

# CHANNEL MEETINGS ON TEAMS

Channel meetings on Teams help you stay organized by keeping all of your meeting information easily accessible in the channel. They are also a good way to save time and effort when scheduling.

## ⇒ BENEFITS OF CHANNEL MEETINGS

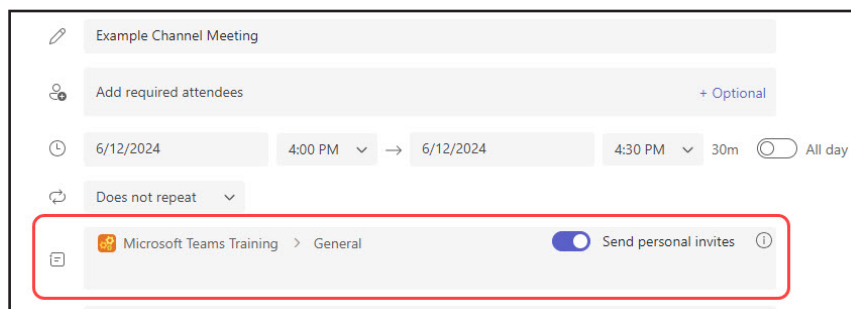
- The meeting chat is found directly in the channel.
- The recording and transcript are found directly in the channel.
- The meeting's resources (a Whiteboard or a Loop task list) are found directly in the channel.
- All of the above items are stored on the team's SharePoint instead of on a meeting owner's OneDrive. This means that if someone leaves the University of Iowa, then these files are not going to be automatically deleted. Additionally, if new members join the team, they will have immediate access to these historical files and will be able to easily sort through them.
- You can quickly add many people to a meeting at one time.

## ⇒ OTHER IMPORTANT THINGS TO NOTE

- If you are using a private channel, you cannot schedule a meeting and you must use the Meet Now feature to meet with the channel on-demand.
- If you invite an external user to the channel meeting and they are not a member of the team, then they will not be able to access any of the resources stored on the team.

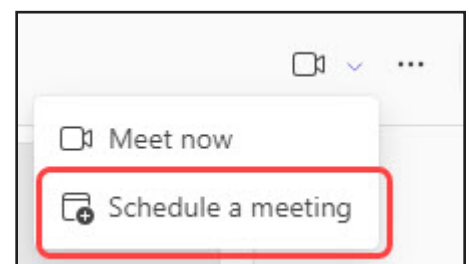
## ⇒ HOW TO SCHEDULE A CHANNEL MEETING FROM THE CALENDAR

1. Go to the calendar tab in the left navigation bar and click on New meeting at the top right.
2. Fill out the New meeting fields as you normally would, except skip the Add required attendees field. Next, click in the Add channel field and select the channel you want to associate with the meeting. Turn on the Send personal invites toggle to ensure the channel meeting will appear on everyone's personal calendars (you do not have to do this but we recommend it). Send the invite.



## ⇒ HOW TO SCHEDULE A CHANNEL MEETING FROM THE CHANNEL

Go to the channel and, at the top right, click the meeting drop down menu and click Schedule a meeting. This will add the channel to the invite. Turn on the Send personal invites toggle to ensure the channel meeting will appear on everyone's personal calendars (you do not have to do this but we recommend it). Send the invite.



## LEARN MORE