MICROSOFT TEAMS MEET NOW QUICK GUIDE
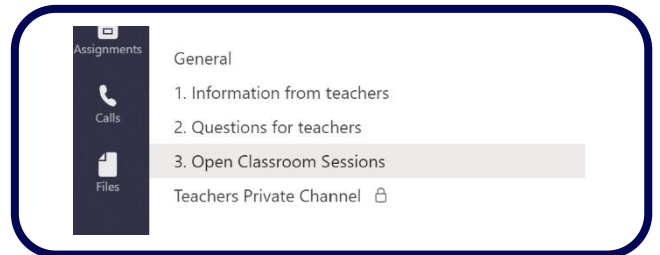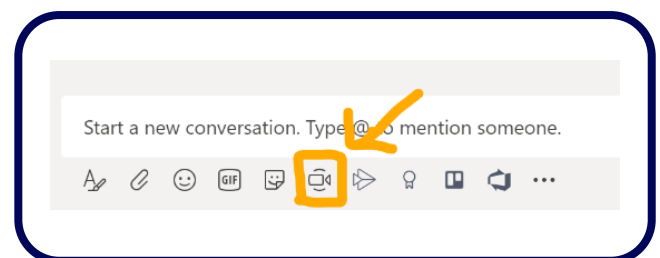
Meet Now session are best run from the 'General Channel' of your team Making this routine will help students to find the meeting.

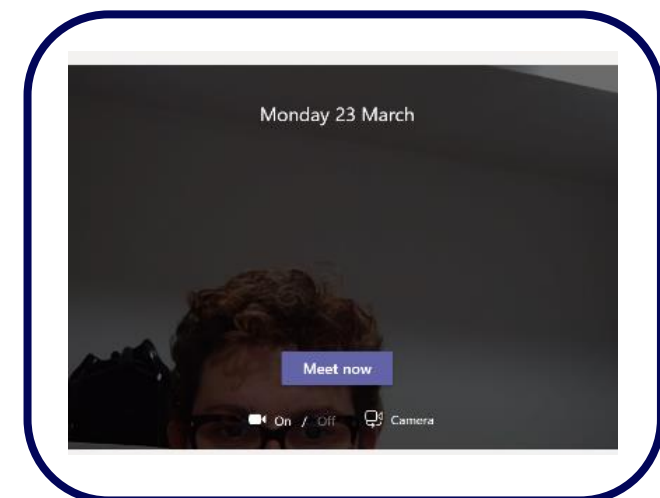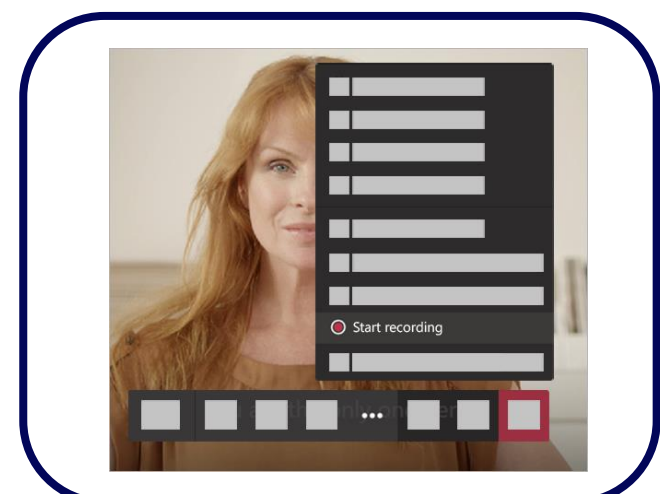**Click and go to the General Channel**

Click on the 'camera' icon below the post area

Give the meeting a name. Use the day and date. Click Meet Now

Click 'Show Participants' - hover over student names, right click and 'make and attendee' option

Choose the three dots > Record Meeting and start. Stop when finished.