This job aid will allow admins and instructors to add zoom and MS teams link for scheduled virtual webinars in the calendar invite that staff receive when they register.

Step 1
Search for your session either through the item or class menu in the admin center.

**NOTE:** The change to be made is in the scheduled class of the item. Make sure you have the class details created with the accurate date and time. Please refer to job-aid 3.0 Create Classes at [https://ulearn.utoronto.ca/lms-admin-resources/](https://ulearn.utoronto.ca/lms-admin-resources/) on class creation.
Step 2

When you have created your scheduled class. Please go to Agenda in the class and click on the 3 dots and select edit time slot.

In the popup, under description, you can copy and paste the zoom link with the meeting ID and password if you wish.

Please note, there is a character limit in the field but should be alright for short access links to be pasted like zoom links.

**IMPORTANT**: For MS teams link, please shorten the link using this URL shortener - https://ulearn.utoronto.ca/shorty/
Embed zoom/team links in outlook calendar invites

5.4 - Job Aid
This job aid demonstrates how to embed meeting links in the outlook calendar invites when staff register for virtual sessions.

When you are done, click **save** which might or might not prompt with you with a warning. If it does, just click on **continue**.

When you are back in the class agenda details, you will see the zoom link details.
When staff register, they will receive a calendar invite with the embedded link in outlook. It will look like the example below.

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**Admin Testing**

- **lms.help@utoronto.ca**  
  Today at 12:33 PM  
  Thursday, October 20, 2022 at 10:00 AM - 11:00 AM.  
  Virtual Learning (Remote Learning)


**IMPORTANT – Amending date and time for class**

If you need to change the date and time for a session, follow **job aid 3.2** to modify the virtual class date/time for the class. You can also change zoom/team links in the edit time slot if needed. **ONLY** if your class has registrants, you must notify them of the change in step 3. (If the class is empty, check under **registrations** in the class, skip the step below.)

**Step 3** - To trigger the notification and new calendar invite alongside the new registration confirmation, click on **Actions** in the class and select **Resend registration email notifications**. They will receive the new update automatically in their outlook.