How to Set Up a Teams Meeting in BlazeVIEW

Contents

Adding the MS Teams Meeting Link in BlazeVIEW

Use the Microsoft Teams Meeting integration to schedule individual or recurring meetings, view past and upcoming meetings, and join team meetings, all from within BlazeVIEW.

Combined BlazeVIEW Courses: To use the MS Teams Meeting Link in a combined course, you must submit a Technology Services Portal request to have your Teams Classes combined.

**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.

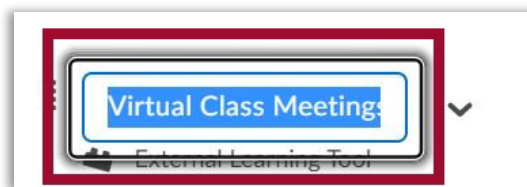4. Then, select **External Learning Tools** from the menu.
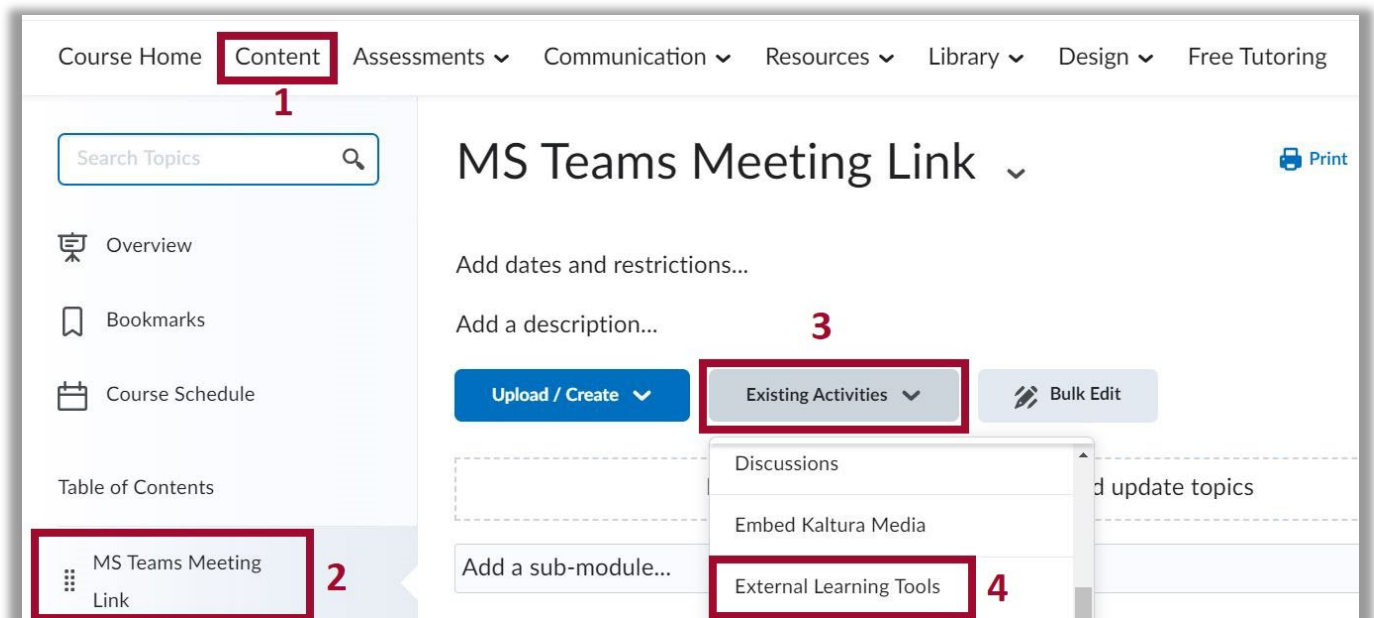
5. From the **Add Activity** dialog box, scroll to locate **MS Teams Meeting**.

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**.
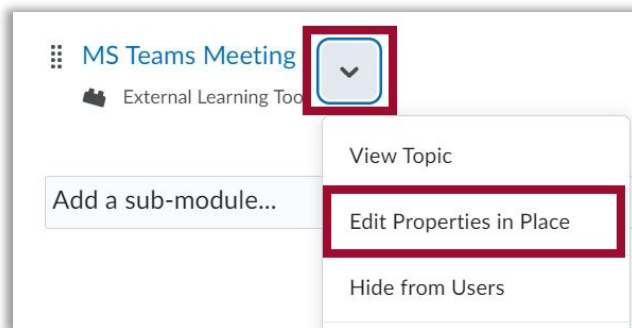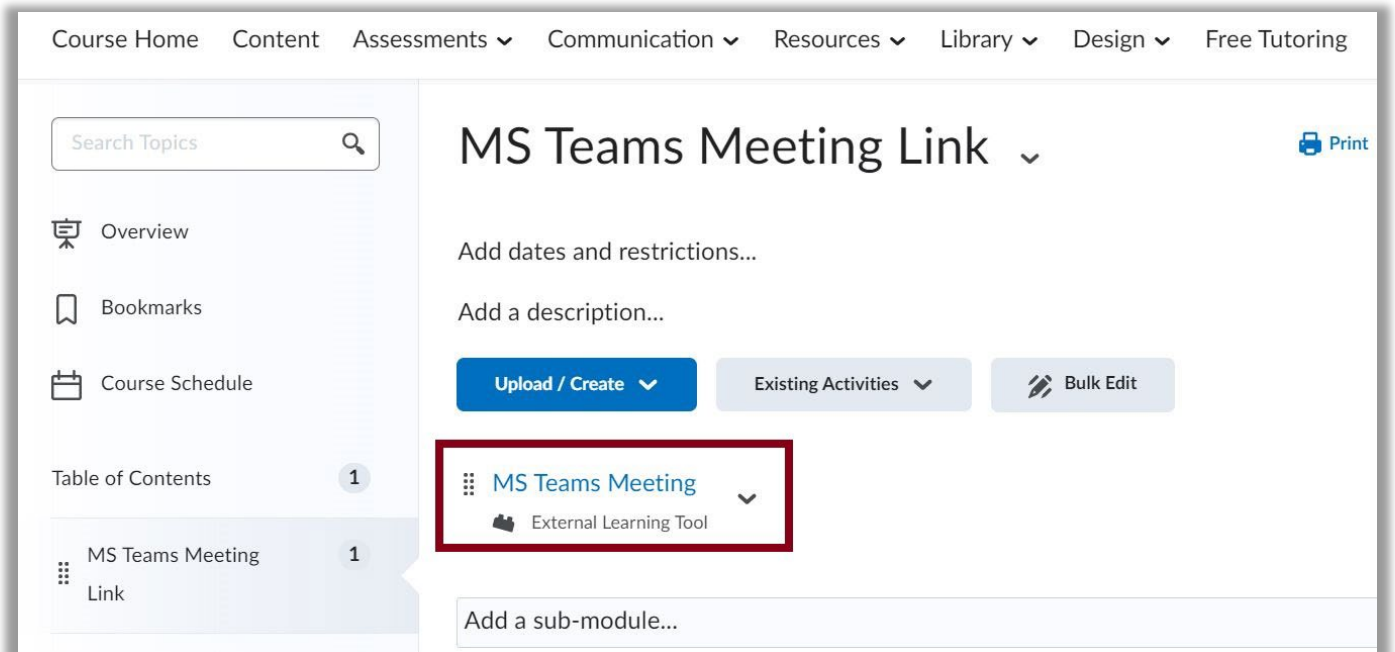

7. Click the link name and replace it with your preferred name.

Scheduling a MS Teams Meeting

Instructors and students can schedule new Teams Meetings from the MS Teams Meeting link in BlazeVIEW.

1. Select **MS Teams Meeting** from the module.
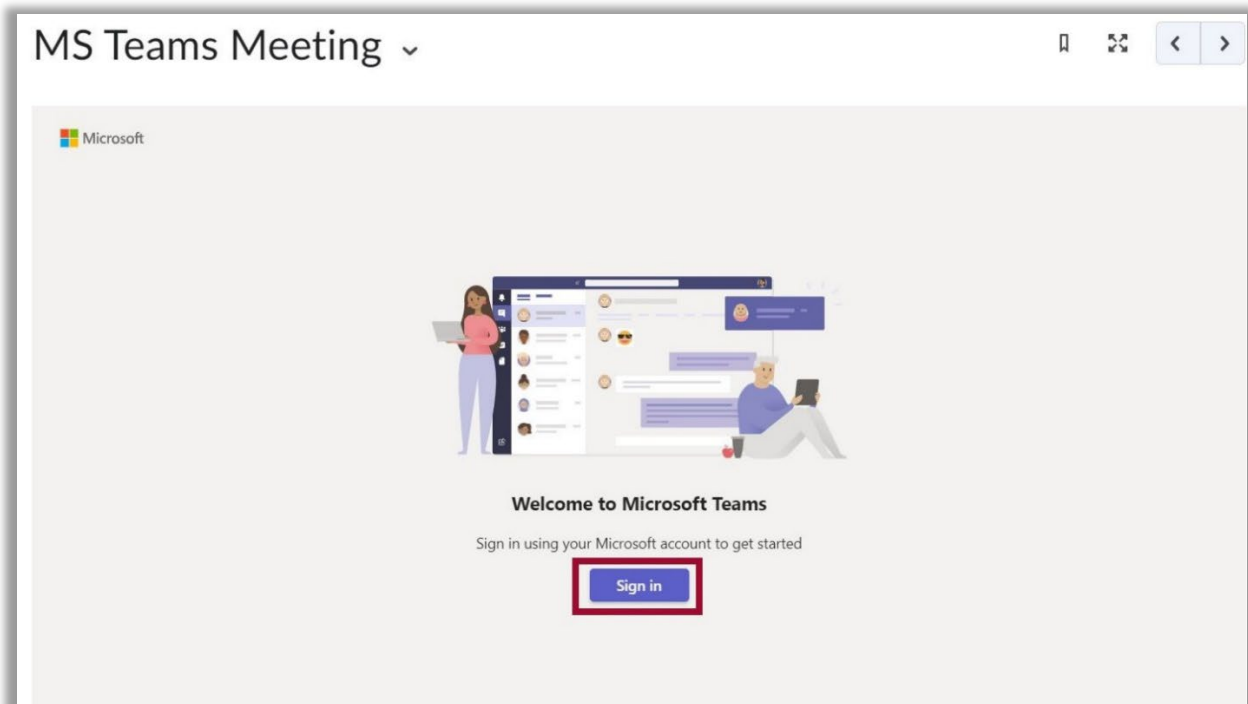
2. If you are not currently logged in to your Teams account, you will be prompted to **Sign in**.

3. Enter your MyVSU email and password.
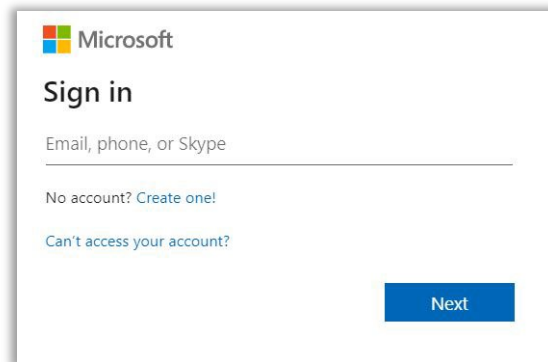
4. After signing in, your MS Teams Meeting dashboard will display. Click the **New Meeting** button to schedule a meeting.
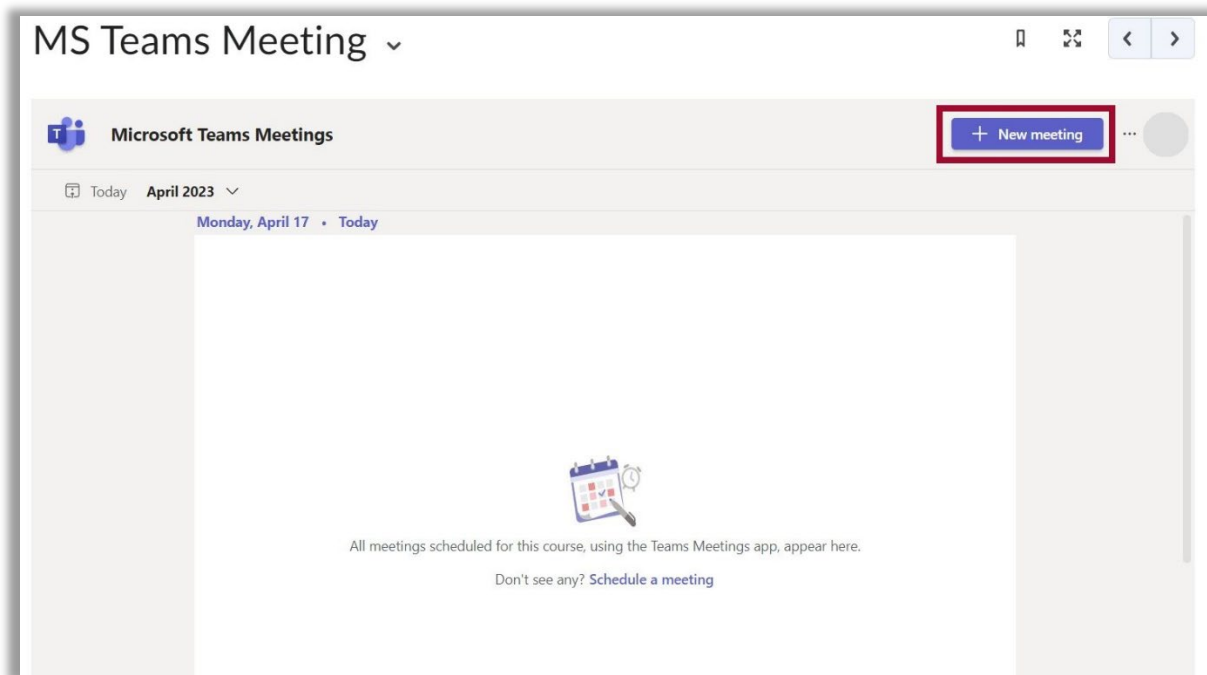

5. A **New Meeting** window will open. Under **Add title**, enter the meeting name.

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**: If 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 reoccurrence option, e.g., Every weekday (Mon-Fri), Daily, Weekly, Monthly, Yearly, or Custom.
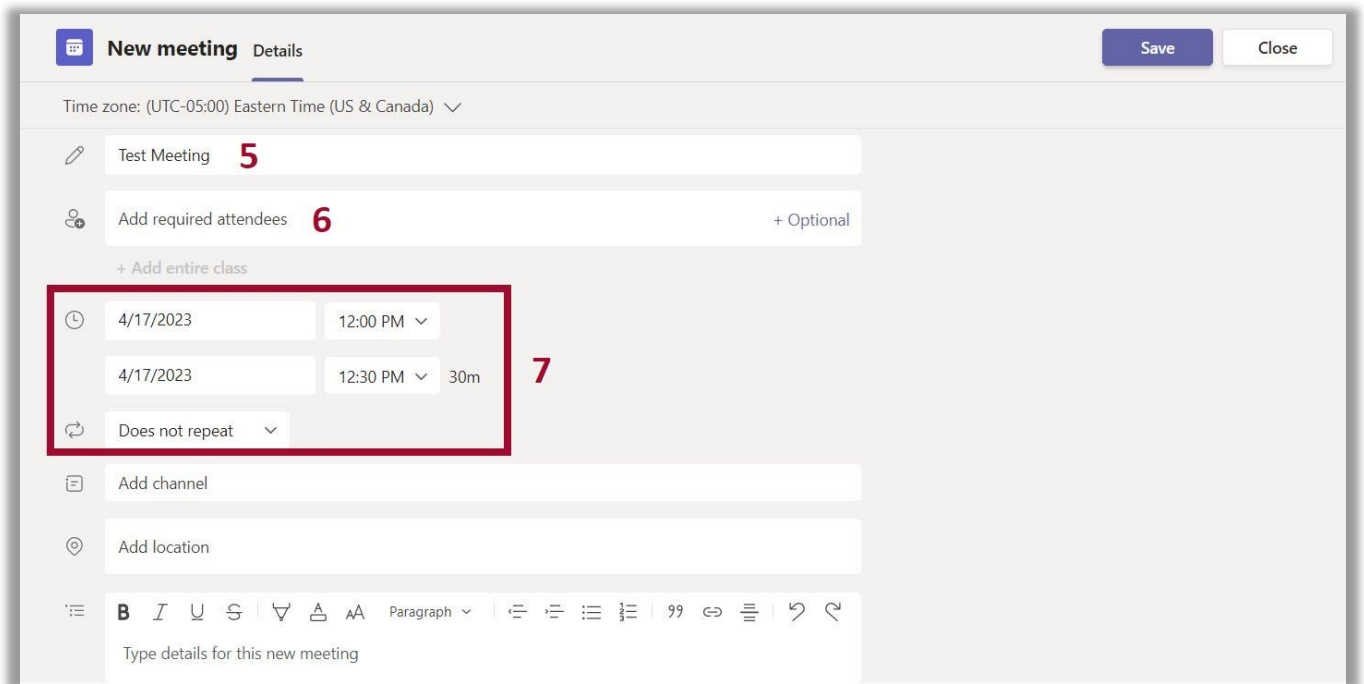
8. To invite all students in a Teams Class, select **Add channel** and click on the name of the Teams Class you want to invite. Next, click **General** to select the Teams Class channel.

   Note: In Teams, you must first activate your MS Teams Class to make it available in the Add channel list.
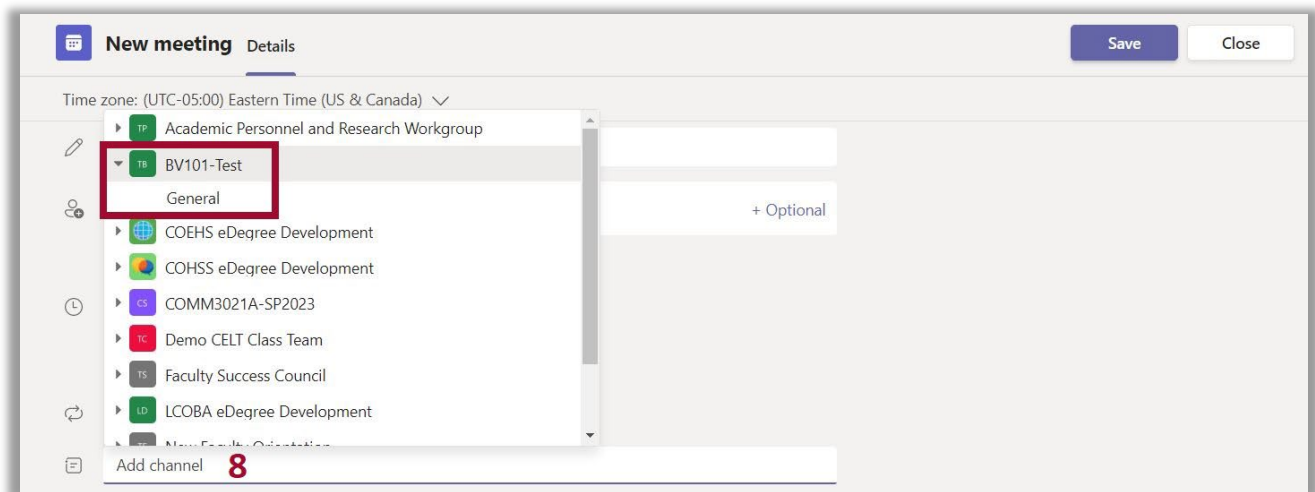
9. **Optional**: Add a location.

10. **Optional**: Enter a description or add details about the meeting.

11. Click the **Send Button**. **Note**: A Teams Meeting invitation will be emailed to all attendees in the **Teams Class General** channel and those entered in the **Add required attendees** field.
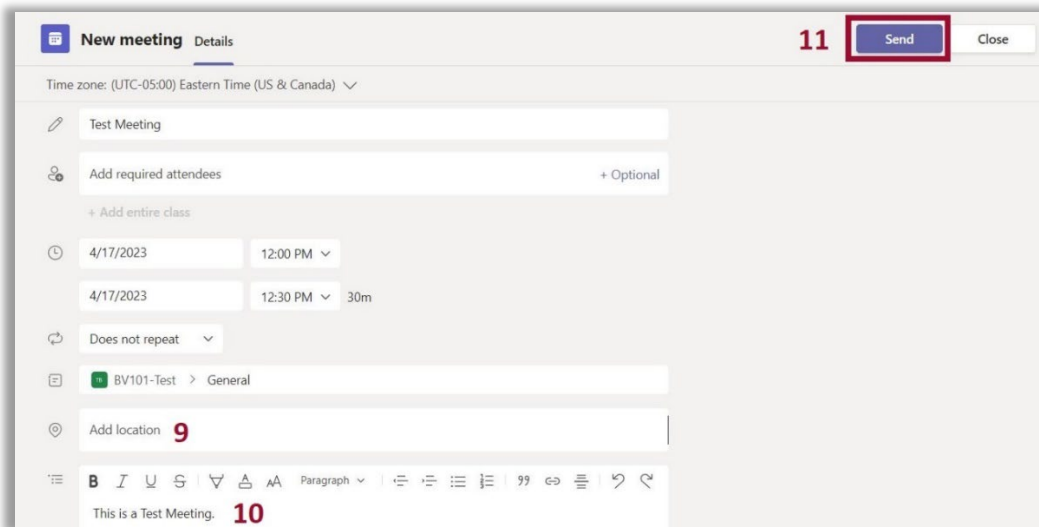
12. The meeting will display on Teams Meeting dashboard in the BlazeVIEW class and includes Join and Edit buttons to manage the meeting.


13. From **More Options** [. . .], the meeting organizer can access the **Teams Class Chat**, **Cancel** the meeting, or modify the **Meeting Options**. **Note**: The **Copy link** option is not functional.
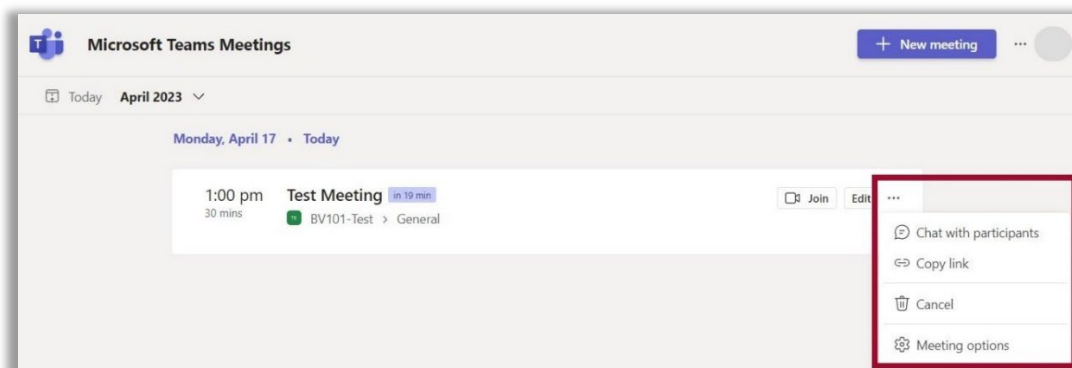
Creating a Meeting Link to Share for Guest Access

1. To create a meeting link to send to Guests, open the meeting and right click on the **Click here to join the meeting** link, then select **Copy link address** from the menu. The link can be pasted into an email or shared with attendees who were not invited using the **Add required attendees** field.
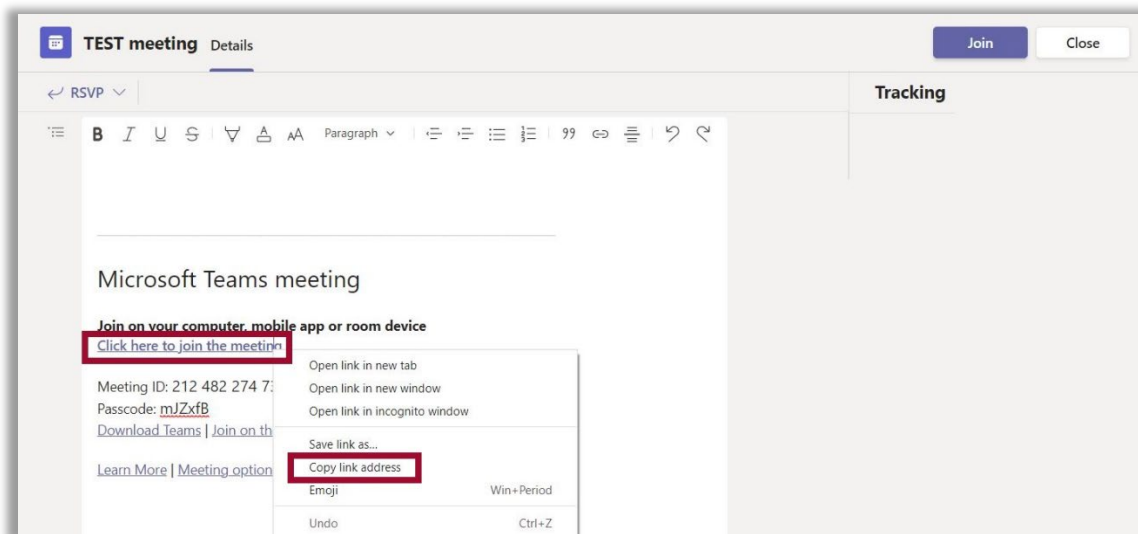
Joining a MS Teams Meeting from BlazeVIEW

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 pop-up blocker is turned on, this message will not appear. Turn off your pop-up blocker to enable the message.
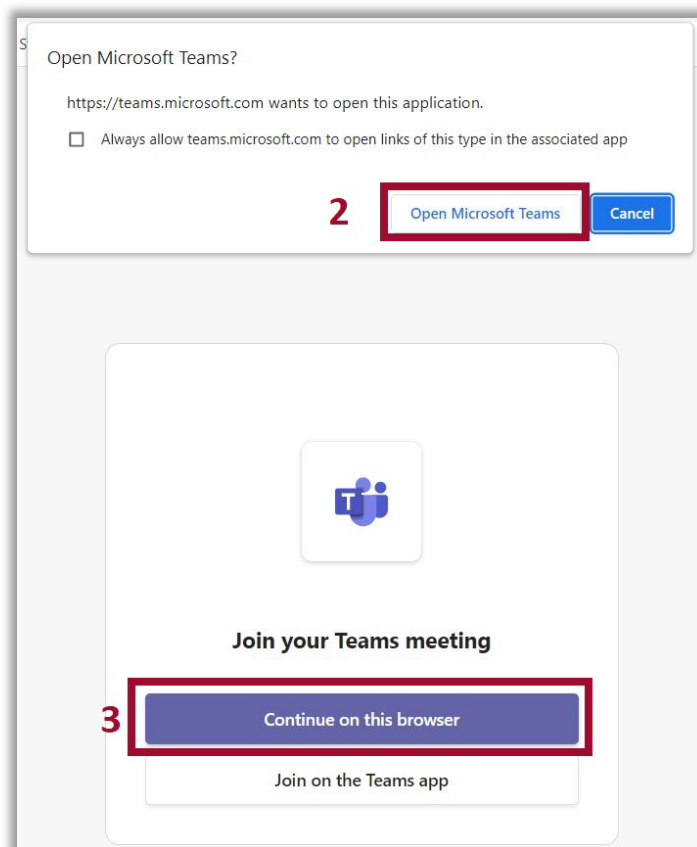
4. When you open your meeting, you can choose your video and audio settings before clicking the **Join now** button to join the meeting.
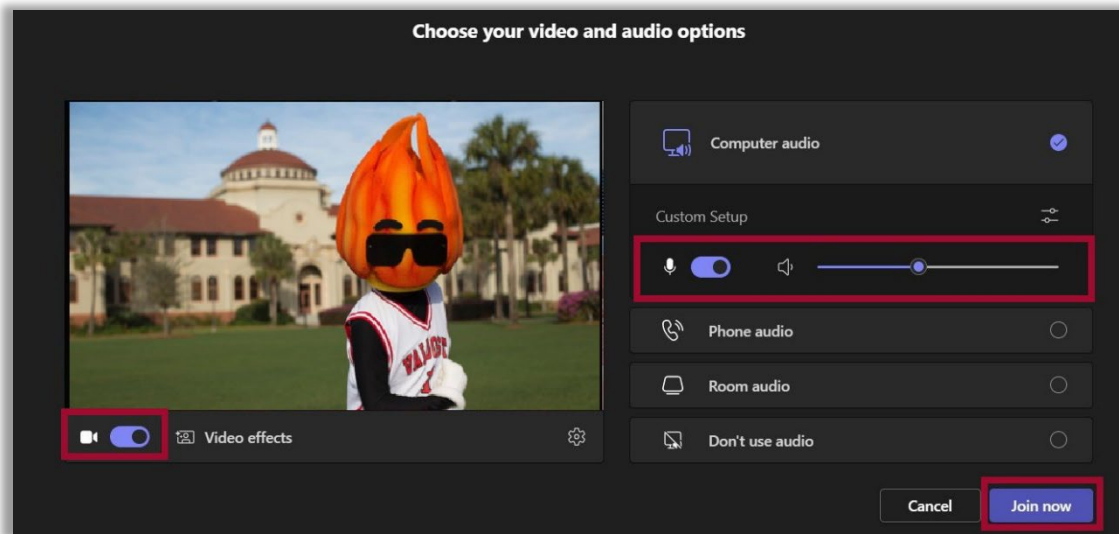
For more information or assistance, call 229-245-6490 or email blazeview@valdosta.edu.

For 24/7 BlazeVIEW or GoVIEW assistance, call 855-772-0423 or visit GeorgiaVIEW Help Center.

The Center for eLearning
blazeview@valdosta.edu
229-245-6490

CENTER for
eLEARNING
VALDOSTA STATE UNIVERSITY

24/7 Support
GeorgiaVIEW Help Center
855-772-0423

9/28/23