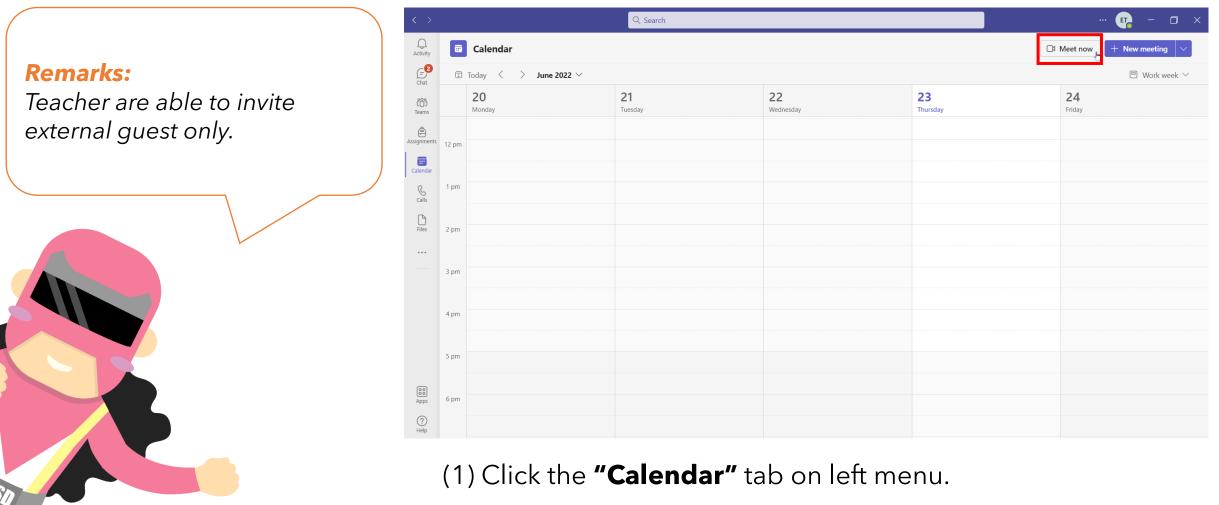
User Guide for Teachers (MS Teams for Teaching) • Invite external guest to join Teams meeting

Note:

(1) Last updated date of this training document : 6 July 2022, version no.: 1.0

(2) The user-interface (UI) shown in this training document may vary from the latest look of Teams app.



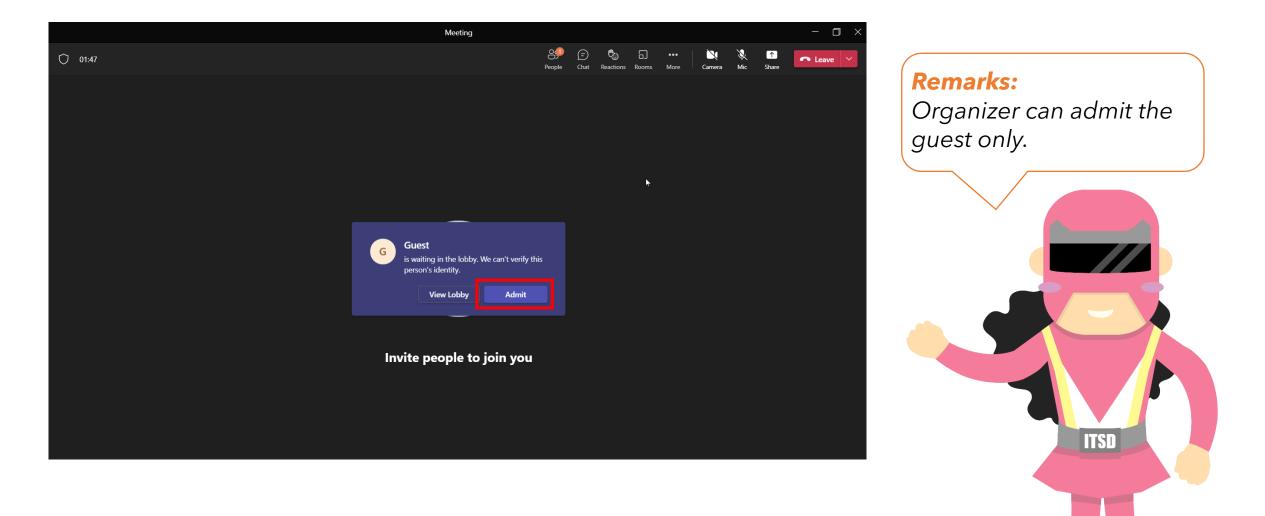
(2) Click "**Meet now**" icon under the sidebar menu.

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Q Activity		Calendar	🗅 Meet nov	v + New meeting 🗸			
Chat	(†	Today $<$ $>$ June 2022 \vee		Meeting name × k week ×			
COD Teams		20 Monday	21 Tuesday	22 Wednesday	23 Thursday	Meeting Get a link to sh	are
Assignments	12 pm					Start meeting	
E Calendar	iz pin						
S Calls	1 pm	Ę.					
Files	2 pm						
	3 pm						
	4 pm						
	5 pm						

(1) Click "Get a link to share".

< >			Q Search		··· • • - • ×		
Q Activity		Calendar	□ Meet now + New meeting ∨				
Chat	Ţ	Today < > June 2022 >	/	Configure Meeting options			
COD Teams		20 Monday	21 Tuesday	22 Wednesday	23 Thursday	https://teams.microsoft.com/l/meetup	
Assignments						Share via email Start meeting	
	12 pm						
Calendar	1 pm						
Galls	1 pin						
Files	2 pm						
	3 pm						
	4 pm						
	5 pm						
Apps	6 pm						
?							

- (1) Copy the link and share to guest.
- (2) You may "Start meeting" or enter the meeting later.



Click admit to let guest enter the meeting.



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