

## Teams Meetings Formats and Creating a Class: Functions and Permissions

Mohawk College uses **Teams Meetings**- a component of Microsoft Teams- to provide real-time web conferencing functionality for general communication and for all courses that require a synchronous channel.

This document describes the five Teams Meetings **Formats**, with a specific focus on the **Class** format.

There are other documents and videos in this series, including guides for creating and configuring a Teams Meeting Within MyCanvas, a Basic Features guide, and Advanced Guide, and a feature comparison with Zoom.



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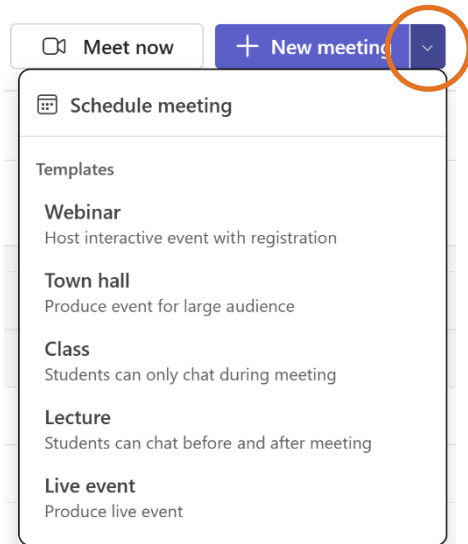
## Teams Meetings Formats- Overview

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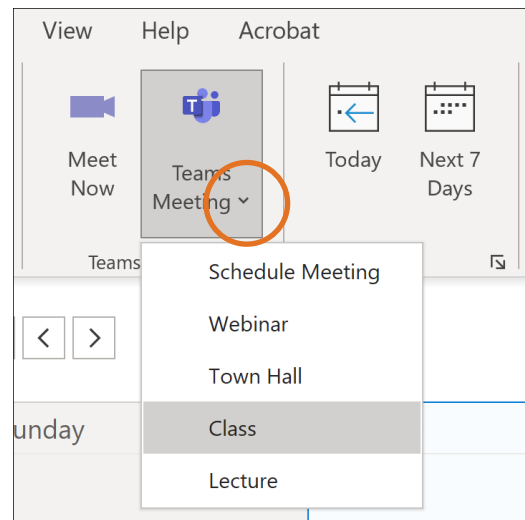
Throughout the Zoom-to-Teams Meetings transition (Spring/Summer 2025) the most heavily promoted method for instructors to add a Teams Meeting to a course involved creating the meeting using the MyCanvas/Teams Meeting integration in the Rich Content Editor.

While this method follows a simple workflow and produces a meeting with features and user permissions that are suitable for many use cases, some instructors find that their students can access too many features and have unexpected functionality in these meetings. You may agree and may find it worthwhile to explore other methods.

Currently there are up to five different **formats**, or types of Teams Meetings that you can create using your Teams or Outlook calendars. While all have purpose, it is the **Class** format may be best suited for general academic use due to its default options and the end user role and permissions.



Creating a new Meeting in the Teams calendar



Creating a new Meeting in the Outlook calendar

These different meeting formats are created in the Teams or Outlook calendars by clicking the caret on or beside the **New Meeting** button on the toolbar or ribbon, and choosing the desired format. See [Creating a Teams Meeting Class](#) (below).

Note: Due to inconsistencies between Outlook versions, it is recommended that you create meetings using the **Teams** calendar.

## User Roles, Permissions and User Functionality

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Any participant in a Teams Meeting uses a set of permissions that determines the available functionality- what the user can and cannot do- and these permissions are bundled into a **Role**.

For example, as the instructor of a course you will create Teams Meetings, and as such are assigned the role of **Organizer**. The Organizer has the highest level of permissions; for example, the Organizer can configure the options for the Meeting, like if the recording is automatic, or if participants can chat or share their screen.

Once other users join a meeting, they also assume a role, **Presenter** and **Attendee** being the most common. Presenters have a relatively broad range of permissions, while an Attendee is more controlled. For example, a Presenter can share their screen, allow other users into the meeting from the Lobby, record, and end the meeting. An Attendee must be allowed in from the Lobby, and generally has lesser functionality and options.

Often, users who are not in your class or who are joining the meeting using a non-Mohawk account are Attendees. The **Organizer** (you) or a Presenter can always upgrade an Attendee to a Presenter, via the Participants panel.

When you use the current (Spring/Summer 2025) MyCanvas/Teams Meeting integration to create your Meeting and the join link, you will be the **Organizer**, and any others joining the meeting via the link will be **Presenters**. Some instructors find that the Presenter permissions are generally too high- too “permissive”- and would prefer that the role for students includes somewhat fewer features. Many instructors find that the role of **Attendee** for students aligns better with their expectations and needs.

Ultimately the functions that a student can and cannot access in a meeting is determined by two things: the student’s **Role**, and the **Meeting Options**. Generally, we suggest that instructors (“Organizers” in Teams Meetings) adjust the Options for their meetings, to ensure that their students have the desired functionality and nothing undesired.

## Permissions at a Glance

Here’s a detailed breakdown of select **participant permissions** across the various Microsoft Teams formats, including user permissions in the most common functions.

Meeting Type	Chat	Recording	Screen Sharing	Lobby Experience	Raise Hand / Reactions	Q&A	Breakout Rooms
<b>Webinar</b>	Limited: Only organizers, co-organizers, and presenters can chat	Only organizers and presenters can record	Presenters can share; attendees cannot	Attendees wait in the lobby unless bypass is configured	Available to presenters and attendees (if enabled)	Available if enabled	Available if fewer than 300 attendees

Meeting Type	Chat	Recording	Screen Sharing	Lobby Experience	Raise Hand / Reactions	Q&A	Breakout Rooms
<b>Town Hall</b>	Limited: Attendees cannot chat unless enabled (Teams Premium)	Only organizers can record	Only organizers and presenters can share	Attendees wait in the lobby; organizers control entry	Limited or disabled for attendees	Available if enabled	Not available
<b>Class</b>	Full chat access for students and teachers	Teachers can record; students typically cannot	Teachers and students (if allowed) can share	Students typically join directly	Fully available	Not typical	Fully available
<b>Lecture</b>	Limited: Usually presenter-led, chat may be restricted	Teachers can record; students usually cannot	Teachers can share; students usually cannot	Students may wait in lobby depending on settings	May be limited depending on setup	Not typical	May be available
<b>Live Event</b>	No chat for attendees; Q&A only if enabled	Only producers can record; attendees cannot	Only producers can share	Attendees join directly; no lobby	Not available for attendees	Available and often used	Not available

## Formats- User Experiences and Default Behaviours

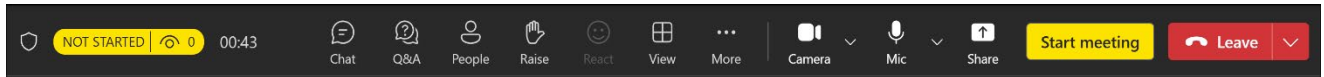
The following describes the currently-available Teams Meeting formats, and their **default** behaviours and user experiences. Note that the **Meeting options** for most of these formats can be adjusted.

### Webinar

The **Webinar** format is designed for structured events with up to 1,000 attendees. Attendees have limited interaction and are mostly passive. Registration is supported/required.

- After clicking the URL, all users- instructors and students- must register, supplying their first and last name and email address and agreeing to the terms.
- Shortly after submission, the user will receive an email supplying the **Join event** link.

- Join the meeting. By default, the meeting has not **started**, and students are waiting with a message: “This meeting will start shortly”. When ready, the instructor (Organizer) starts the meeting by clicking the **Start Meeting** button.



Organizer's toolbar showing the Start Meeting button

- Once started, all other users who are waiting will automatically join the meeting and assume the **Attendee** role. The **Start meeting** button turns into an **End event** button.
- When students join the meeting, their microphones and cameras are **OFF** and cannot be turned on.
- Students cannot share their screens or windows.
- You (the Organizer) can grant permission via the participants panel for **individual** students (one at a time) to use their microphone and/or camera and/or to **Share**. Share permission is given when the Attendee is elevated to a Participant.
- Students in the Participant role have access to the **End event** button. Clicking this button ends the meeting for all Attendees, and all others will be placed in the Green Room.
- Students use the standard features- Reactions, Raise Hand, Chat, or the Q&A- to communicate, provide feedback or request camera and/or microphone access.
- Student users cannot share the link outside of the webinar.
- The meeting is automatically recorded, with transcription **ON**.
- If you remove a student (via the Participant panel) the attendee is dropped from the webinar but offered the ability to rejoin.

## Town Hall

The **Town Hall** format is ideal for large-scale broadcasts. Interaction is minimal, and Attendees are view-only, and only organizers can present. Interaction is minimal unless Q&A is enabled.

- Like with the Webinar, the meeting needs to be **started** for users to participate. Until then, participants are in the Lobby and see the message: “The event isn’t live right now”.
- Once you (the Organizer) start the “event”, participants are automatically moved into the meeting in the **Attendee** role.
- Neither you or the attendees have any indication of who is attending the meeting, other than a displayed numerical value on the People button.
- You (the Organizer) have **Chat** on the toolbar but attendees cannot see chat messages.
- Attendees cannot access Chat or Reactions, but can participate in the **Q&A**.
- You (the Organizer) will not see alerts when content is added to the Q&A. If this format is used, it may be helpful to include/add a Moderator (for the Q&A content).
- Users outside the Mohawk College organization cannot join a Town Hall.

## Class

In a **Class**, instructors have full control, and students can interact freely. Students can chat, and can screen and window share **when allowed**. The Class is interactive, designed for education, and may be the most appropriate meeting format for general course delivery needs due to the specific default options and user permissions. **If you are concerned about the high default permissions provided to students when using a meeting created via the MyCanvas/Teams Meeting integration, a Class is the appropriate Meeting format for you.**

Like with most Teams Meetings, the dates and times you've entered when creating the meeting do not actually determine the availability of the meeting. For example, a meeting scheduled to end on Tuesday will still be available on Saturday. This means that a single meeting, with a single link, can service most meeting needs for a course.

Characteristics of a Class:

- After joining, all students are in the Lobby and see a message: "<your name> you're early".
- When ready to begin, you (the Organizer) can **Admit All**, or individuals, via the button on the Participants panel.
- The default user is an **Attendee**. This is perhaps the most significant difference between a Class, and the type of meeting that is created via the MyCanvas /Teams Meeting integration.
- By default, if students have camera and microphone on when they join, those tools remain on in the meeting.
- Attendees (students) do **NOT** have the default permission to **Share** screens or windows.
- You (the Organizer) can elevate (via the **Participants** panel) a user- one at a time- to the Presenter role so that they can **Share**.
- You (the Organizer) can **Mute All** microphones via the button on the Participants panel
- The default setting/option for the Meeting Chat is "**in meeting only**", meaning that users cannot continue in the chat in Teams outside of the meeting.
- You (the Organizer) will not receive notification that someone is in the Lobby if the Participants Panel is open.

## Lecture

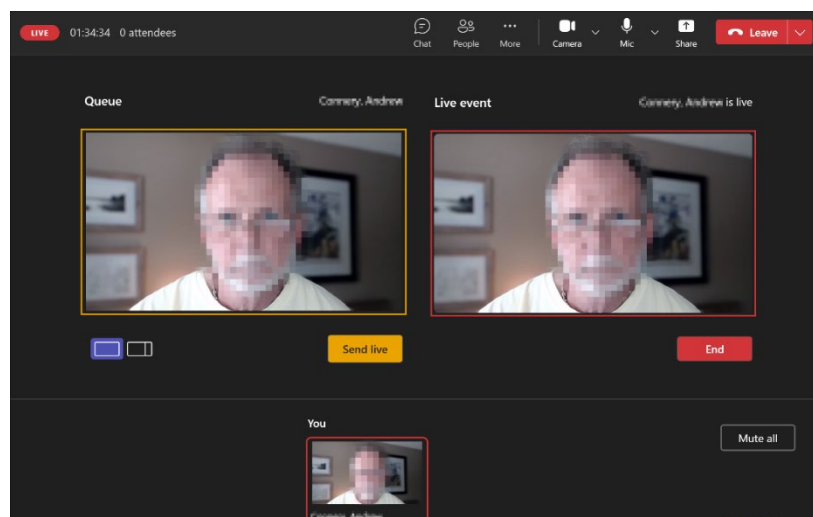
The **Lecture** format is semi-interactive, very similar to Class but with more limited student interaction. It is designed primarily for presentations, in which students mostly view only. A principal difference between it and the Class format is that Chat is always available.

- After joining, all students are in the Lobby.
- When ready to begin, you (the Organizer) can **Admit All**, or individuals, via the button on the Participants panel.
- The default user is an **Attendee**.
- If students join the meeting with camera and microphone on, those tools remain on in the meeting.

- You (the Organizer) can **Mute All** microphones via the button on the Participants panel.
- Students (Attendees) cannot share, but you (the Organizer) can elevate the permissions via the Participants panel to allow for screen and window **Share**.
- The default setting/option for the Meeting Chat is **ON**, meaning that users can continue to chat in Teams outside of the meeting.
- The meeting is open to anyone with the link. The Organizer and all others will receive a Teams alert when a user has joined the Lobby.

## Live Event

The **Live Event** is designed for one-to-many communication. Attendees are view-only, and producers manage all the content.



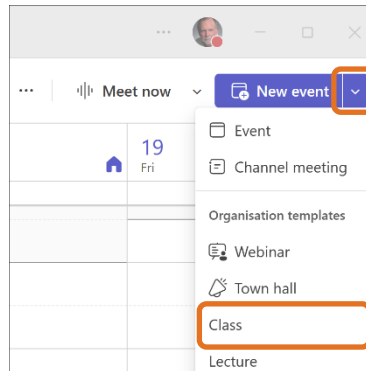
Organizer's interface during a Live Event, showing the Queue and Live windows

**Note:** The Live Event format may soon be replaced by the **New Town Hall** format. When creating a Live Event, Teams states that the Town Hall format allows you to “do more, like send invites automatically and show up to 7 presenters on screen” and provides a link to create a Town Hall.

- For the Organizer and all other users, the meeting displays a message: “The live event hasn't started” until the start date/time is met.
- There is no Lobby. Similar to the Webinar and Town Hall, the meeting needs to be **started** for users to participate.
- You (the Organizer) queues participants by dragging their feeds to the Queue window, and clicking the **Send Live** button. You then start the meeting by clicking the **Start** button.
- Users are automatically moved into the meeting. Note that there will be a 10 – 20 second time delay.
- There is no indication for Organizers or Attendees who is in attendance.
- The meeting ends when the Organizer clicks the **End** button.

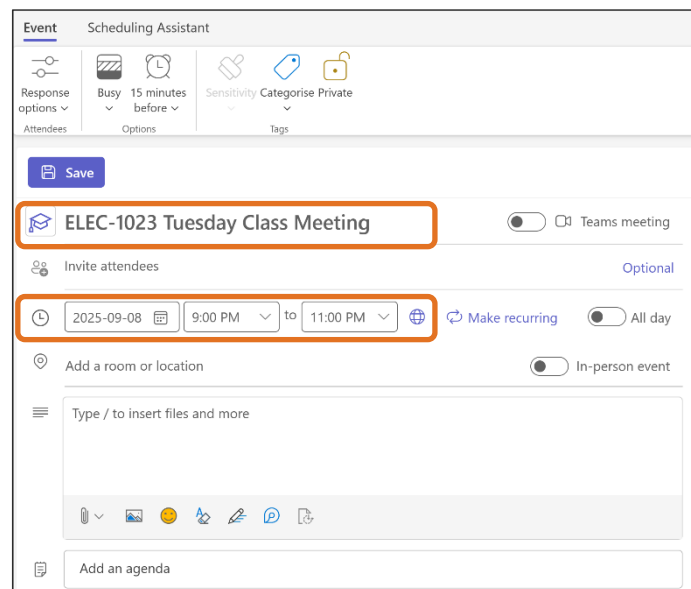
# Creating a Teams Meeting Class from Your Teams Calendar

Follow these instructions for creating a new Class Meeting from Teams.



Choose Class from the dropdown menu

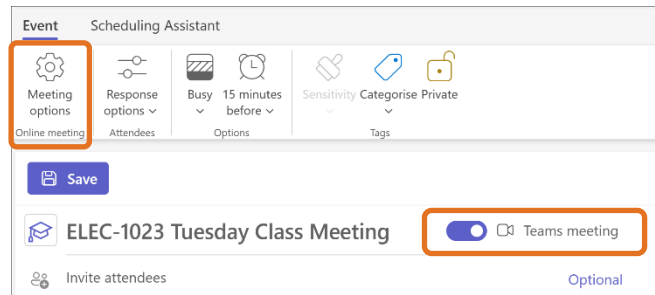
1. In your Teams Calendar, click the dropdown selector beside the + New Event button, and select **Class**.



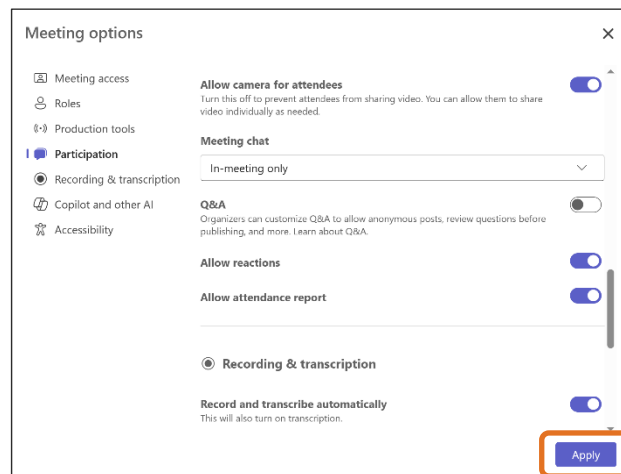
2. Enter an appropriate **title**- it's best to include a unique course name or course code- and choose the **date, start and end times** for your meeting. Remember that the dates and times you enter when creating a meeting do not restrict access; your new Class Meeting will be open indefinitely.



3. Optionally, enter other information on the form as desired. e.g. a room option, file attachments, or additional information.

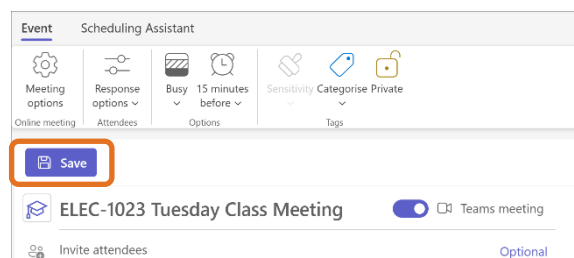


4. Once you turn **ON** the Teams meeting option, the **Meeting options** button will appear on the toolbar. Click the **Meeting options** button.
  - At a minimum, familiarize yourself with the default options.
  - Adjust options as desired. As an example, you may wish to add **Co-organizers**, turn off students' ability to **Share** their screen, change **Meeting chat** to **In-meeting only**, or enable automatic **Recording**.



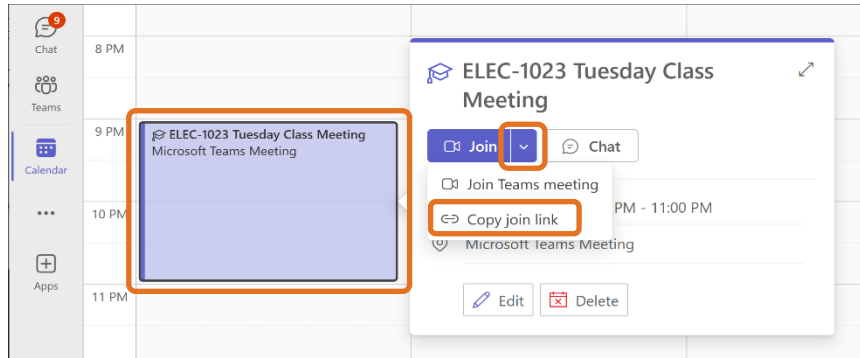
Click the Apply button after updating the settings

5. When you're satisfied with the information on the form and the options, click the **Apply** button. Note that you can always enter and adjust the options in the future if desired or needed.



6. When you've completed the form, click the **Save** button.

7. Find the new meeting in your **Teams Calendar**, and click to open it.

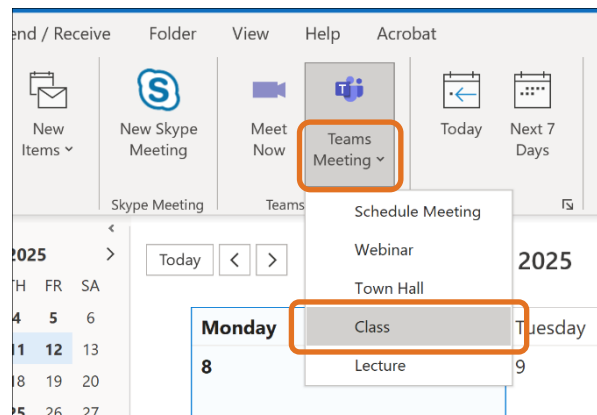


Copy the link by clicking the **Copy join link** button

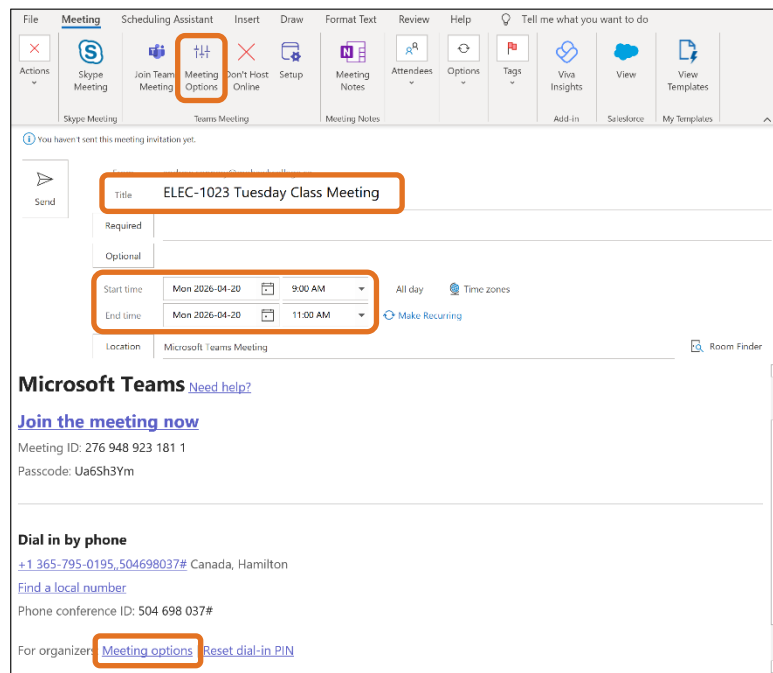
8. Copy the address of the meeting by clicking the dropdown selector beside the **Join** button and selecting **Copy join link**. For instructions on adding the link to your MyCanvas course, jump to **Adding the Meeting to Your Course and Providing the Link**.

## Creating a Teams Meeting Class from Your Outlook Calendar

Follow these instructions for creating a new Class Meeting from **Outlook**.

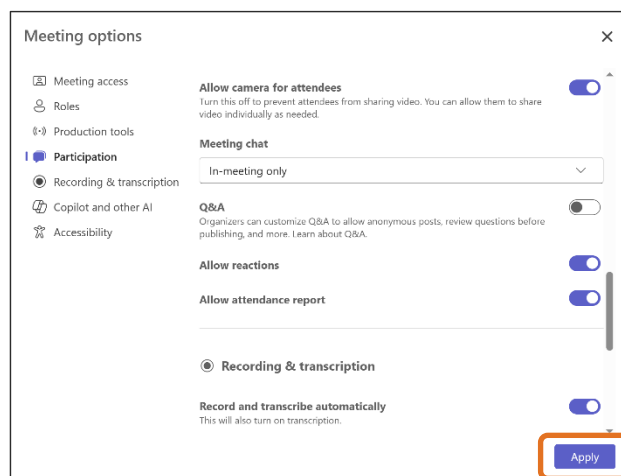


1. Launch your Outlook Calendar, click the dropdown selector on the **Teams Meeting** button in the upper ribbon, and choose the **Class** option.



Enter the meeting title and dates. Note the two different areas for Meeting Options

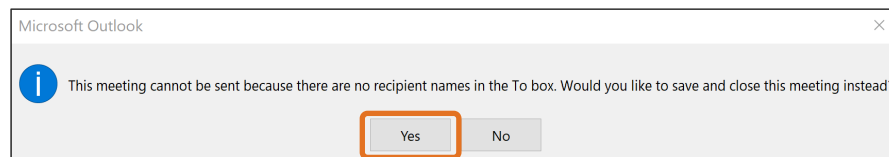
2. Enter an appropriate **title**- it's best to include a unique course name or course code- and choose the **date, start and end times** for your meeting. Remember that the dates and times you enter when creating a meeting do not restrict access; your new Class Meeting will be open indefinitely.
3. Optionally, enter other information on the form as desired. e.g. a physical location option. You may want to add co-presenter names in the **Required** field.
4. Click the **Meeting options** button on the upper ribbon, or Ctrl-click the **Meeting options** link at the bottom of the form.
  - At a minimum, familiarize yourself with the default options.



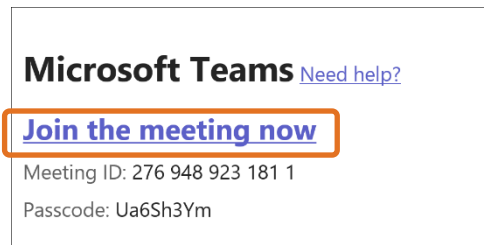
Click the Apply button after updating the settings

- Adjust options as desired. As an example, you may wish to add **Co-organizers**, turn off students' ability to **Share** their screen, or enable automatic **Recording**.
5. When you're satisfied with the information on the form and the options, click the **Apply** button. Note that you can always enter and adjust the options in the future if desired or needed.

6. When you've completed the form, save the settings by clicking the **Send** button.



7. If you did not enter any names in the Required or Optional fields, you will receive the "This message cannot be sent..." alert. Click the **Yes** button to complete the action.
8. Find the new meeting in your Outlook Calendar, and double-click to open it.



9. On the meeting information form, locate the **Join the meeting now** link and copy it to the clipboard. Right-click on the link text, and choose **Copy hyperlink**.

## Providing the Link in Your Course

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Once the link to the meeting has been captured to your clipboard, there are a number of ways that you can provide the link to your students.

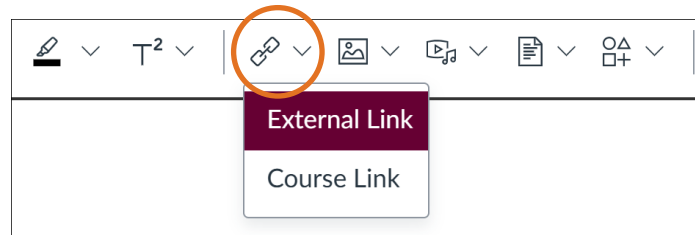
- The most common way is to edit an existing **Page**, or create a new Page, and paste in the link. You can dress the link by hiding it under some text e.g. "Click this text to join the

meeting” or an image, effectively creating a button. You can also do the same if creating the link in an Announcement.

- You can create a **new Item** in a Module, and add the link as an External URL.
- You can also provide the link(s) in the MyCanvas **Calendar**.

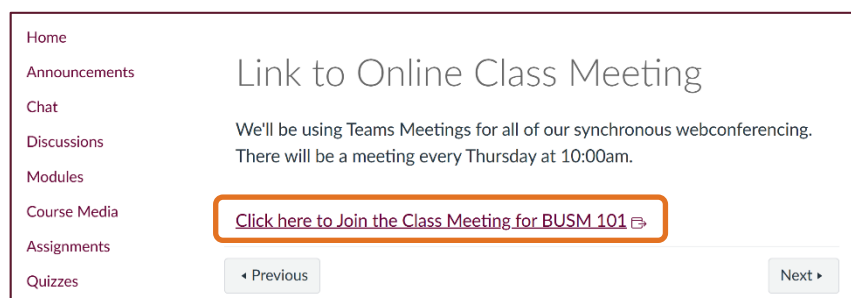
## Add the Link to a Page

1. Open the Page or Announcement in which you want to include the link for students, by clicking the Edit button. Alternatively, create a new Page, Announcement, or other component.
2. On a new line, **paste** the link that you copied from the Teams or Outlook Calendar previously.
3. You can also dress the link by hiding it under some text e.g. “Click this text to join the meeting” or an image, effectively creating a button.



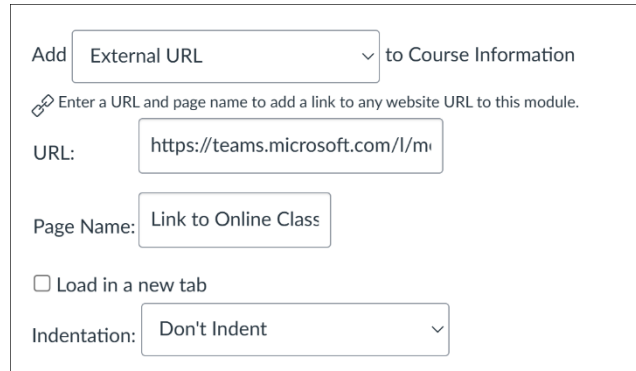
After selecting some link text or an image, add the link using the Rich Content Editor

- Enter some appropriate text e.g. “Click to Join the Class Meeting for BUSM 101”. Highlight the text, select the **Links** button on the toolbar, choose **External Link**, and paste the URL on the clipboard.



A Page after a link has been added to some descriptive text

## Add the Link to a Module



Add External URL to Course Information

Enter a URL and page name to add a link to any website URL to this module.

URL:

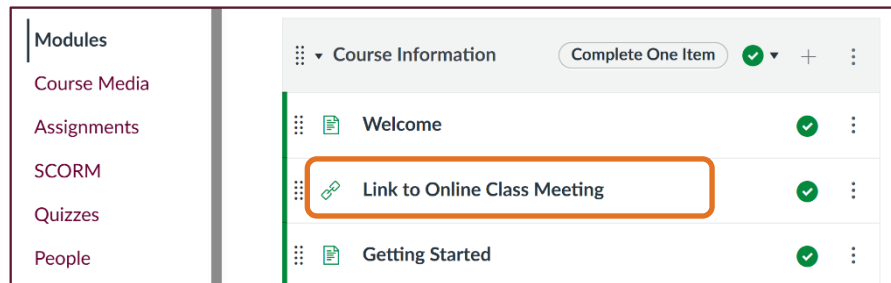
Page Name:

Load in a new tab

Indentation:

Add the link as a new Module item

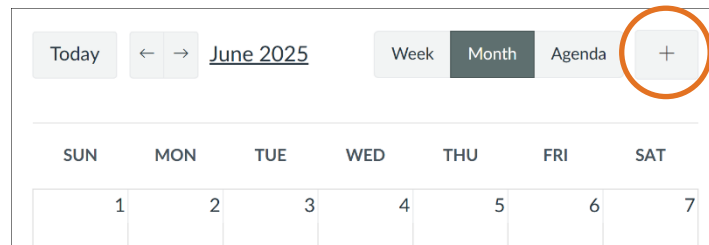
1. If you are adding the link as a **Module item**, click the **+** button in the Module, and choose to add an **External URL**. Paste the link into the URL field and enter a Page Name.



A view of a Module after the link has been added

## Add the Link to the Calendar

1. Enter the Calendar from the Global Navigation Menu.



Create a new event in the Calendar

2. Click the **+** button to create a new event.

3. On the **Edit Event** screen, choose the **Event** tab and enter the necessary information- title, date, start/end times, frequency, etc.

The screenshot shows the 'Edit Event' form with the following fields:

- Title:** Class Meeting in Teams Meetings
- Date:** Fri, Jun 20, 2025
- From:** 11:00 AM
- To:** 1:00 PM
- Frequency:** Does not repeat
- Location:** [https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_ZmYx](https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZmYx)
- Calendar:** Blueprint - Introduction to Carbon Capture and Storage

Buttons at the bottom: More Options, Submit

Complete the Event form. Be sure to select the appropriate course calendar

- Be sure to select the appropriate **Calendar** for your course.
- Paste the URL that you copied from the Teams or Outlook Calendar in the **Location** field.
  - This method will provide the URL to your students as text, not as a clickable link. Students will need to copy the text into a browser to access the meeting.
  - You can also enter the URL and other information after clicking the **More Options** button. By providing the link this way, you can make the URL a clickable link, by using the **Link** function in the Rich Content Editor.
  - Be sure to click **Submit** to complete the task.

The screenshot shows the student view of a calendar event with the following details:

- Title:** Class Meeting in Teams Meetings
- Date/Time:** Jun 20, 11am - 1pm
- Calendar:** Introduction to Business
- Location:** Teams Meetings
- Details:** [https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_ZmYxY2QwOGQtOWRjMS00NDg4c3ade22d56f0%22%2c%22Oid%22%3a%2274407caf-7a0c-4630-b612-dfe7db6ab0bd%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZmYxY2QwOGQtOWRjMS00NDg4c3ade22d56f0%22%2c%22Oid%22%3a%2274407caf-7a0c-4630-b612-dfe7db6ab0bd%22%7d)

Example of the student view of a calendar event when the meeting URL is added as a link under More Options