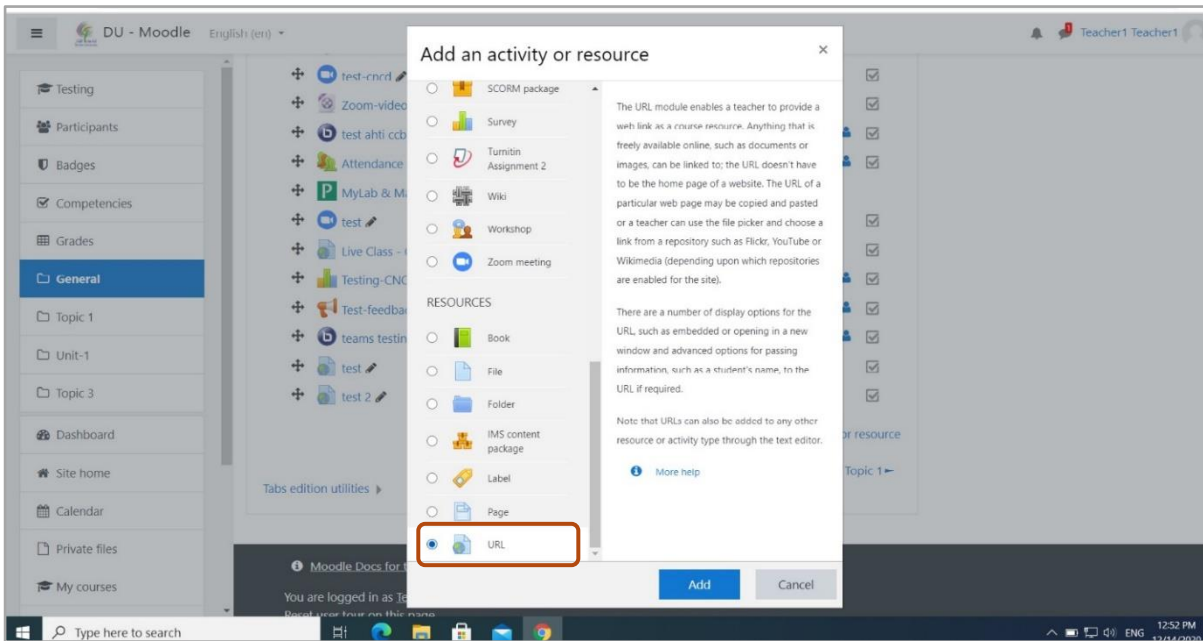
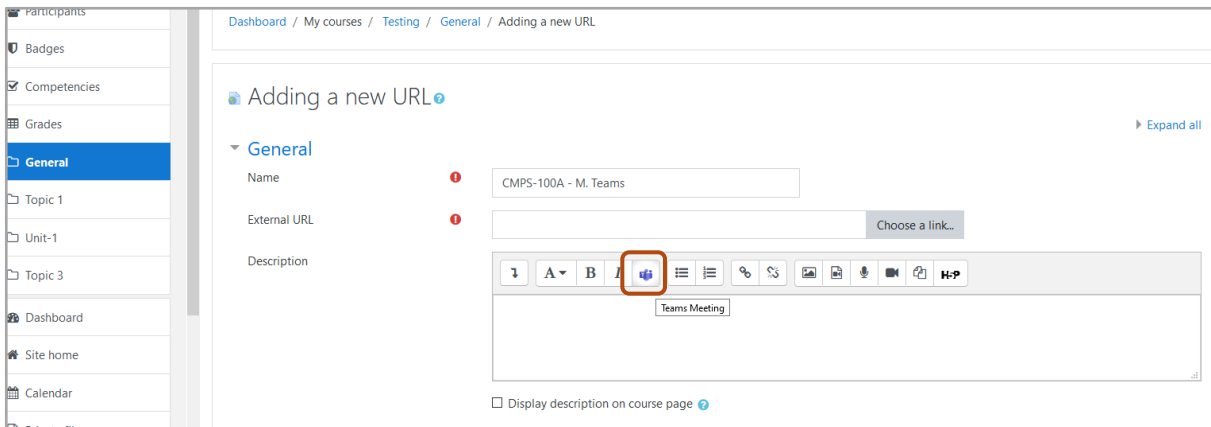


# Create Microsoft Teams Activity Meeting Using Moodle - Faculty

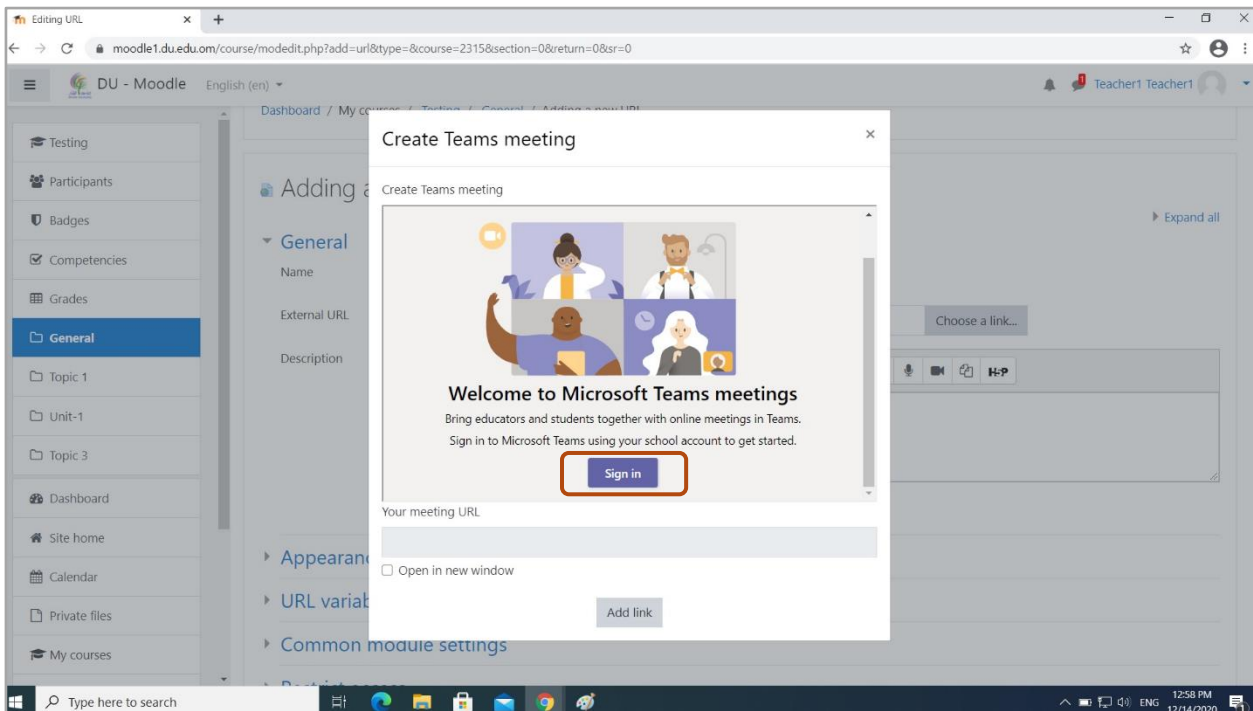
1. Login in to Moodle; add an activity to course. Select **URL** activity to create an external link.



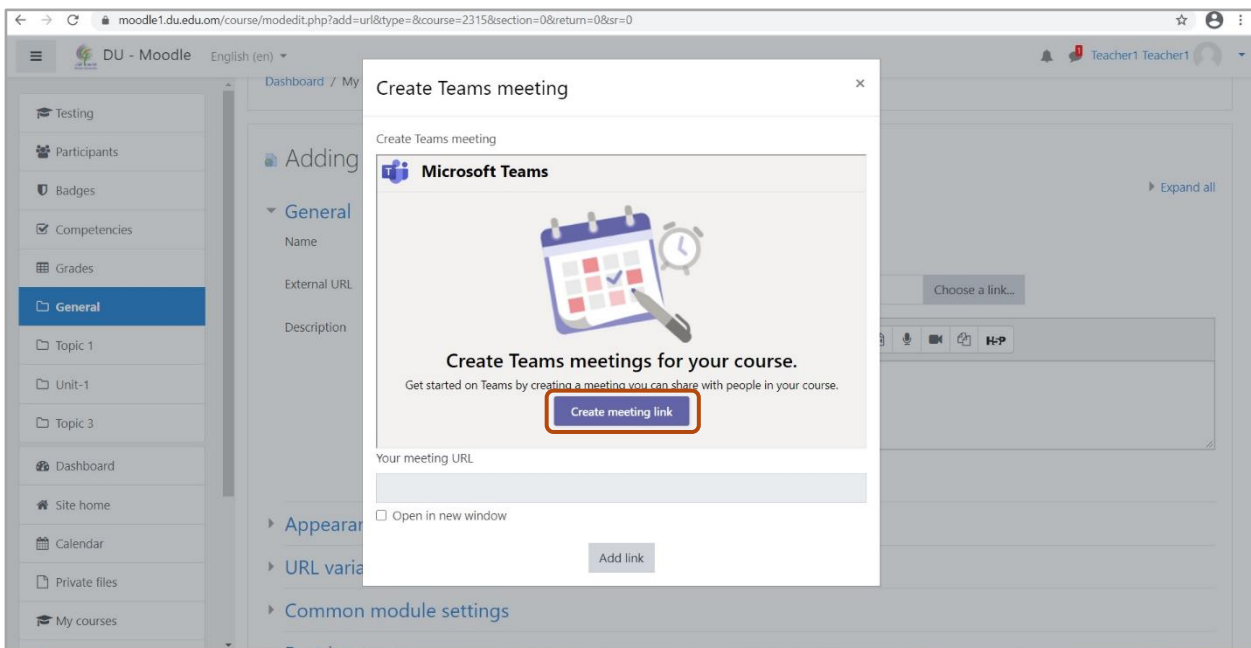
2. After adding activity, create a meeting using Teams button.



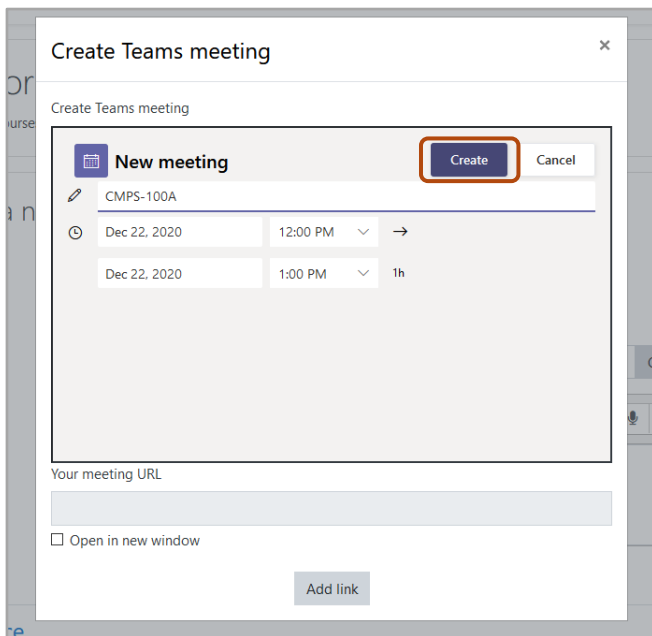
3. The Teams button opens up another window. Sign in to Microsoft Teams using your DU mail account.



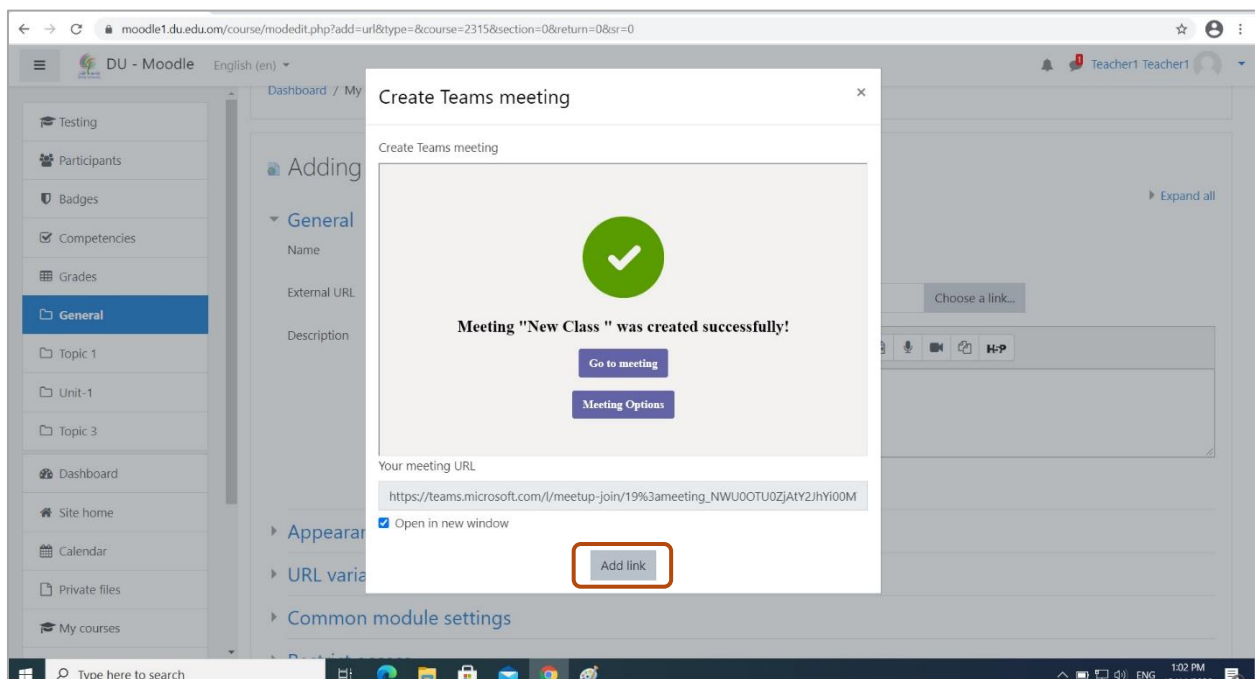
4. After signing in, click on to create a meeting link button.



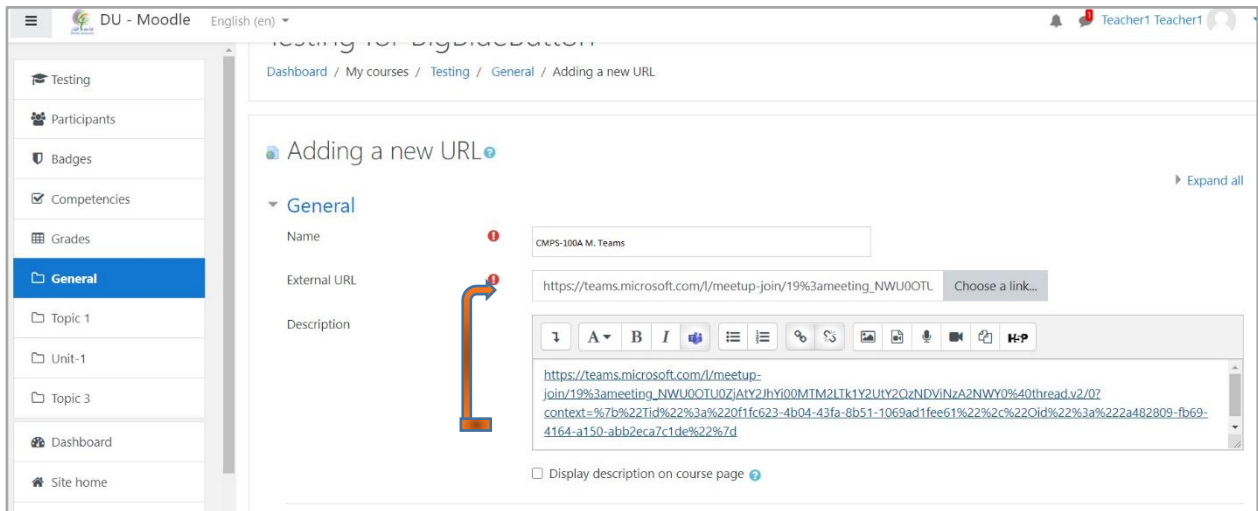
5. Add a title for the lecture, set date/time and click on create.



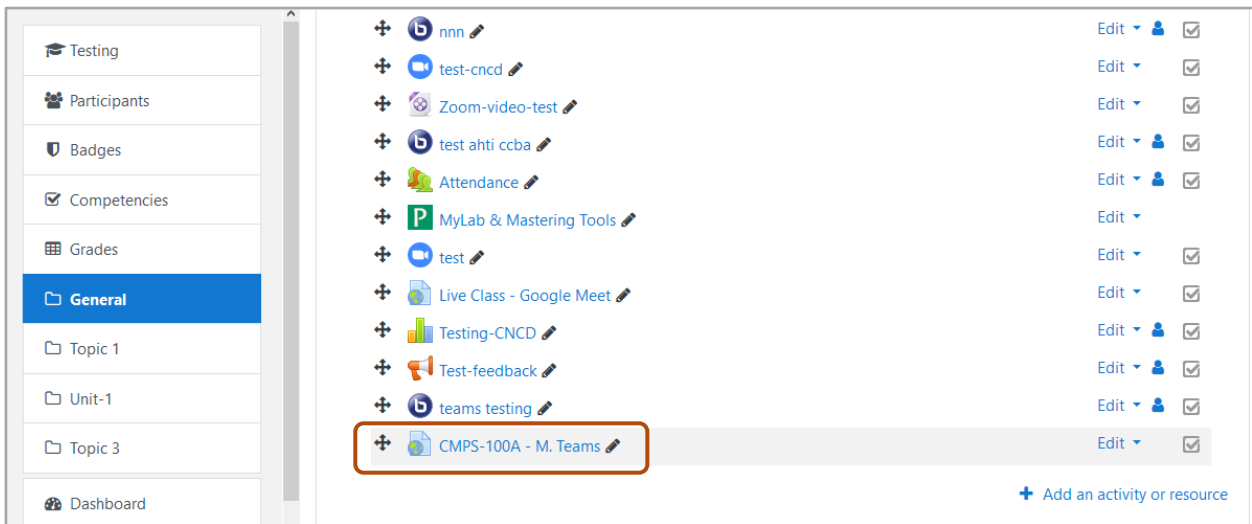
6. After the meeting is created, add the activity link using "Add Link".



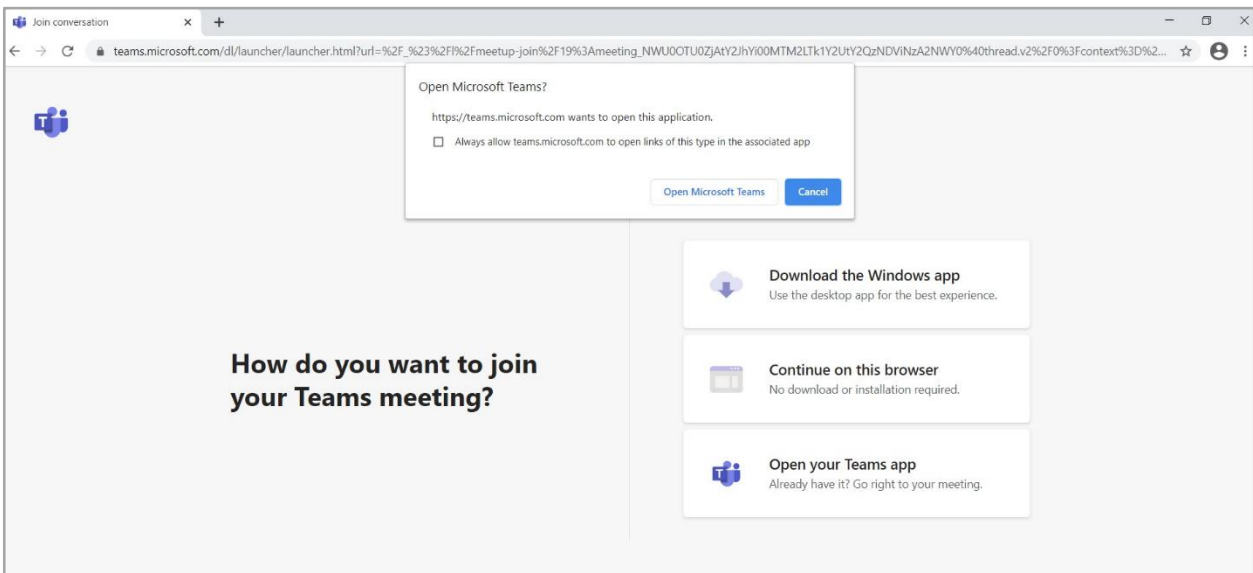
7. Copy link as shown and save the activity.



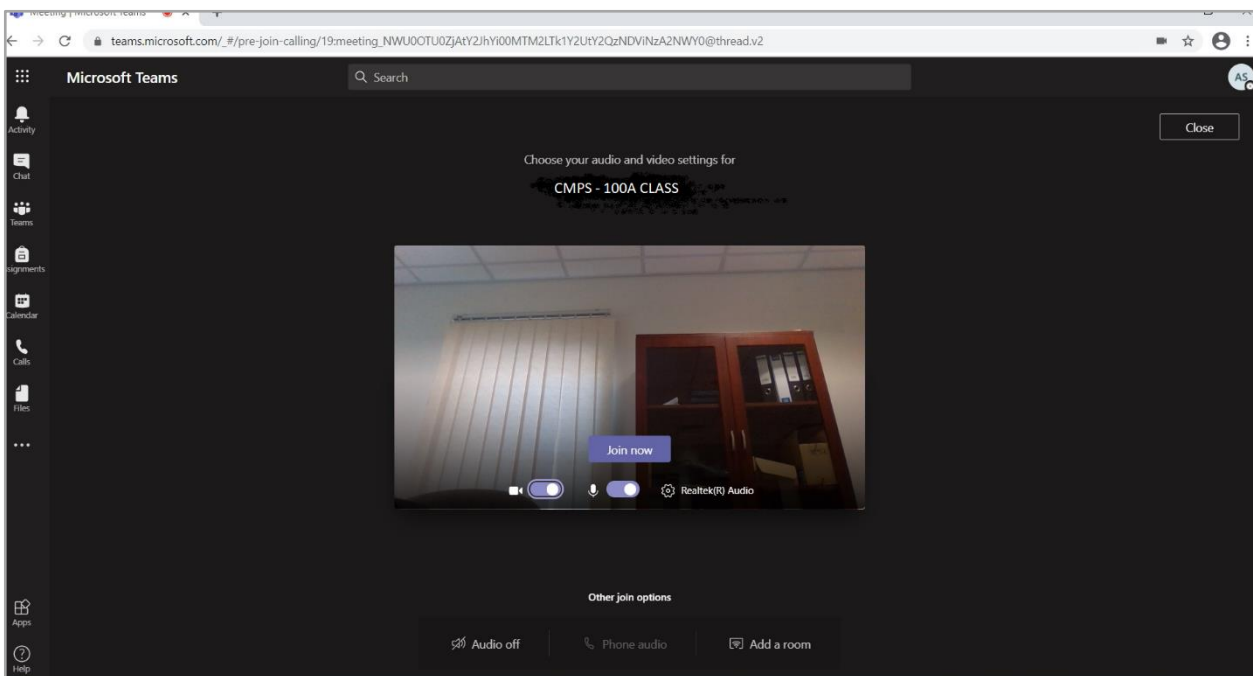
8. The activity link is displayed below.



9. Click on the activity and choose to download the Windows App.



10. Start the meeting.



11. Download the attendance list.

