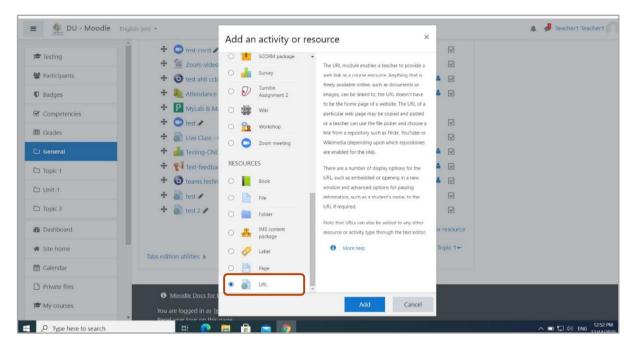
Create Microsoft Teams Activity Meeting Using Moodle - Faculty



1. Login in to Moodle; add an activity to course. Select URL activity to create an external link.

2. After adding activity, create a meeting using Teams button.

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Topic 1		Welcome to Microsoft Teams meetings		♣ ■ 42 H-P
Unit-1		Bring educators and students together with online meetings in Teams.		
Topic 3		Sign in to Microsoft Teams using your school account to get started.		
		Sign in		
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3. The Teams button opens up another window. Sign in to Microsoft Teams using your DU mail account.

4. After signing in, click on to create a meeting link button.

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5. Add a title for the lecture, set date/time and click on create.

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6. After the meeting is created, add the activity link using "Add Link".

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7. Copy link as shown and save the activity.

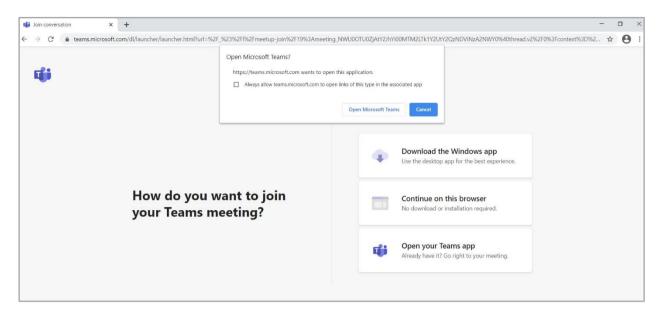
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8. The activity link is displayed below.

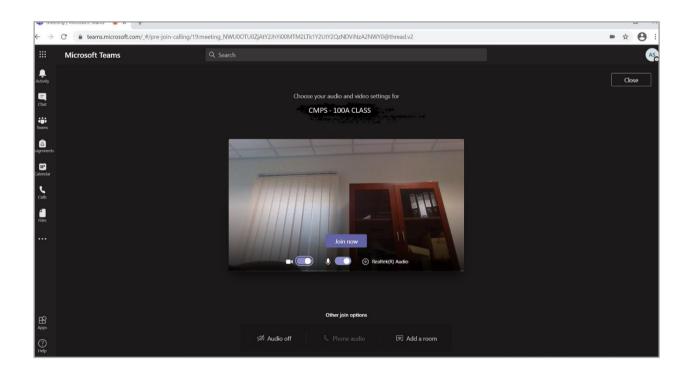
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B Dashboard		+ Add an activity or resource



9. Click on the activity and choose to download the Windows App.



10. Start the meeting.





11. Download the attendance list.

