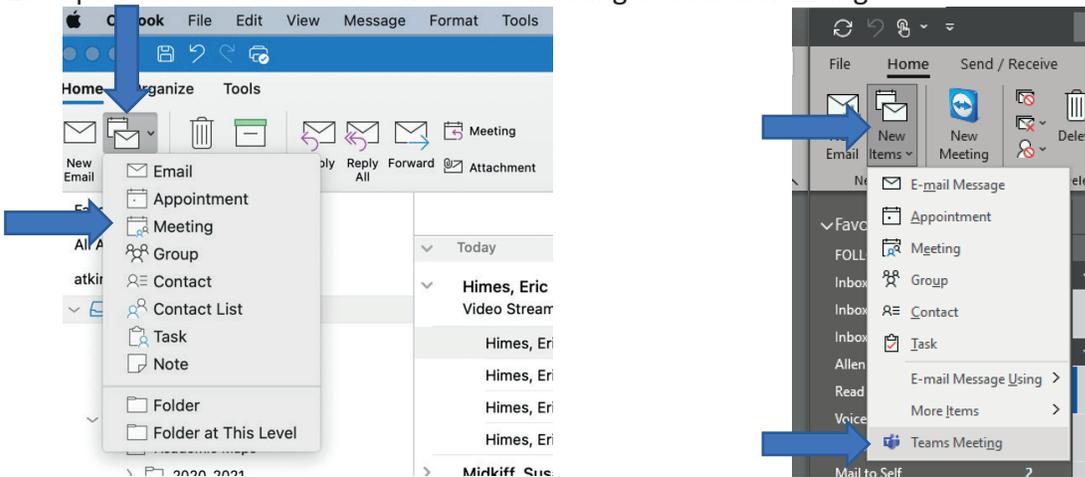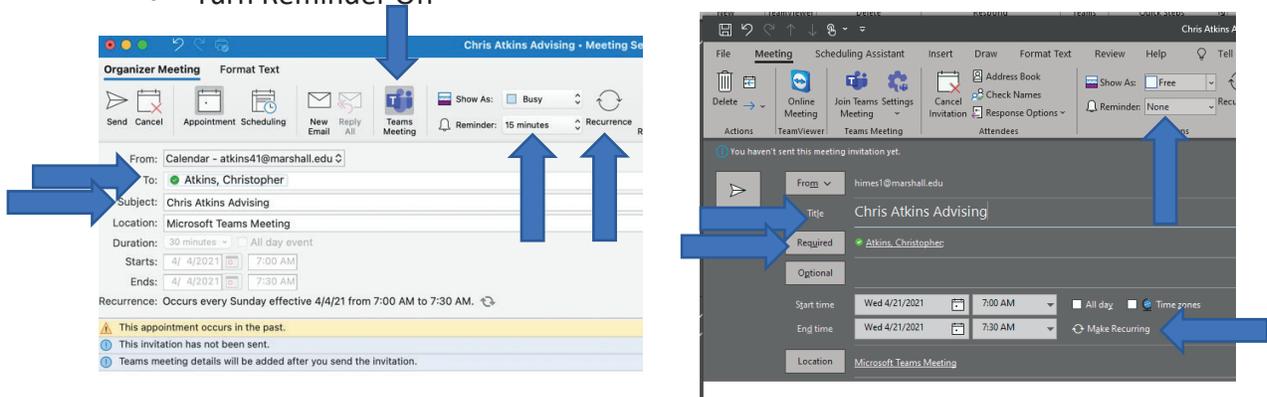# Create Teams Permanent Advising Meeting link

1. Open Outlook and click New Item – Meeting or Teams meeting.



2. Add your email to the To: field / Required field
   - Subject or Title should be your Name and Advising
   - Click Teams Meeting
   - Turn Reminder Off



3. Make the meeting a re-occurring weekly meeting– this is necessary for settings to work and remain. Make sure there is no end date. Then click ok.  Then click send.
   - Meeting should take place anytime outside of work hours – Date and time don't matter as long as it doesn't create issues on your calendar.

4. Open the meeting on your outlook calendar and click "Meeting Options"
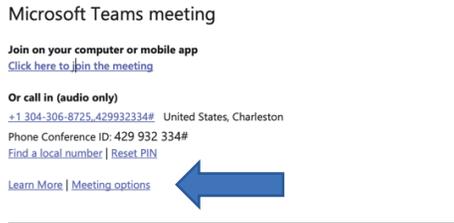


5. A separate web browser window will open. In the meeting options there are 2 settings that will need to be updated
   - Who can bypass the lobby – Only me
   - Allow Meeting Chat - Disabled
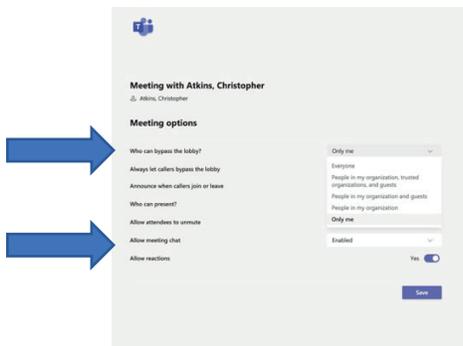


6. Your meeting options should look like this – Click Save.



7. Back in Outlook you will need to copy your meeting link. Right click the "Click here to join the meeting." Click Hyperlink. Click Copy Hyperlink.

# Adding your Personal Teams link to Navigate

1. From your Staff Home screen click My Availability
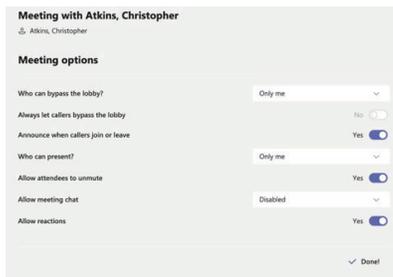


2. Choose which availability you want to add your link to (it is recommended to add your link to all of your current availabilities) and click Edit.



3. In the URL/Phone Number field paste your permanent meeting link from Teams

   In that same edit availability window please update your additional details with something similar to - "During the COVID-19 situation all advising appointments will be virtual.  Click the below link at your appointment time to join the meeting." – Click Save



Since you have added your permanent meeting link to your availability it will be included in all meeting notifications and reminders.  You will just click the link and admit students in from the waiting room at the time of your scheduled appointments.



**Marshall University**
**Undergraduate Advising**
One John Marshall Drive
Huntington, WV 25755
marshall.edu