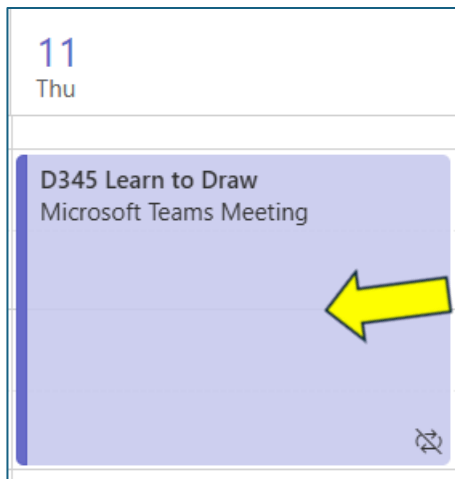
Cancel Save

- You may wish to leave the meeting **Options** at the default settings, as below.

Class meetings are not recorded in line with HaSS policy.

We recommend that meeting chat is **In-meeting only**.

- To finish the new class set-up, you now click on the **Save** button above Options.
- Your recurring class now appears in your calendar against the appropriate day, dates and times. You will see one example of this below.



Options →

Who can bypass the lobby? ⓘ
Only organizers and co-organizers

Who can present
Only organizers and co-organizers

Allow mic for attendees ⓘ ☒

Allow camera for attendees ⓘ ☒

Record and transcribe automatically
Off

Meeting chat
In-meeting only

[More options](#)

- Double clicking on the meeting opens up the class window and you can click on **Join** to open the meeting. Your attendees, as they arrive, will be held in the lobby until you admit them.

🗑️ ↩️ 📱 📅 Busy ⓘ ⚙️ 🔒

📘 You're editing one event in the series. [Edit series](#) [Edit this and all following events](#)

🔗 D345 Learn to Draw

👤 Invite required attendees 👤

🕒 Thu 11/06/2026 10:00 - 12:00 [Show all instances](#) [Scheduler](#)

📍 Add a room or location

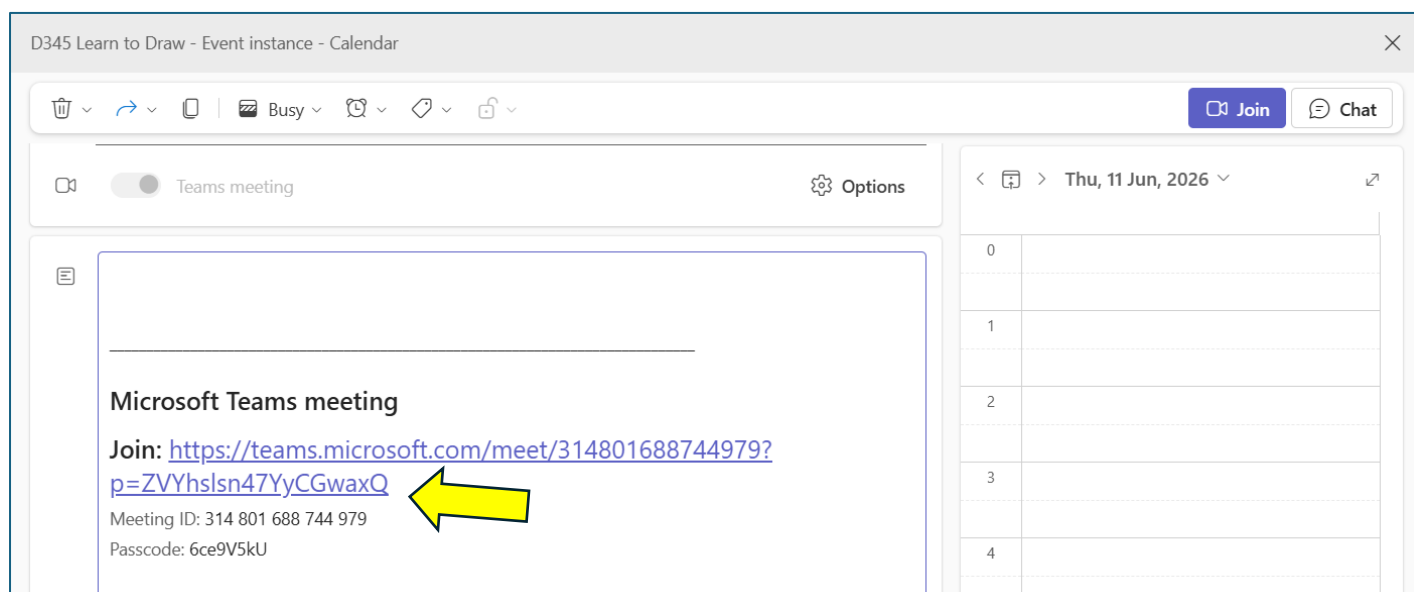
🔊 ☒ Teams meeting ⚙️ Options

📅 Thu, 11 Jun, 2026

10:00 - 12:00

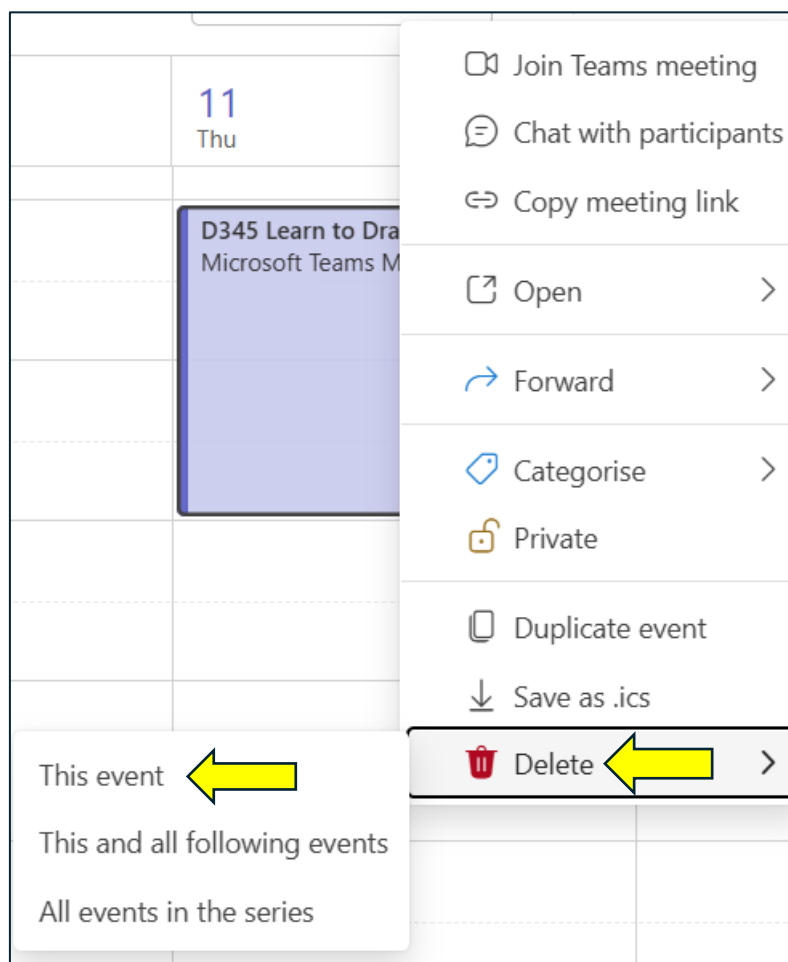
Copying the meeting details for CLL/Students

- Scrolling further down on the same screen will reveal the **url link, meeting ID and passcode** which you must copy and email to CLL to l.a.anderson@strath.ac.uk also copying to learn-ctl@strath.ac.uk so this can be inserted in the Learning Space in MyCLL or emailed to your students, as appropriate, see below.



Deleting meetings

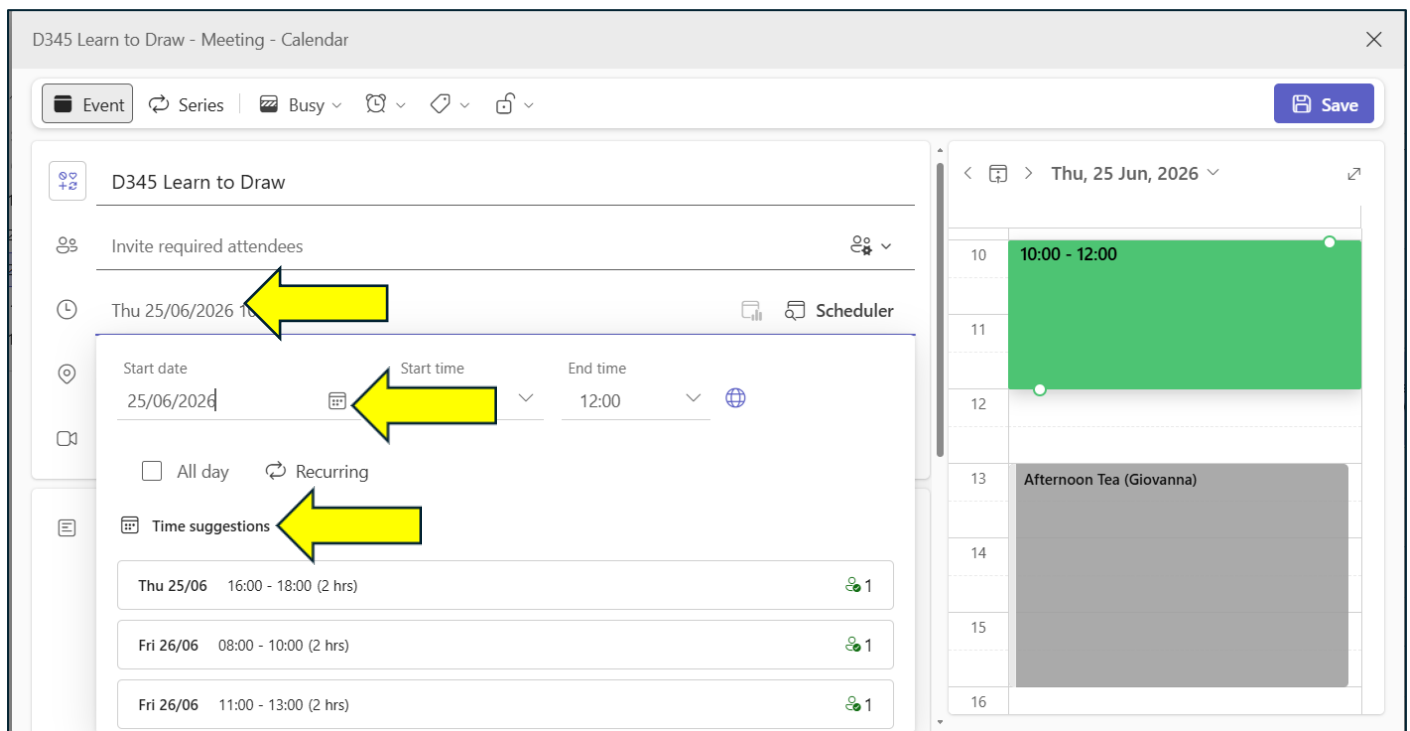
- If you need to delete any class meetings then you can do this by clicking on the first meeting you want to delete from and right-clicking to see the menu options below.
- Select **Delete** at the bottom and a further menu appears, you can select whether to delete this single meeting, this meeting and all following events or the full series of meetings (all recurrences).



Adding a meeting on due to a previous cancellation.

- To add a meeting on, go to the last meeting in your series and click on it, then right-click to access a pop-up menu. Select **Duplicate event**. It will bring up the screen below.
- Click on the date and it will expand. Click on the **calendar icon** alongside the class date and change this to the date you want for the additional class.
- It will give you **time suggestions** below this so click on the time you want to highlight it, then click on the **Save** button.
- This will schedule your additional class in your calendar with the same meeting **url, ID** and **passcode**.

*If you were simply to create a new additional class **without using duplication** then the Join meeting details would change and you would need to inform CLL and we would need to update MyCLL and your students.*



Adding a Teams meeting link to a Myplace class site for Blaze and Genealogy classes only.

- You would follow the process above to create your meeting(s) and copy the **Joining details** e.g. as below. There is no 'plug-in' for Teams within Myplace as yet, so the Joining details need to be pasted into a Text and media area. You will see this below.

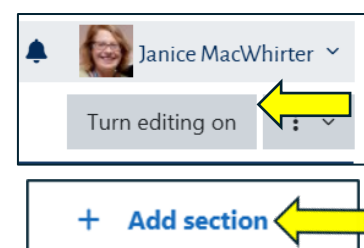
Microsoft Teams meeting

Join: <https://teams.microsoft.com/meet/314801688744979?p=ZVYhslsn47YyCGwaxQ>

Meeting ID: 314 801 688 744 979

Passcode: 6ce9V5kU

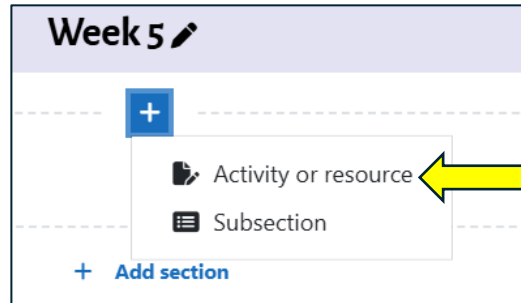
- You would then login to Myplace and **access your class site**.
- Turn **Editing** on.
- Add a new Topic area by using the **Add section** function
At the base of the class site, or create a label within an existing topic area.



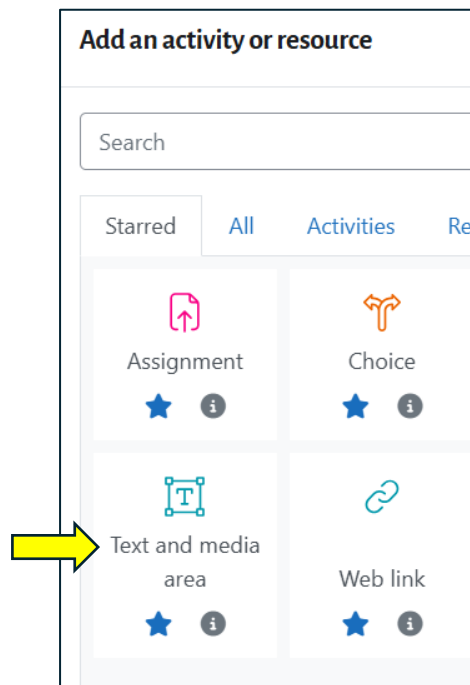
- Click on the **+** symbol to **add content**.



- Select **Activity or resource**



- Select **Text and media area**



-
- General**
- Title in course index ? Access for MS Teams meeting.
- Text
- Edit View Insert Format Tools Table Help
- ↶ ↷ **B** *I* A ▼ ...
- Microsoft Teams meeting at 2pm on 25/6/26.
- Join: <https://teams.microsoft.com/meet/314801688744979?p=ZVYhslsn47YyCGwaxQ>
- Meeting ID: 314 801 688 744 979
- 18 words Build with tinyMCE
- ☐ Send content change notification ?
- Save and return to class** Cancel

- Week 5**

Microsoft Teams meeting at 2pm on 25/6/26.

Join: <https://teams.microsoft.com/meet/314801688744979?p=ZVYhslsn47YyCGwaxQ>

Meeting ID: 314 801 688 744 979

Passcode: 6ce9V5kU

- off.
- 
- Janice MacWhirter
- Turn editing off

- Students need only click on the url link and will be asked if they want to join via the browser or the app. We recommend the **browser** especially if you will be using breakout rooms during the meeting.