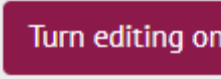VYTAUTAS MAGNUS
UNIVERSITY
EDUCATION
ACADEMY
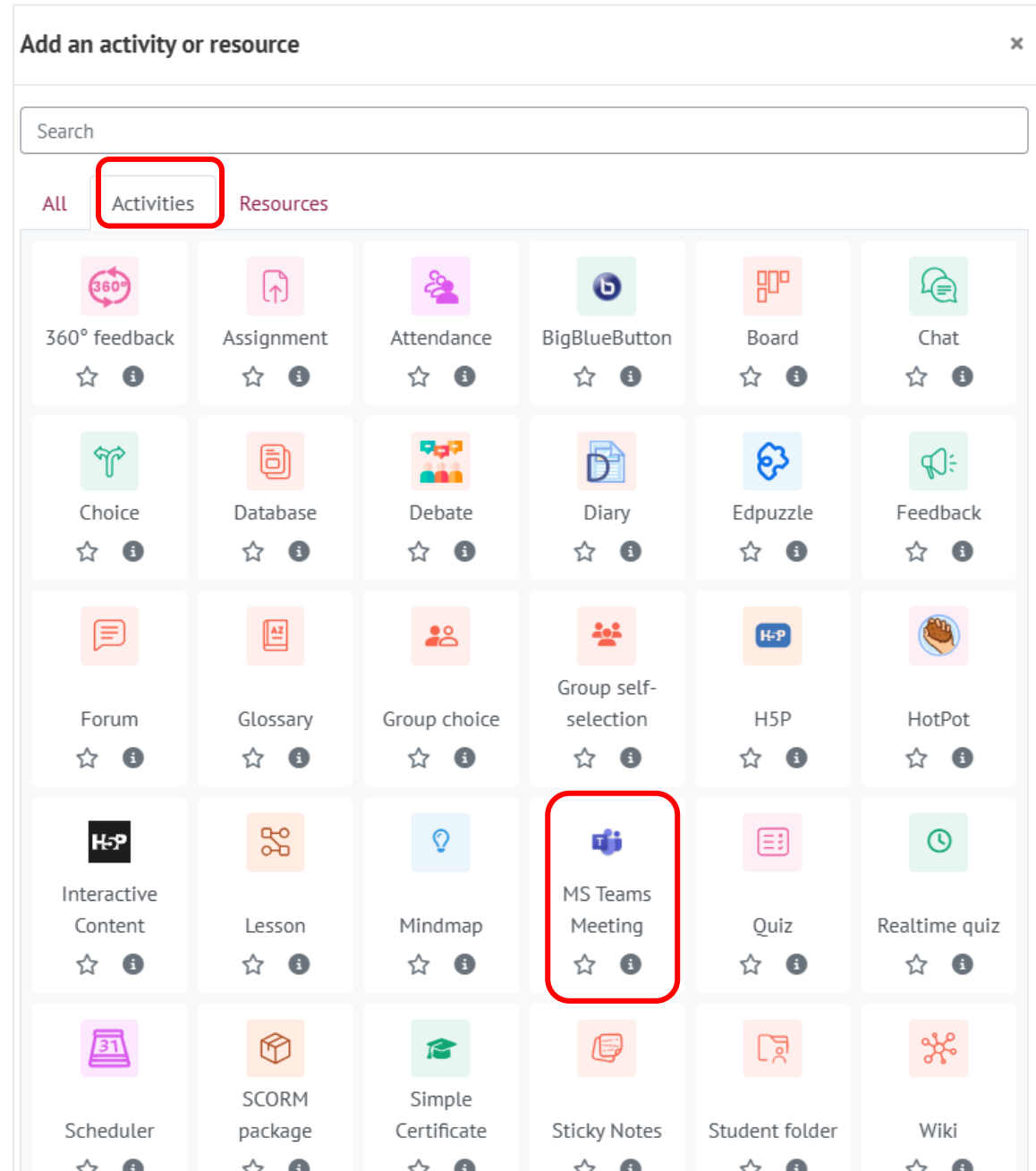
Institute of
Innovative Studies

How to create **MS Teams** meeting room in **Moodle**

Created by:

Vytautas Magnus University Education Academy Institute for Study Innovations

- Login to your VMU Moodle account and go to your course

- Turn editing on **Turn editing on**

- Go to "**Add activity or resource**" and select **MS Teams meeting**

Add an activity or resource

Search

All | **Activities** | Resources

360° feedback	Assignment	Attendance	BigBlueButton	Board	Chat
Choice	Database	Debate	Diary	Edpuzzle	Feedback
Forum	Glossary	Group choice	Group self-selection	H5P	HotPot
Interactive Content	Lesson	Mindmap	MS Teams Meeting	Quiz	Realtime quiz
Scheduler	SCORM package	Simple Certificate	Sticky Notes	Student folder	Wiki

Login to your Microsoft account using VMU email credentials

Press „Create meeting link"

Enter course meeting information and click „*Create*"

New MS Teams Meeting

Expand all

New meeting

Create   Cancel

Room name ABC2020

19 Jan 2026   09:00   →   19 Jan 2026   10:00   1h

When the meeting link is successfully created,

fill in the selected fields.

New MS Teams Meeting

Your Meeting-URL was successfully created.

ˇ General

Name ❗ | Video lecture room |

Meeting-URL ❗ ❓ | https://teams.microsoft.com/l/meetup-join/19%3ameeting_N |

Description

ˇ | Fr ˇ | A ˇ | B | I | ✏ ˇ | ✏ ˇ | ☰ | ☷ | 🔗 | 🔗

Download and install MS Teams app on your computer.

Test a video call

☑ Display description on course page ❓

> Common module settings

> Restrict access

> Completion conditions

> Tags

> Competencies

☐ Send content change notification ❓
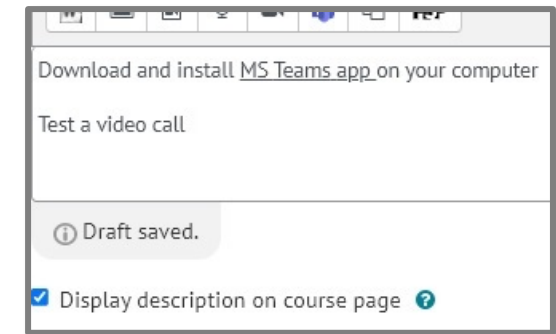
Save and return to course   Save and display   Cancel

Suggestions for filling in the main fields :

1. Write down the text „Video lecture room"

2. In the description section write:
   1. Download and install MS Teams app on your computer
      (Selecting the text „MS Teams app" provide to the link
      https://www.microsoft.com/en-us/microsoft-teams/download-app)
   2. Suggest students making a test a video call.
      (Selecting the text „test a video call" provide to the link
      https://resources.vdu.lt/pdf/pagalba/testcall.pdf)
   3. Select "Display description on course page"

3. Click **Save and return to course**

1.

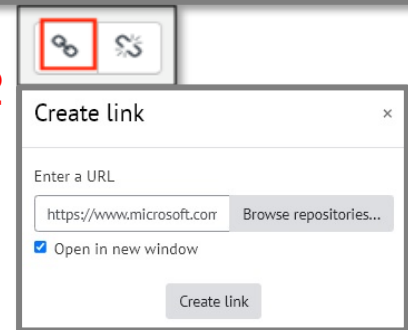
2.

2.3

2.1

2.2

New activity "MS Teams meeting" is created in Moodle and looks like this:

Video lecture room

Download and install MS Teams app on your computer

Test a video call