



Teams: Re-Occurring Calendar Meeting (Mobile)

Center for Innovation in Teaching and Learning

This document outlines the steps for creating a re-occurring meeting in your Microsoft Teams calendar on your mobile device using the Microsoft Teams app.

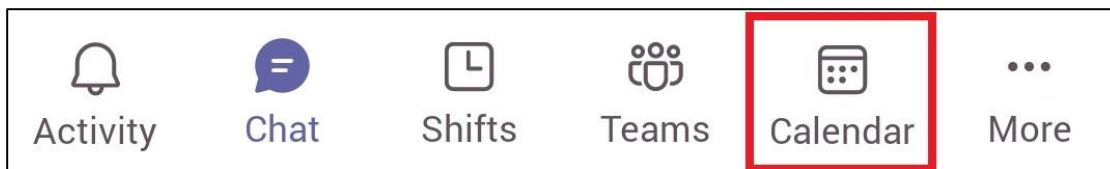
Re-occurring Calendar Meetings

Re-occurring calendar meetings can be a helpful tool for office hours, or scheduled weekly events like class times or committee meetings.

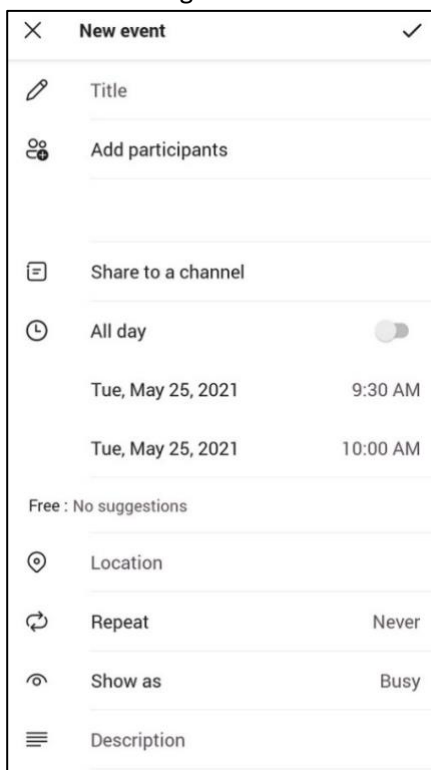
Creating Your Meeting

Once you have logged in to Teams, you can create your meeting from the calendar function.

1. Go to the **calendar icon** in the menu bar on the bottom of the screen.



2. *Add meeting details.* If you are creating the event for office hours, or to be able to use the link to invite a rotating group or individuals, you can add yourself as the only required attendee. If you are setting up a re-occurring meeting where the same people will join each week, you can add those individuals as well. NOTE: If using this event for office hours, or one-on-one settings, we recommend only adding yourself as a required attendee. Once you add individuals as required, they will always see the chat and get notifications for this meeting.

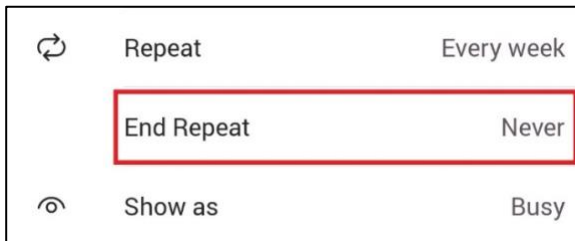


NOTE: We recommend creating a meeting description that is applicable for all of the re-occurring meetings, and not specific to an individual event.

3. Select how often you want the event to be re-occurring by selecting **Repeat** then the appropriate setting.



4. Select the **End Date** for the appropriate date for the last time your re-occurring meeting will occur.



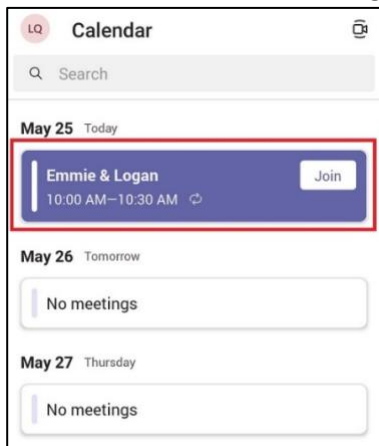
5. Select the **check mark** in the top left-corner to save.



Sharing Your Re-Occurring Meeting

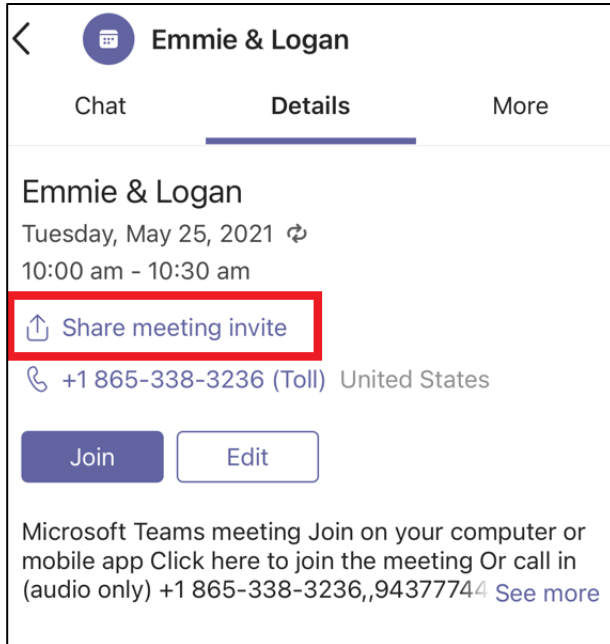
To get a link to the meeting, go to your Teams calendar.

1. Find the scheduled re-occurring meeting.



2. Click on the meeting.

3. Select **Share Meeting Invite**



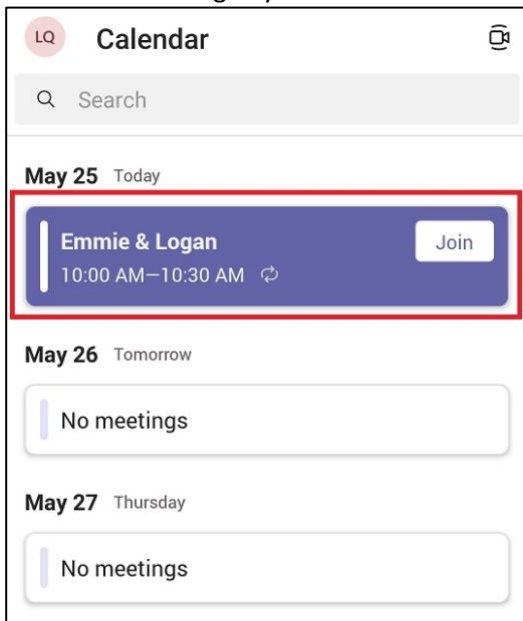
4. Select how you want to share the link and the link will automatically be copied into the message of your selected delivery method.

Editing Your Re-Occurring Meeting

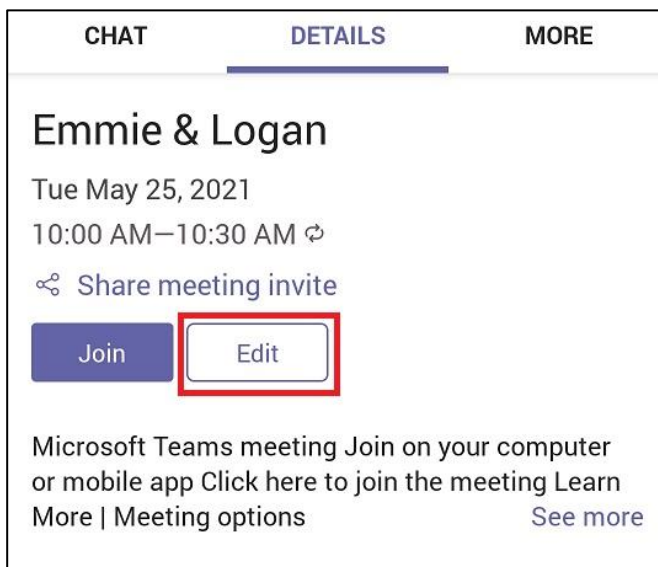
If you need to edit your meeting, you can do so to either one specific occurrence or the entire series. For instance, if you wanted to move your office hours for the entire semester, you would select “Edit > Series” but if you simply wanted to cancel one meeting due to illness you would select “Edit > Occurrence.”

Editing

1. Select the meeting in your Teams calendar.



2. Select **Edit**.



3. Change the *meeting details* that need to be changed and select the **check mark** in the top right corner to save.