

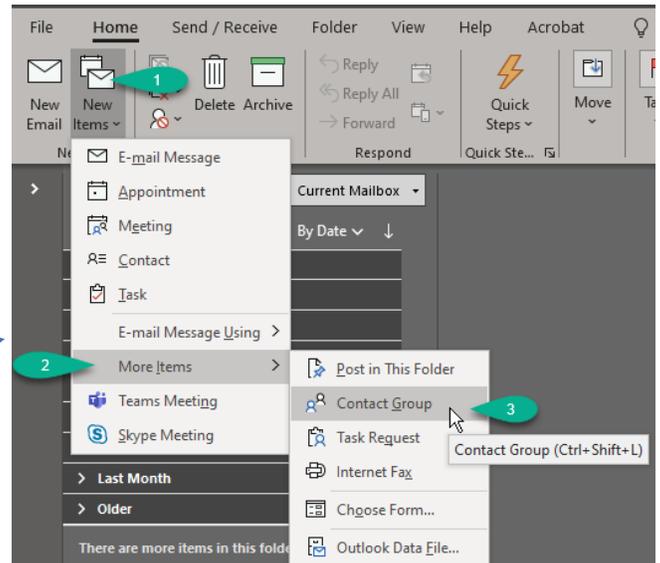
Inviting Students to a Teams meeting

Using the Teams application, students can be invited by entering their full e-mail address, one at a time, into the **'Add required attendees'** field on the **'New Meeting'** form. For a one-off meeting, or one with only a small number of attendees, this is easy enough to do. However, when planning to invite a group of students (and/or staff) to a series of meetings, this can become onerous. This document will show you how to use Outlook and Outlook Contact Groups to simplify the process.

Start the process in the Outlook PC app. This will, unfortunately, not work on Outlook on the Web at this time.

Create a contact group

1. Click on **New Items** in the Outlook ribbon.
2. Click on **More Items**.
3. Click on **Contact Group**.

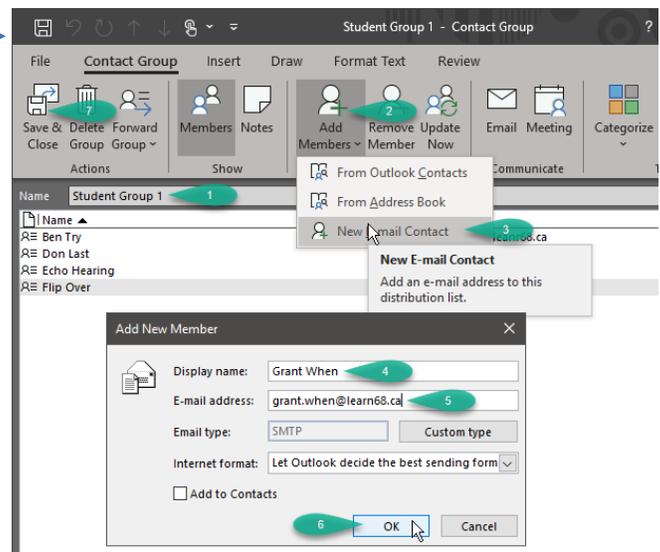


Name Contact Group and add members

1. Give your new contact group a name to identify it.
2. Click on **Add Members**.
3. Click on **New E-mail Contact**.
4. In the **Display Name** field, type the student's name.
5. In the **E-mail address** field, enter the student's full Learn68 e-mail address.
6. Click **OK**.

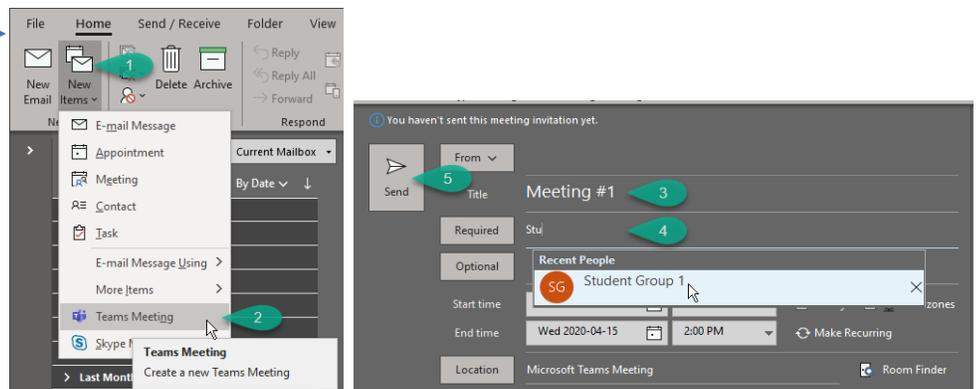
Repeat for each additional student. You can also add staff members, using their SD68 e-mail address.

7. When the group is completed, click **Save & Close**.



Create a new Teams meeting

1. Click on **New Items** in the Outlook ribbon.
2. Click on **Teams Meeting**.
3. Title your meeting.
4. Enter the name of your new Contact Group.
5. Send your meeting invitation.



This meeting will now show up in both the Outlook calendar and the Teams calendar.