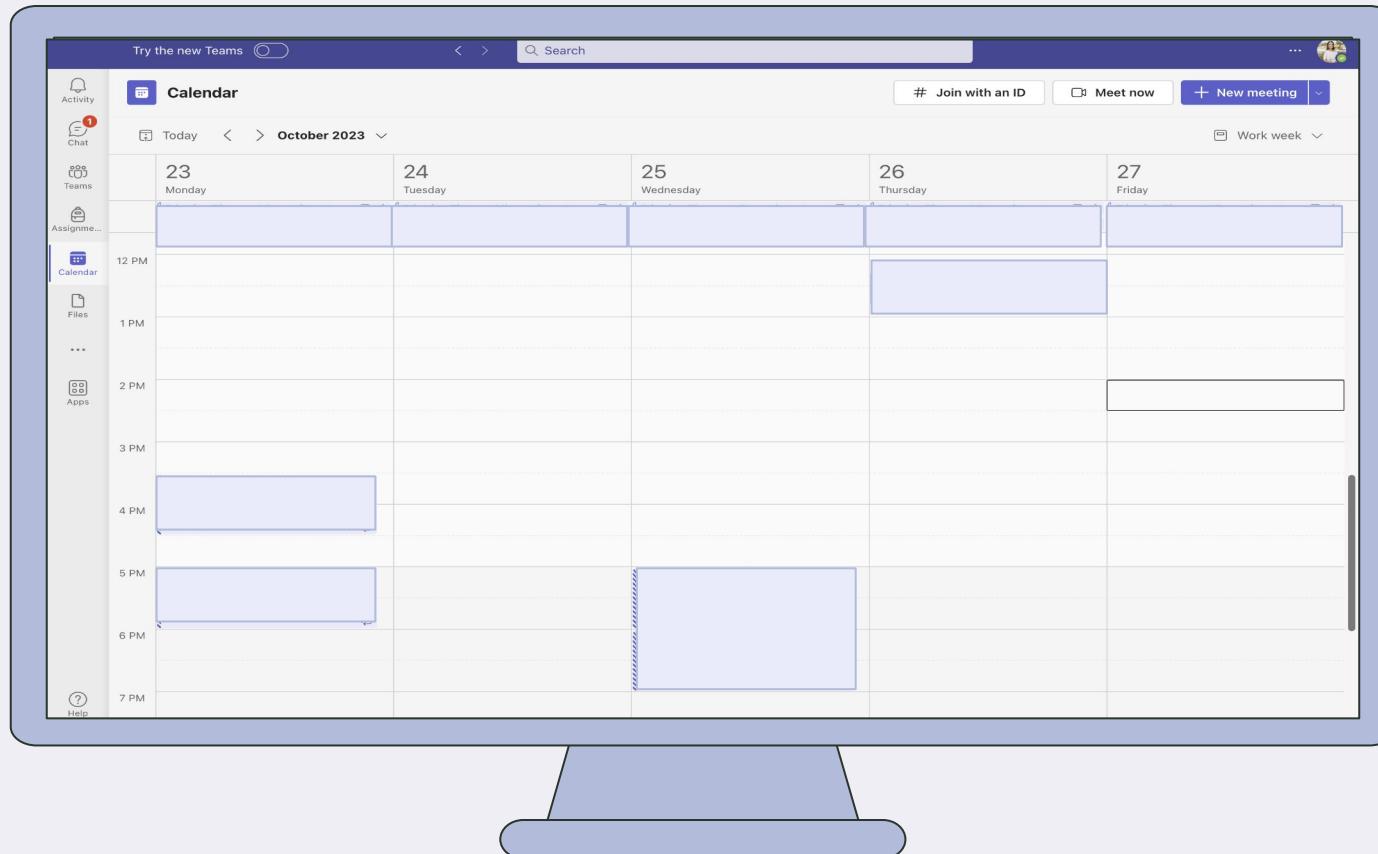


# **How To: Scheduling the Presentations on Teams**

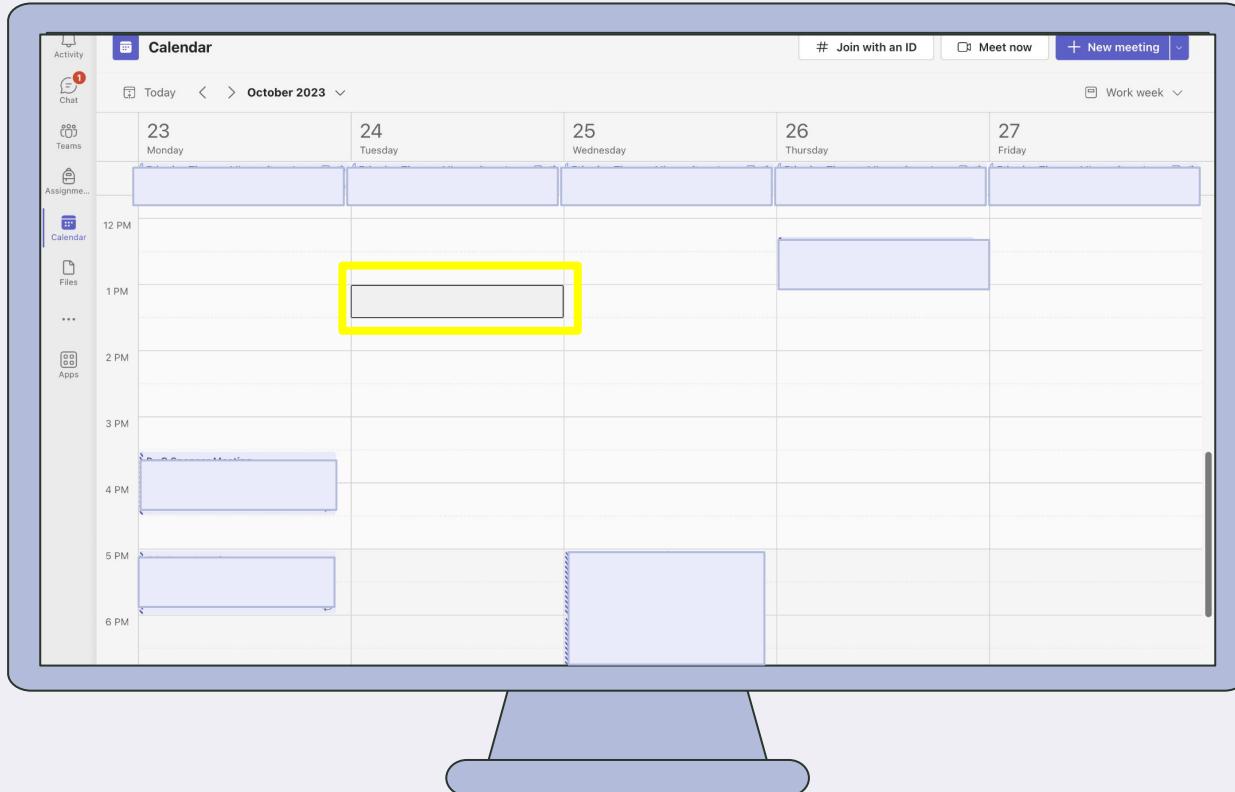
From the Admin TAs

# Step 1: Go to the Calendar on Teams



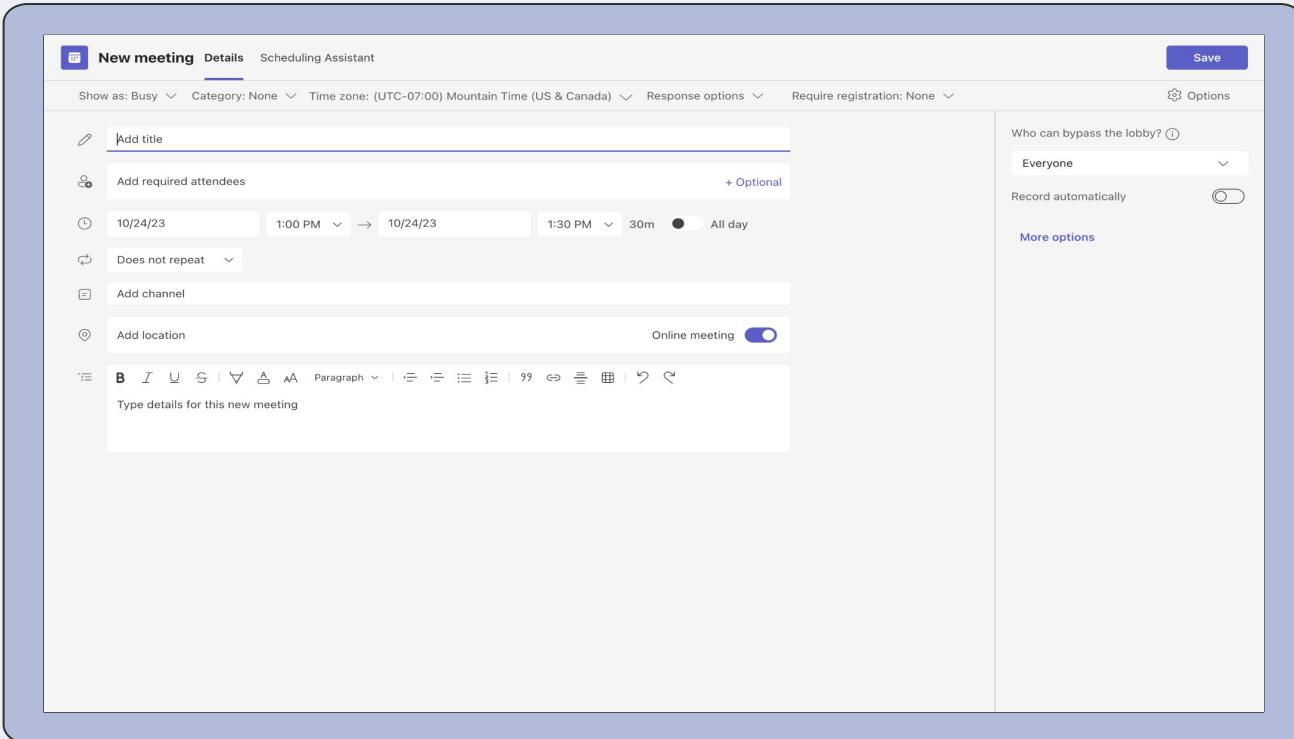
# Step 2: Select the Time of Your Presentation

Please note:  
the highlighted  
box is an  
example time.  
Schedule  
according to  
your time.



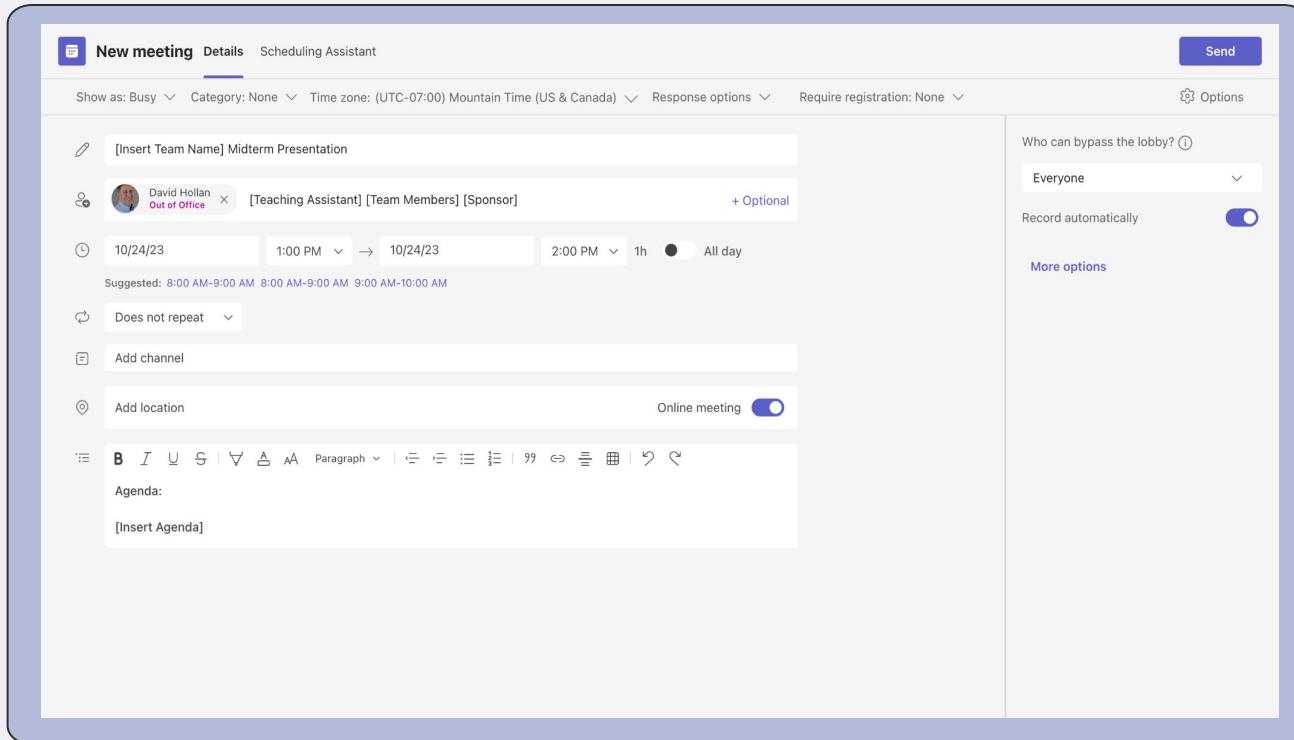
# Step 2 . Part 2

Please note:  
After clicking  
on the time  
for your  
Midterm or  
Final  
Presentation,  
this screen  
should pop  
up.



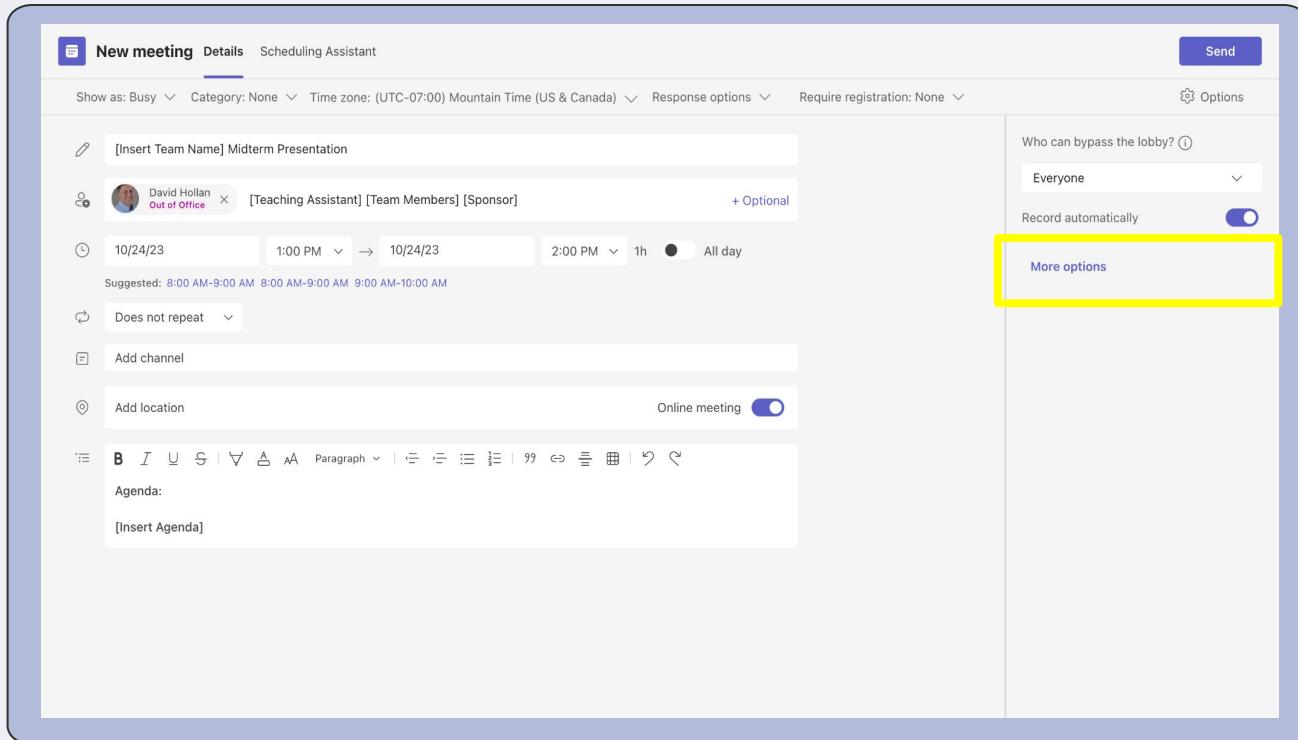
# Step 3: Fill out Meeting Details

Please note:  
Fill in the []  
with your  
team's  
information.  
Also, please  
click the  
record  
automatically  
button. For  
the Final  
Presentation,  
adjust the  
meeting title.



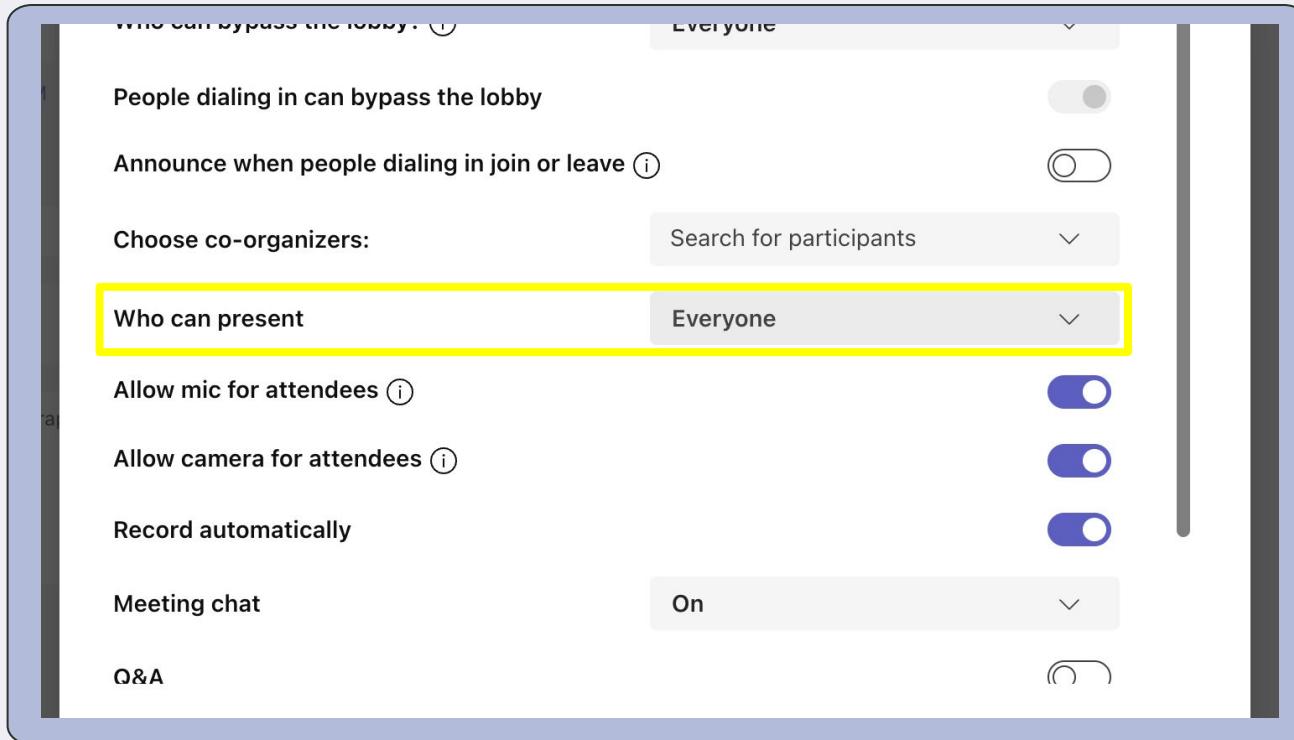
# Step 3 . Part 2

Please note:  
Click on  
“More  
Options.”

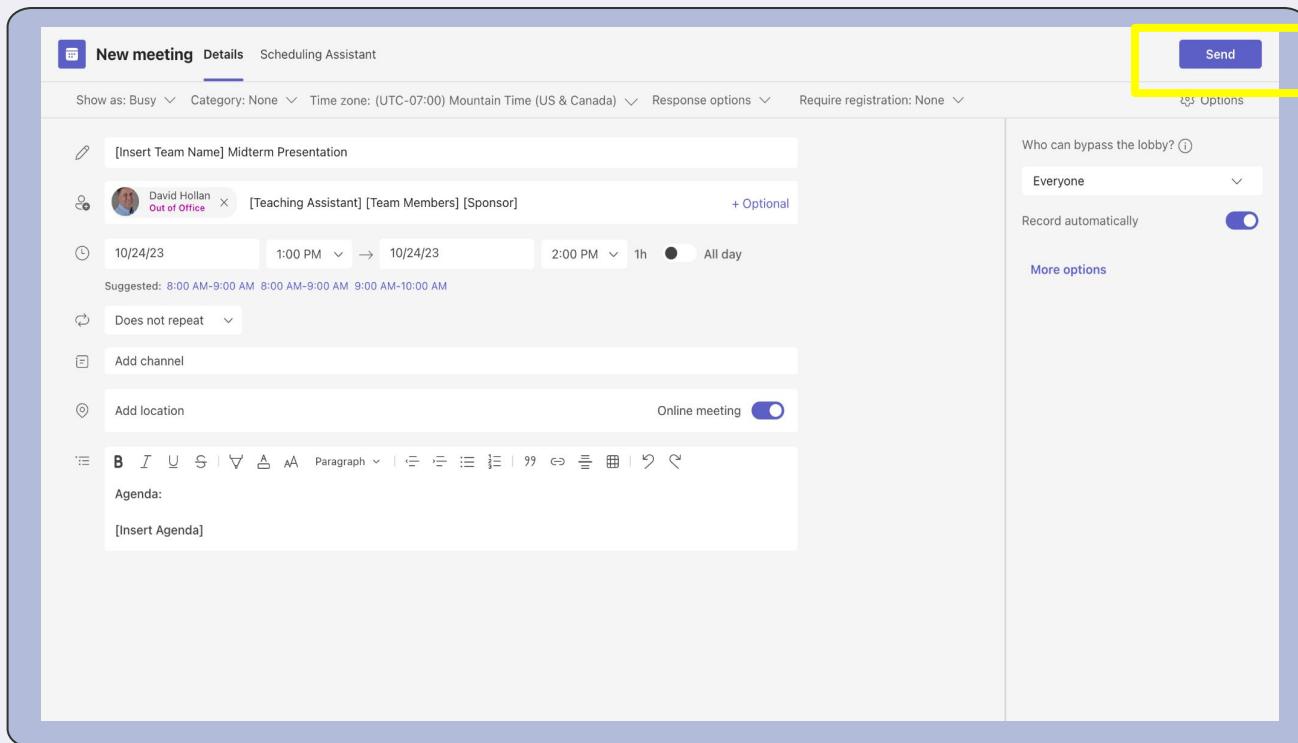


# Step 3 . Part 3

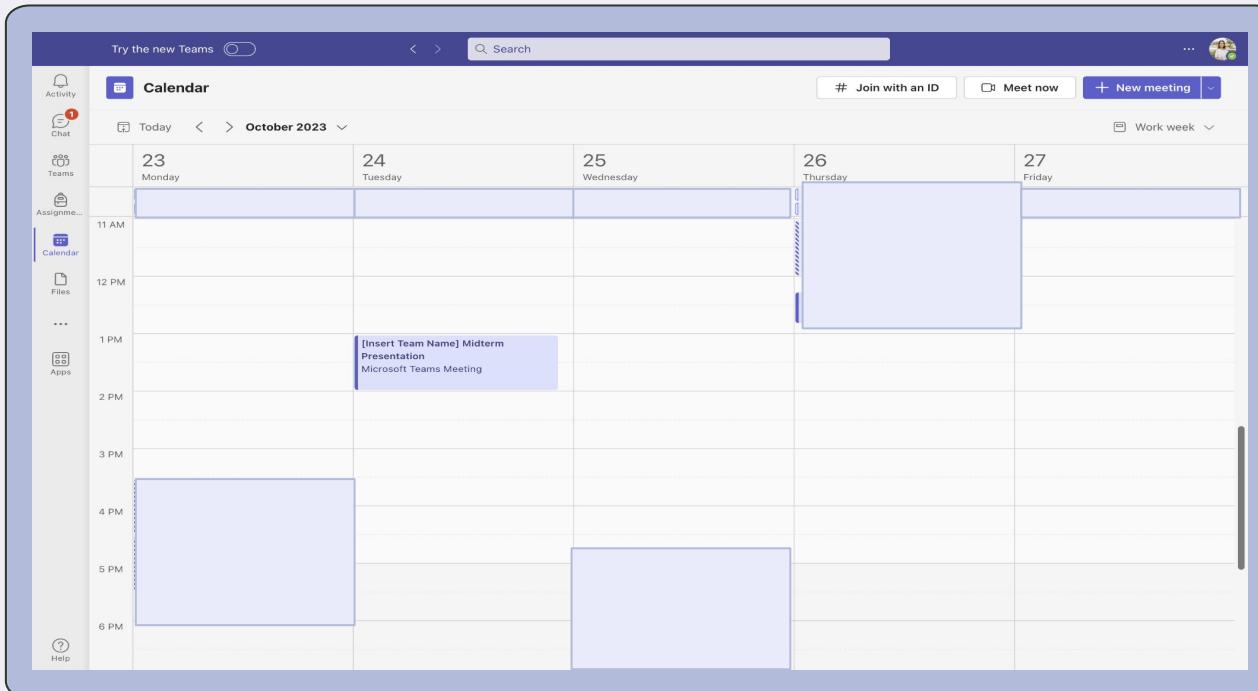
Please note:  
Make sure  
“Who can  
present” is  
set to  
everyone.



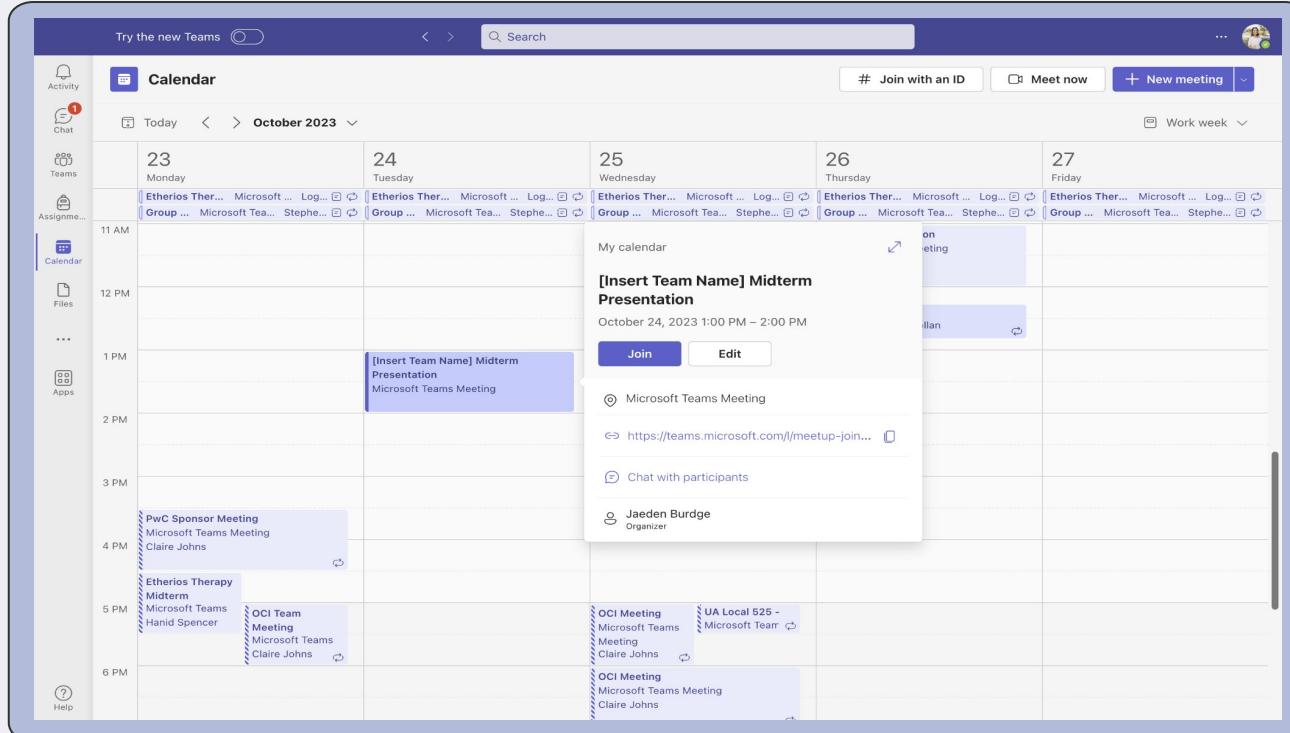
# Step 4: Click Send



# Step 5: Return to Your Calendar

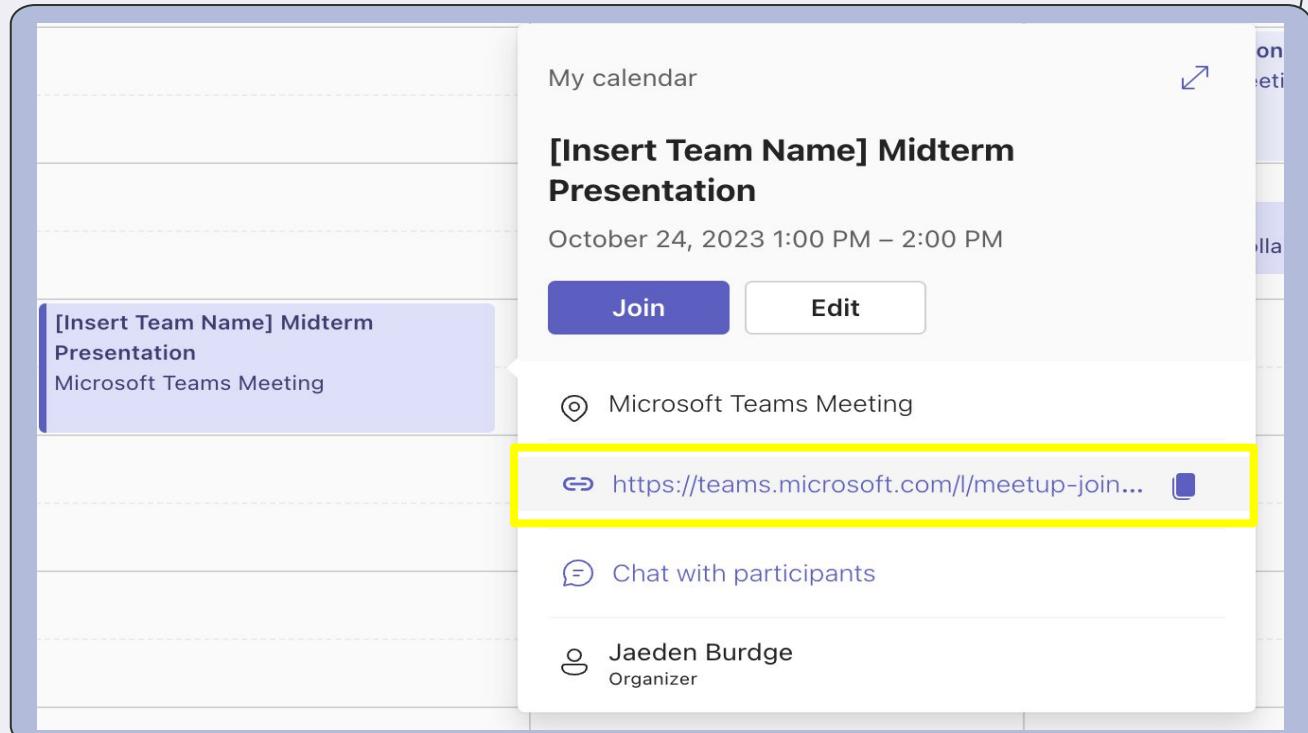


# Step 6: Click on the Meeting



# Step 7: Upload Important Information to the OCI Dashboard

Please note:  
Copy and paste  
this information  
into the “Meeting  
Link” section on  
the OCI  
dashboard.





**Good luck on the  
Presentations!**