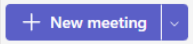
Create a Microsoft Teams link for my Starfish Locations

Step	Directions
The following steps walk you through how to create a Microsoft Teams link, which will be used to replace your Personal Zoom Room Link.	
1	In the Microsoft Teams app, click on the calendar icon on the left-hand side
2	Click 
3	Add a **meeting title**
4	Schedule this meeting for early morning on a weekend, to avoid interruption of actual student appointments
Helpful Hints: • Ensure "Online meeting" is toggled on • If you need to include a backup advisor to be able to access the meeting, you can add them as **optional** attendees • You only need to make this meet reoccurring if you allow students to call in to the video using the Microsoft- generated phone number	
5	Click **Save** in the top right corner
Due to the length of Microsoft Teams meeting links, you'll need to create a GoLink to fit within the allotted space in Starfish. The following steps walk you through how to obtain the meeting link and create a GoLink to use for your virtual Starfish location.	
6	In the Microsoft Teams desktop app, click on the meeting you just created and copy the link
7	Navigate to go.uncg.edu in a browser window and click **Make a GoLink**
8	Update the **Link Type** to "**Specify my own link text**"

Instructions are continued on the next slide

Starfish Support:
Starfish@uncg.edu

Create a Microsoft Teams link for my Starfish Locations

Step	Directions
Steps continued:	
9	Update the **short link** to your desired name (Ex: Meet-With-Spiro)
10	Update the **target URL** with the link you copied from your meeting in Microsoft Teams
11	Click **Submit**
Due to the default settings in Microsoft Teams, please follow the steps below to ensure your settings for your newly created meeting link comply with FERPA regulations.	
12	Copy and paste the GoLink you just created, into your browser
13	Follow the on-screen prompts to open the teams video call, click **Join Now**
14	Once the call opens, click … **More**, click **Settings**, click **Meeting options**
15	Update who can bypass the lobby in the drop down, to **Only organizers and co-organizers.** This is an important setting for FERPA compliance!
16	Update who can present to **Everyone**
17	Update the Meeting chat to **Off.** This is an important setting for FERPA compliance!
18	Click **Save**
For assistance with adding your go link to a Starfish location please see our "Add Office Hours Locations" how to guide	