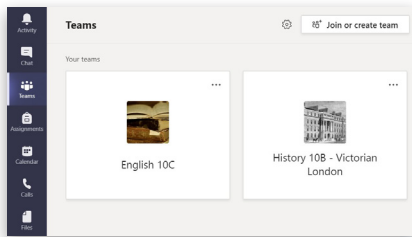


# Using Teams for Teaching and Learning: Scheduling a Live Lesson

## Step 1: Find and Select Your Class Team



Once you are logged into Teams, click on the **Teams** icon on the lefthand toolbar to see the class team or teams that you have created. Click on the team you wish to schedule the live lesson from.

## Step 3: Complete the Scheduling Form

Only click **Send** once the form is complete

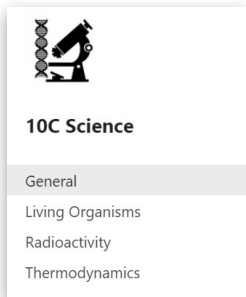
Give your lesson a title

Select time and date

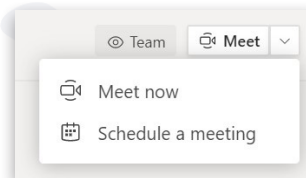
Add the channel so students are invited

Add any details about content students should look at in advance, e.g. files or website links

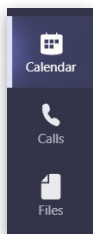
## Option 1: Schedule a Meeting from a Class Teams Channel



Your class team may be split into different 'channels'. Click on the channel that represents the topic of your live lesson. Then, at the top right of your page, select the dropdown from the **Meet** button and select 'Schedule a Meeting'.

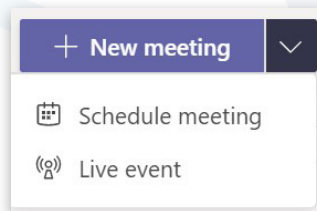


## Option 2: Schedule a Meeting from the Calendar



You can also schedule a Live Lesson by clicking the **Calendar** icon.

To schedule a lesson from the calendar, either click on a space on the calendar to set up a meeting, or click **+New Meeting**.



For more information about using Microsoft Teams for Remote Teaching and Learning, use the following links to access our comprehensive resources, videos and printable PDFs:

[United Learning EdTech Demonstrator website](#)  
Resources and Events for schools

[United Learning ICT YouTube Channel](#)  
Webinars, Instructional Videos and Playlists to support your EdTech development

