

Embed zoom/team links in outlook calendar invites

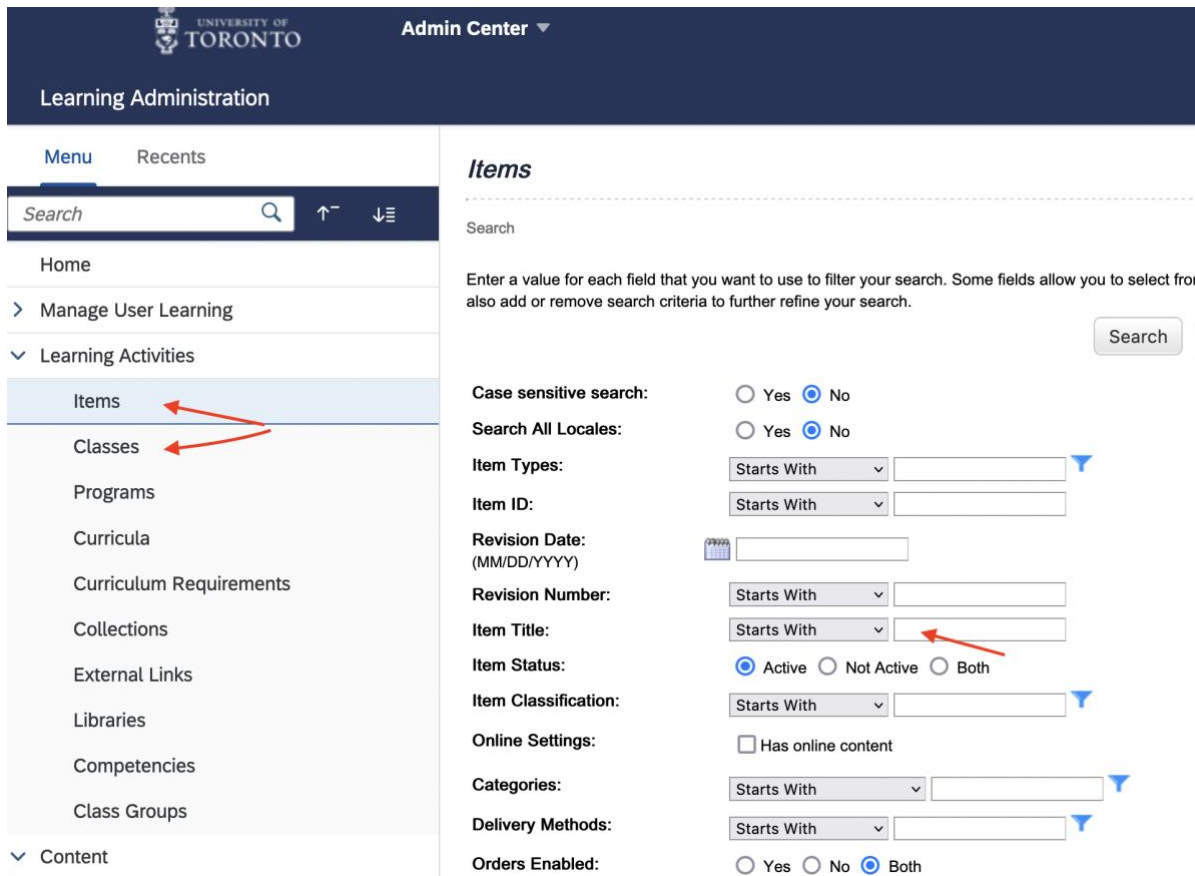
5.4 - Job Aid

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

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.



The screenshot shows the 'Admin Center' interface for 'Learning Administration'. On the left, a navigation menu is visible with 'Items' and 'Classes' highlighted by red arrows. The main content area is titled 'Items' and contains a search filter configuration page. This page includes a search input field and a 'Search' button. Below these are several filter categories with radio buttons and dropdown menus:

- Case sensitive search:** Yes No
- Search All Locales:** Yes No
- Item Types:** Starts With [dropdown] [input] [dropdown arrow]
- Item ID:** Starts With [dropdown] [input]
- Revision Date:** (MM/DD/YYYY) [calendar icon] [input]
- Revision Number:** Starts With [dropdown] [input]
- Item Title:** Starts With [dropdown] [input] [dropdown arrow] (highlighted by a red arrow)
- Item Status:** Active Not Active Both
- Item Classification:** Starts With [dropdown] [input] [dropdown arrow]
- Online Settings:** Has online content
- Categories:** Starts With [dropdown] [input] [dropdown arrow]
- Delivery Methods:** Starts With [dropdown] [input] [dropdown arrow]
- Orders Enabled:** Yes No Both

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/> on class creation.

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5.4 - Job Aid

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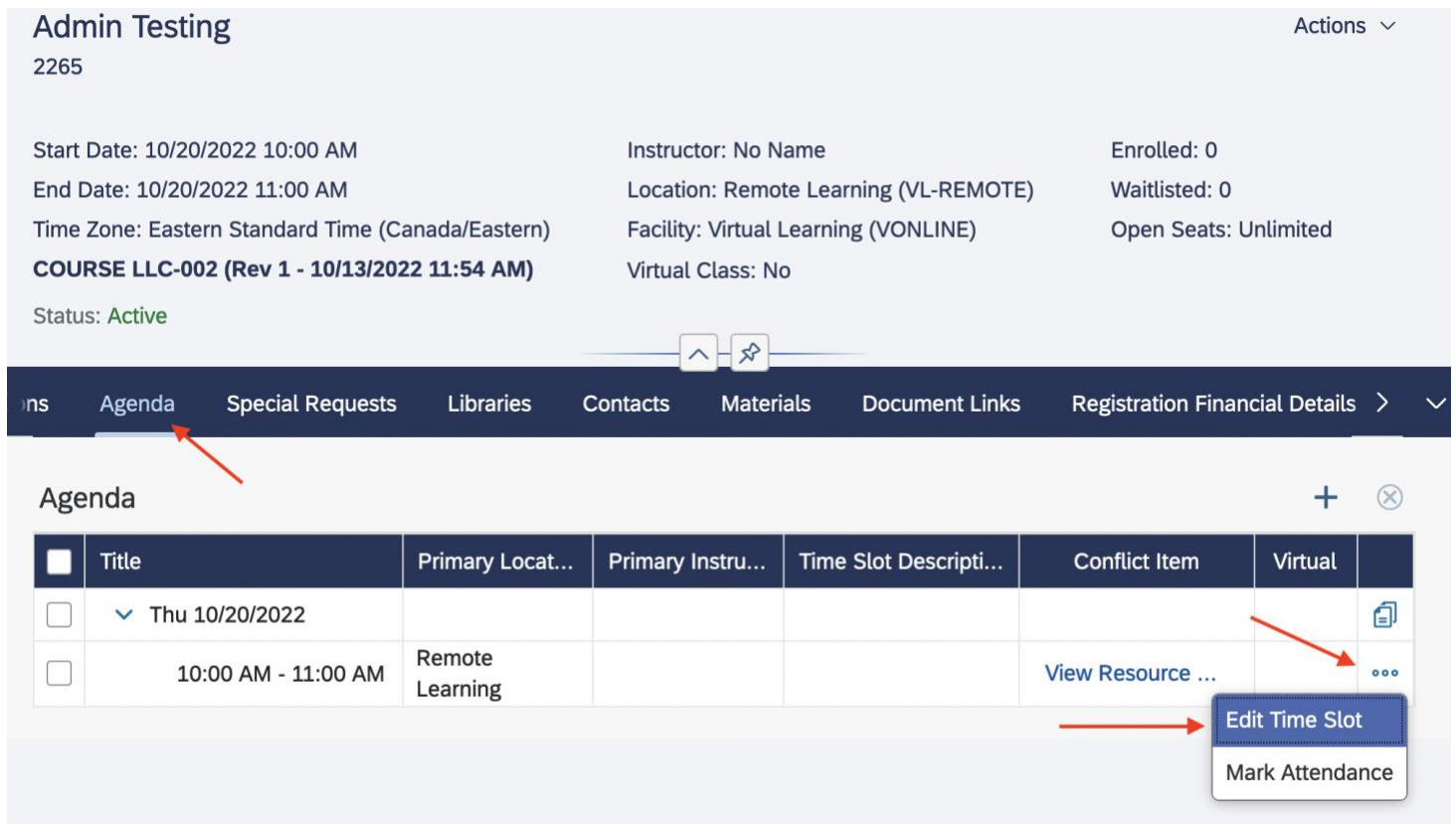
Step 2

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/>



Admin Testing Actions ▾


2265

Start Date: 10/20/2022 10:00 AM Instructor: No Name Enrolled: 0
End Date: 10/20/2022 11:00 AM Location: Remote Learning (VL-REMOTE) Waitlisted: 0
Time Zone: Eastern Standard Time (Canada/Eastern) Facility: Virtual Learning (VONLINE) Open Seats: Unlimited
COURSE LLC-002 (Rev 1 - 10/13/2022 11:54 AM) Virtual Class: No
Status: Active

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ons **Agenda** Special Requests Libraries Contacts Materials Document Links Registration Financial Details > ▾

Agenda + ×

<input type="checkbox"/>	Title	Primary Locat...	Primary Instru...	Time Slot Descripti...	Conflict Item	Virtual	
<input type="checkbox"/>	▼ Thu 10/20/2022						
<input type="checkbox"/>	10:00 AM - 11:00 AM	Remote Learning			View Resource ...		⋮

Edit Time Slot
Mark Attendance

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

Edit Time Slot

Description
Zoom Link - <https://utoronto.zoom.us/j/83964700942> | Meeting Id 4435435 pass ...

Start Date* 10/20/2022 Start Time* 10:00 AM

End Date* 10/20/2022 End Time* 11:00 AM

Virtual
 OFF

When you are back in the class agenda details, you will see the zoom link details.

Admin Testing

2265

Start Date: 10/20/2022 10:00 AM Instructor: No Name Enrolled: 0
End Date: 10/20/2022 11:00 AM Location: Remote Learning (VL-REMOTE) Waitlisted: 0
Time Zone: Eastern Standard Time (Canada/Eastern) Facility: Virtual Learning (VONLINE) Open Seats: Unlimited
COURSE LLC-002 (Rev 1 - 10/13/2022 11:54 AM) Virtual Class: No
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Agenda

Title	Primary Locat...	Primary Instru...	Time Slot Descripti...	Conflict Item	Virtual
Thu 10/20/2022					
10:00 AM - 11:00 AM	Remote Learning		Zoom Link - https://utoronto.zoom.us/j/83964700942 Meeting Id 4435435 password: test	View Resource ...	

University of Toronto, LLC

SuccessFactors LMS

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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 staff register, they will receive a calendar invite with the embedded link in outlook. It will look like the **example** below.

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)

COURSE LLC-002 10/13/2022 11:54 AM Canada/Eastern - Admin Testing - Time Slot 1 - Zoom Link - <https://utoronto.zoom.us/j/83964700942>

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.

The screenshot shows the LMS interface for the 'Admin Testing' class. The class details include:

- Start Date: 10/20/2022 10:00 AM
- End Date: 10/20/2022 11:00 AM
- Time Zone: Eastern Standard Time (Canada/Eastern)
- COURSE LLC-002 (Rev 1 - 10/13/2022 11:54 AM)
- Status: Active
- Instructor: No Name
- Location: Remote Learning (VL-REM)
- Facility: Virtual Learning (VONLINE)
- Virtual Class: No

The 'Actions' dropdown menu is open, showing the following options:

- Send Email Notification
- Resend Registration Email Notifications
- Notify Instructors
- View Roster
- Initiate Surveys
- Add to Learning History
- Close
- Cancel
- Copy
- Delete

The 'Resend Registration Email Notifications' option is highlighted. Below the class details is a navigation bar with tabs for 'ins', 'Agenda', 'Special Requests', 'Libraries', 'Contacts', 'Materials', and 'Document Li'. The 'Agenda' tab is selected, showing a table with columns for 'Title', 'Primary Locat...', 'Primary Instru...', and 'Time Slot Descripti...'.