

# Create a Teams Meeting in Office 365 Portal

Navigate to the Office 365 Portal at <https://portal.office.com>

Log in with your ID in the format `ename@colostate.edu`

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## Sign in

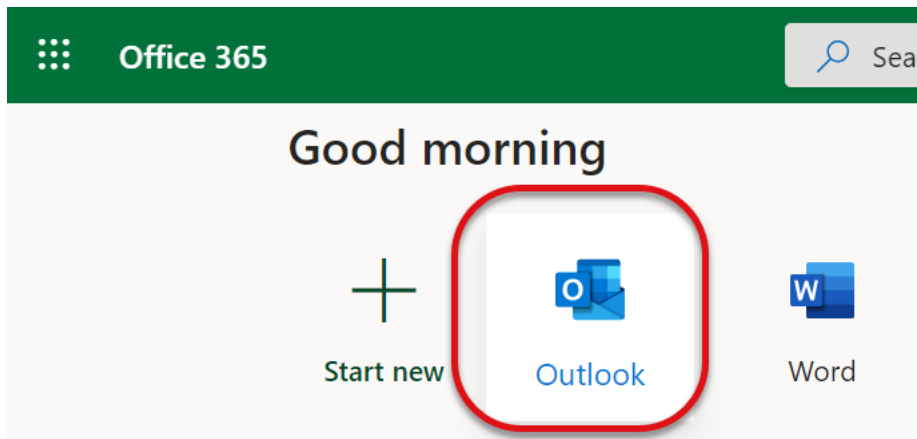
No account? [Create one!](#)

[Can't access your account?](#)

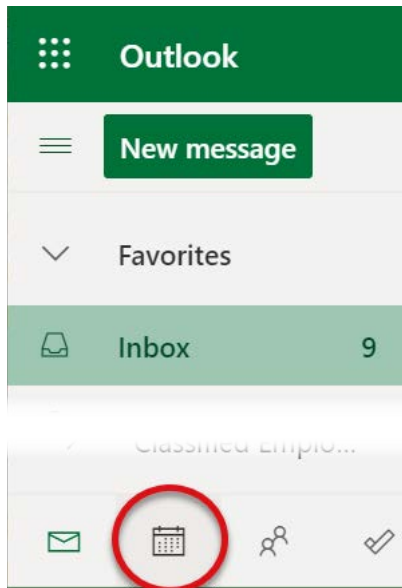
[Sign-in options](#)

Next

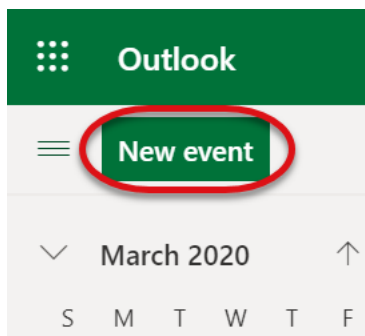
Select the Outlook App in the list of apps.



In the Outlook app, click on the Calendar icon located on the bottom left side of the screen.



In the Outlook calendar, click on the New Event button on the upper left side of the screen.



In the event window, provide a unique title.

**Note:** It is recommended to title the event the name of your Canvas course with the date of the recording.

**IMPORTANT:** In the Add online meeting dropdown, you **must select Teams meeting**.

Enter in the date with a start and end time of when you anticipate the meeting to be over.

**Note:** The end time is important, as the video will not save until the end time has passed.

Note: no attendees need to be added if you're scheduling a Teams meeting for the purpose of pre-recording a classroom session.

Click Save on the top left of the screen when all settings have been entered.

Calendar

Save Discard Scheduling Assistant Busy Categorize Response options

2020SP-HIST-001 - March 25, 2020

Invite attendees Optional

3/25/2020 11:00 AM to 11:30 AM All day

Repeat: Never

Search for a room or location

Remind me: 1 hour before

Add a description or attach documents

Add online meeting  
Skype meeting  
Teams meeting

Important

Optional