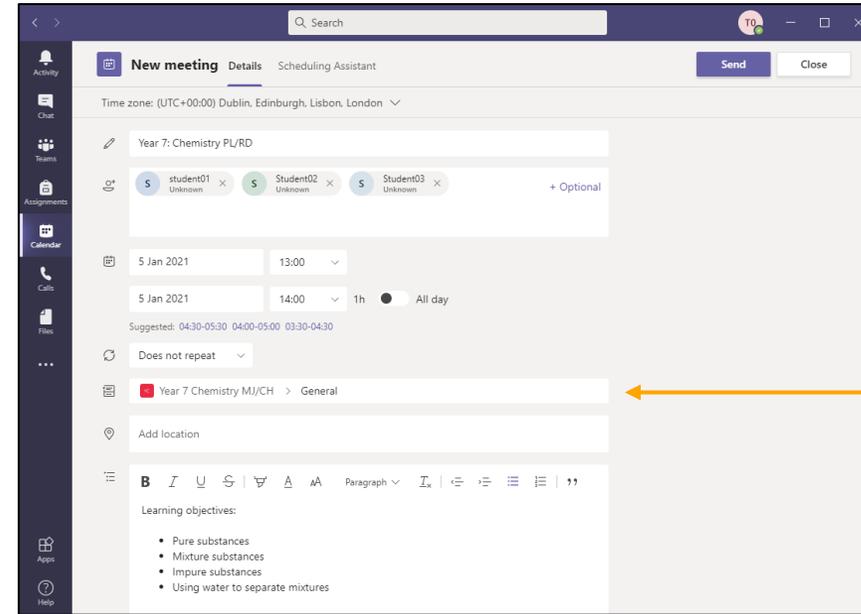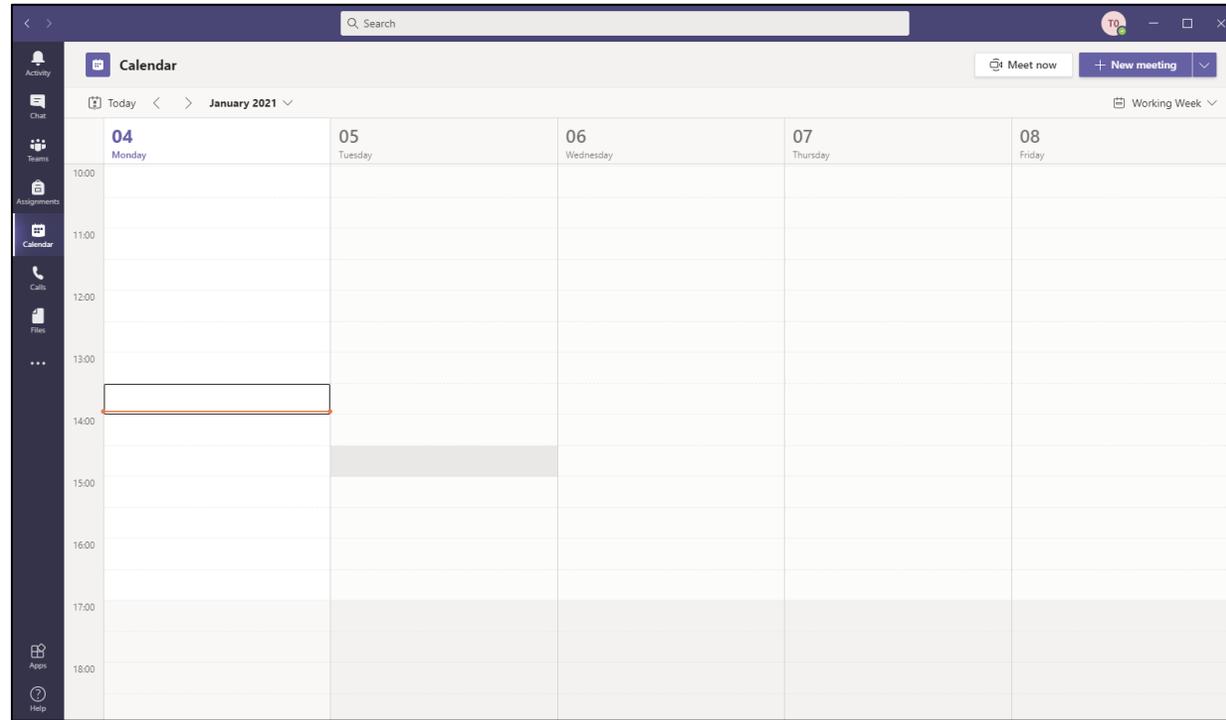# Scheduling a live class in your calendar

Click on **Calendar** in the app bar and then click on the time you want to schedule your virtual class

Give your lesson a name, add your students and confirm the start and end time.

You might want to add the details of the class to the meeting information. Once you're added all the information, click on **Send**.

You can add your Class team and Channel here and your virtual lesson will be posted in that channel
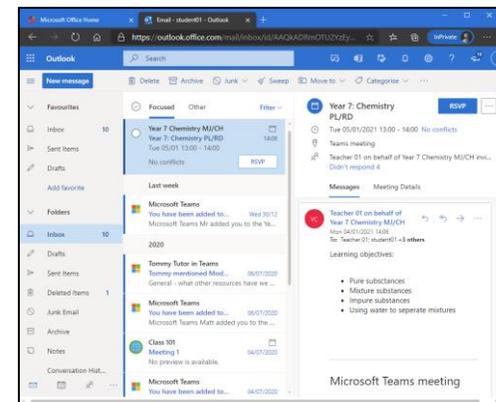
Everyone you invited to the class will receive a calendar invite in their email.

It will also be added to their calendar with a link to join the class.

15-minutes before the class is due to start they will receive a reminder.
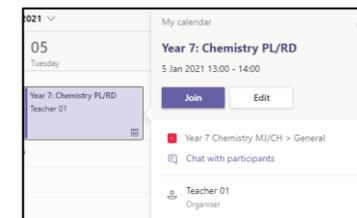

Everyone you invited to the class will have the details to join the class at the start time.

Everyone can also join from their calendars in Teams, from the app bar, or from the class team if you added it there.

You can copy the link to copy it to other places if you want to communicate the details in other ways.

Scheduling a live class in your calendar
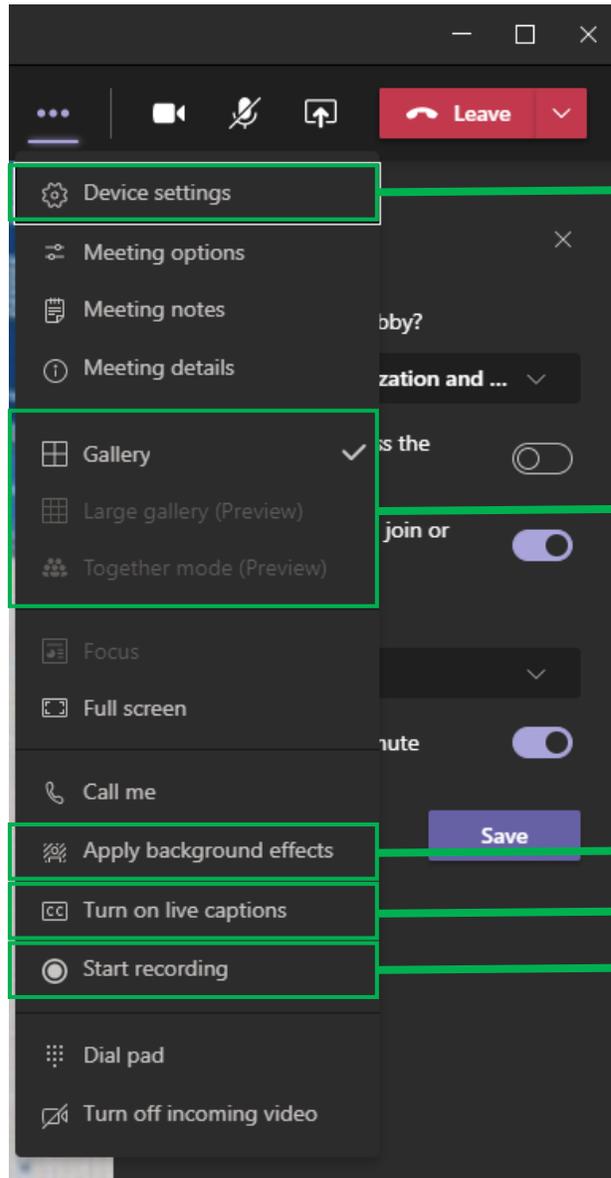
Meeting options

Meeting options allow you to control your lesson and involve your students.

If your microphone or camera isn't working during a lesson, you can check and change the settings here

Change the view of your students. Gallery allows you to see up to nine people in the lesson; Large Gallery up to 49 people and Together mode will display everyone in your class in a classroom environment helping to bridge the gap between virtual and physical lessons

Blur or apply a background image to your camera. This is useful to hide what's behind you or hide confidential or personal items.

Live captions provide subtitles as people speak and includes speaker attribution so everyone knows who has said what's being spoken.

You can record your lessons for students to watch back later, or for students who couldn't make the letter watch. Recordings include everything that happened during the lesson including any screen sharing. Chat isn't included in the recording.