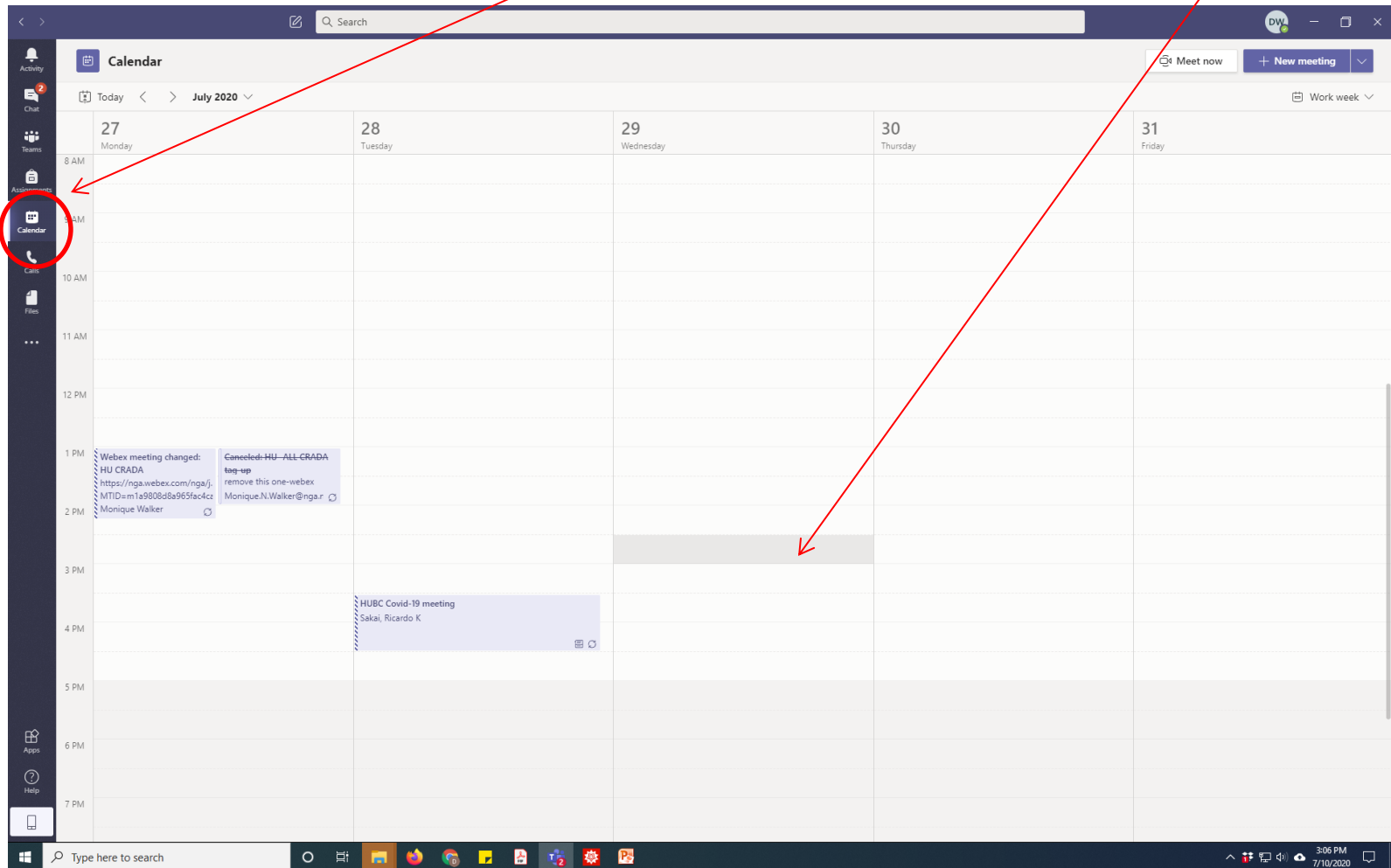
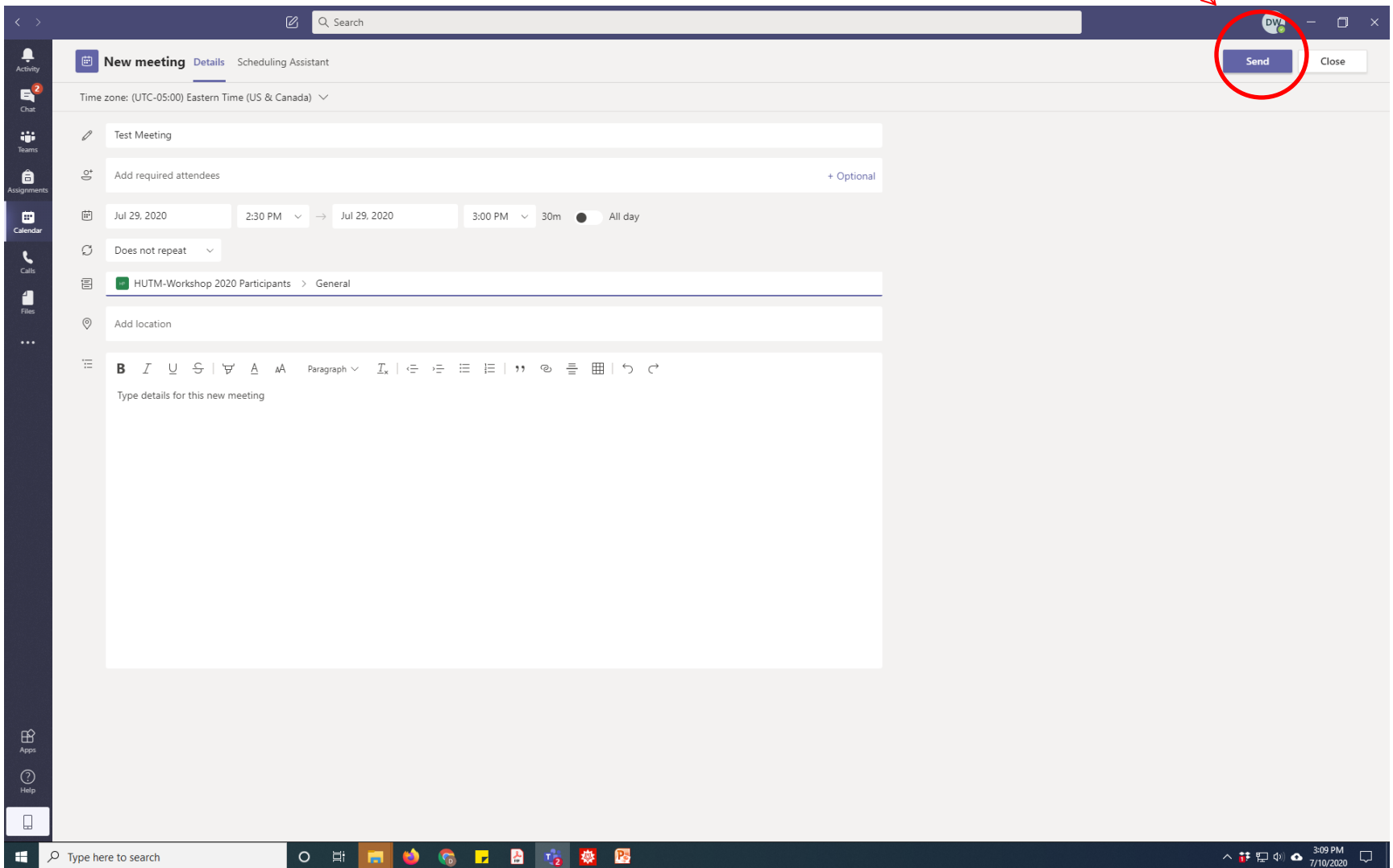


How to insert an MS Teams meeting link into the google spreadsheet schedule

Step 1: create the meeting in MS Teams by selecting calendar and choosing a time range for the meeting



Step 2: Fill in the meeting details and hit “Send”



The screenshot shows the Microsoft Teams 'New meeting' interface. The title bar at the top right contains a search bar, a user profile icon labeled 'DW', and window control buttons. Below the title bar, the 'Send' button is circled in red, and a red arrow points from the text 'Step 2: Fill in the meeting details and hit “Send”' to it. The main content area is titled 'New meeting Details Scheduling Assistant' and includes the following fields:

- Time zone: (UTC-05:00) Eastern Time (US & Canada) ▾
- Meeting title: Test Meeting
- Attendees: Add required attendees + Optional
- Start time: Jul 29, 2020 2:30 PM → End time: Jul 29, 2020 3:00 PM 30m All day
- Recurrence: Does not repeat ▾
- Organization: HUTM-Workshop 2020 Participants > General
- Location: Add location
- Rich text editor with the text: Type details for this new meeting

The left sidebar contains navigation icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, Apps, and Help. The Windows taskbar at the bottom shows the search bar and various application icons.

Step 3: After 20-30 seconds your meeting will appear in your calendar as shown below.

The screenshot displays the Microsoft Teams calendar interface. The top navigation bar includes a search bar, a user profile icon (DW), and buttons for 'Meet now' and '+ New meeting'. The calendar view is set to 'July 2020' and shows a grid from Monday, July 27th to Friday, July 31st. The time slots range from 8 AM to 7 PM. A meeting titled 'Test Meeting' by 'Whiteman, David' is scheduled for Wednesday, July 29th, from approximately 2:30 PM to 3:30 PM. A red arrow points to this meeting. Other visible meetings include 'Webex meeting changed: HU CRADA' on Monday, July 27th, and 'HUBC Covid-19 meeting' by 'Sakai, Ricardo K' on Tuesday, July 28th. The Windows taskbar at the bottom shows the system clock at 3:15 PM on 7/10/2020.

Step 4: Click on the meeting to bring up the screen below where now the “Join Microsoft Teams Meeting” appears

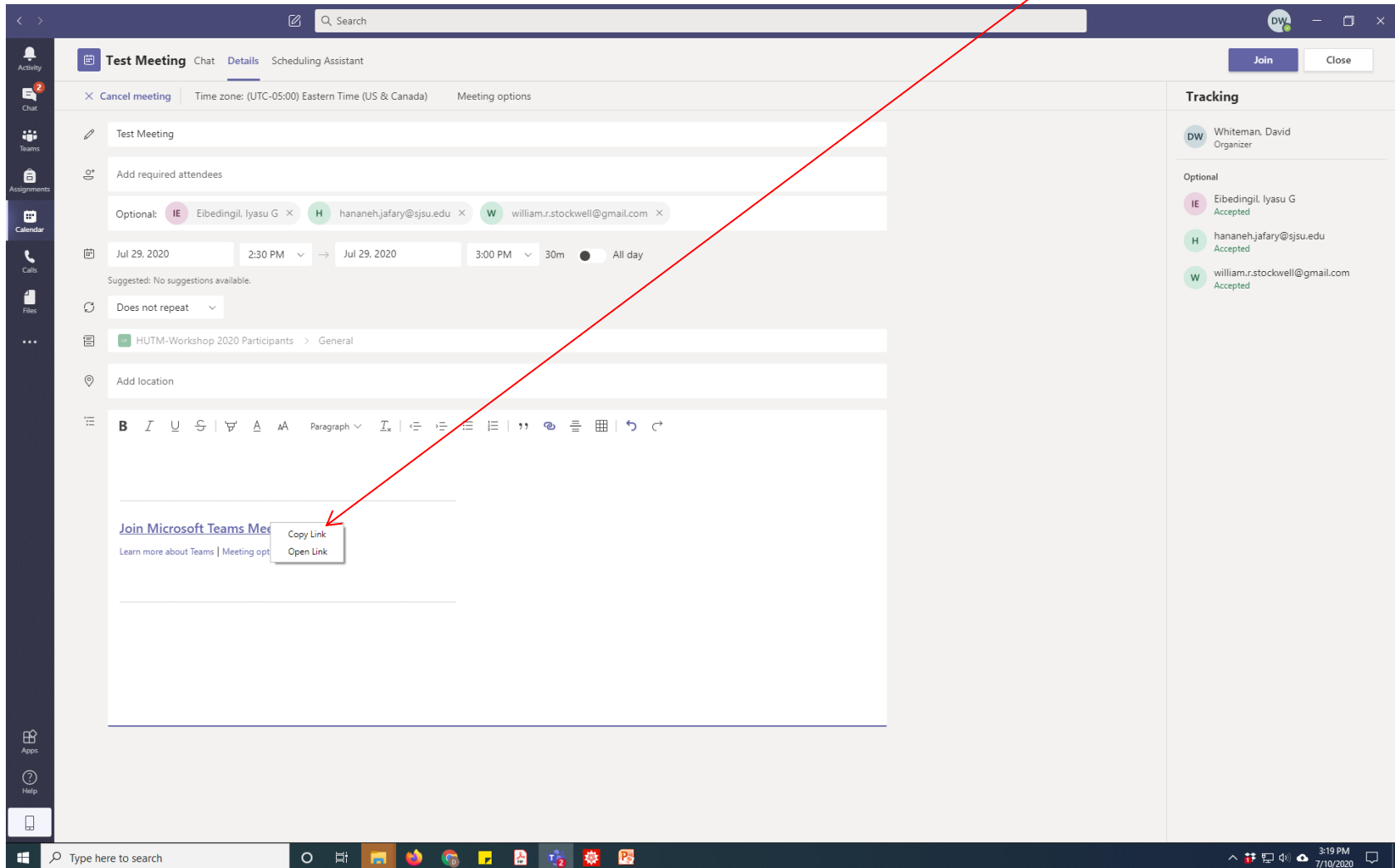
The screenshot shows the Microsoft Teams interface for a meeting titled "Test Meeting". The meeting details are as follows:

- Meeting Name:** Test Meeting
- Time zone:** (UTC-05:00) Eastern Time (US & Canada)
- Attendees:** Optional: Eibedingil, Iyasu G
- Start Time:** Jul 29, 2020, 2:30 PM
- End Time:** Jul 29, 2020, 3:00 PM
- Duration:** 30m
- Repeats:** Does not repeat
- Location:** HUTM-Workshop 2020 Participants > General

A red arrow points from the text above to the "Join Microsoft Teams Meeting" link in the meeting description. The description also includes a link to "Learn more about Teams | Meeting options".

The right-hand side of the screen shows the "Tracking" section, which lists the meeting organizer, David Whiteman (DW), and the attendee, Iyasu G Eibedingil (IE), who has accepted the meeting invitation.

Step 5: Right click on the meeting link and select “Copy Link”



The screenshot shows the Microsoft Teams interface for a meeting titled "Test Meeting". The meeting details include the title, time zone (UTC-05:00 Eastern Time (US & Canada)), and meeting options. The meeting is scheduled for July 29, 2020, at 2:30 PM, lasting 30 minutes. The meeting link is displayed as "Join Microsoft Teams Meeting". A right-click context menu is open over the link, showing the options "Copy Link" and "Open Link". A red arrow points from the text "Copy Link" in the title above to the "Copy Link" option in the context menu. The right sidebar shows the "Tracking" section with a list of participants: Whiteman, David (Organizer), Eibedingil, Iyasu G (Accepted), hananehjafary@sjsu.edu (Accepted), and william.r.stockwell@gmail.com (Accepted).

Test Meeting

Cancel meeting | Time zone: (UTC-05:00) Eastern Time (US & Canada) | Meeting options

Test Meeting

Add required attendees

Optional: IE Eibedingil, Iyasu G | H hananehjafary@sjsu.edu | W william.r.stockwell@gmail.com

Jul 29, 2020 | 2:30 PM | Jul 29, 2020 | 3:00 PM | 30m | All day

Suggested: No suggestions available.

Does not repeat

HUTM-Workshop 2020 Participants > General

Add location

Join Microsoft Teams Meeting

Learn more about Teams | Meeting options

Copy Link

Open Link

Tracking

DW Whiteman, David
Organizer

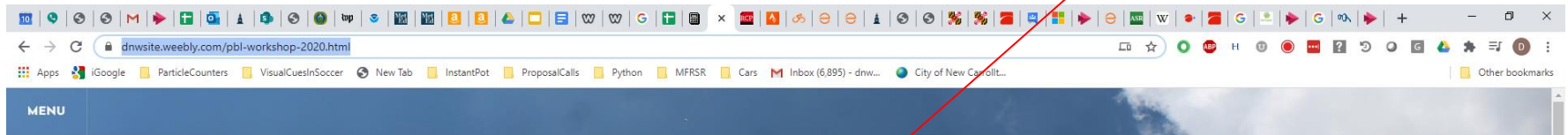
Optional

IE Eibedingil, Iyasu G
Accepted

H hananehjafary@sjsu.edu
Accepted

W william.r.stockwell@gmail.com
Accepted

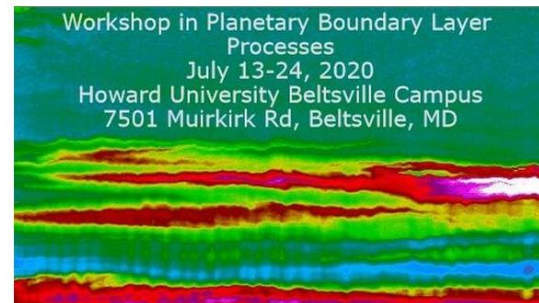
Step 6: Go to the workshop website (<https://dnwsite.weebly.com/pbl-workshop-2020.html>) and click on the schedule link



PLANETARY BOUNDARY LAYER WORKSHOP 2020 JULY 13 - 24, 2020

A National Science Foundation funded workshop in planetary boundary layer theory, measurements and modeling, originally scheduled to occur at the Howard University Beltsville Campus, will now be held as a virtual event on July 13 -24, 2020.

- For early career underrepresented graduate students
 - No registration fee
- Three tracks offered ([preliminary schedule](#))
 - [Modeling of the PBL](#)
 - [Air quality transport analysis](#)
 - [Instrumentation used to measure PBL properties](#)
- Instructors from
 - Penn State University, University of Maryland Baltimore County, University of Texas El Paso, Howard University, NOAA Air Resources Lab, National Weather Service, NASA/Goddard Space Flight Center
- Sponsored by the National Science Foundation under award number 1950755



Attendees, click below for:

- 1) [Logistical information](#)
- 2) [Pre-workshop preparation information](#)
- 3) [Workshop Dropbox](#)
- 4) [Pre-Workshop Computational Assignment](#)
- 5) [HySplit Installation](#)



BLTMD Lat:39.06 Lon:-76.88 Elev:53m
WindSpeed:10m | Mode:3000 | Res:0min | QC:LEVEL 2/3
MARYLAND DEPARTMENT OF THE ENVIRONMENT



POWERED BY weebly

Step 7: On the schedule, highlight one of the meeting times and click on the hyperlink icon

The screenshot shows a Google Sheets spreadsheet titled "PBL Workshop Detailed Schedule". The spreadsheet is organized into columns for dates and times, and rows for activities. A red arrow points from the text "Step 7: On the schedule, highlight one of the meeting times and click on the hyperlink icon" to a blue hyperlink "Individual work with data analysis mentor" in cell C8. Another red arrow points from the same text to the hyperlink icon in the top right corner of the spreadsheet interface.

	A	B	C	D	E
1			PRELIMINARY SCHEDULE		
2		Modeling Track (leads: Stockwell, Fitzgerald)	Air Quality Data Analysis Track (lead: Fuentes)	Instrumentation Track (lead: Whiteman)	
3	Week 1				
4					
5	Mon Jul 13 - 12:00 EDT		Welcome (Whiteman). General introduction to the PBL (Fuentes)		
6	Mon Jul 13 - 13:00 EDT		Demonstration in Python (Moon)		
7	Mon Jul 13 - 14:00 EDT		HySplit Introduction and Tutorial (Stein)		
8	Tues Jul 14 - 11:00 EDT		Individual work with data analysis mentor		
9	Tues Jul 14 - 12:00 EDT	Meteorological Boundary Layer Box models (Fuentes) - session is joint between modeling and Air Quality Analysis		MDE PM2.5 Measurements and data analysis (Boyle, Auvil, Reese)	
10	Tues Jul 14 - 16:00 EDT	Solar Actinic Flux Measurements, Photolysis, Simulation and Impact on Air Quality (Stockwell/Rosa Fitzgerald)	Individual work with data analysis mentor	Analysis of data and comparison with other (mentor supplied) datasets.	
11		<i>In each track, Group A generates oral summaries, Group B generates written summaries which are reviewed by mentor</i>			
12	Wed Jul 15 - 12:00 EDT	All Together Discussion of Results and Professional Development (Group A presents - 10 mins each)			
13	Wed Jul 15 - 16:00 EDT	Atmospheric Chemistry / Air Quality Box models (Stockwell)	Individual work with data analysis mentor	Radiosonde and ozonesonde measurements (Sakai)	
14	Thurs Jul 16 - 12:00 EDT	Meteorological Boundary Layer 1-D Models (Fuentes) - session is joint between modeling and Air Quality Analysis		Analysis of radiosonde/ozonesonde data and comparison with other (mentor supplied) datasets.	
15		<i>In each track, Groups A and B generate written summaries which are reviewed by mentor</i>			
16	Thurs Jul 16- 16:00 EDT	Atmospheric Chemistry / Air Quality 1-D models (Stockwell)	Individual work with data analysis mentor	Ceilometer measurements and analysis (Delgado, Demoz, Sakai)	
17	Fri Jul 17 - 12:00 EDT	Application of Box models and the impact of climate change on air quality (Stockwell)	Individual work with data analysis mentor	Comparison of ceilometer PBLH and model output	
18		<i>In each track, Group A generates written summaries, Group B generates oral summaries which are reviewed by mentor</i>			
19	Fri Jul 17 - 16:00 EDT	All Together Discussion of Results and Professional Development (Group B presents - 10 mins each)			
20					

Step 8: The link screen appears. Paste your link and hit Apply.

The screenshot shows a Google Sheet titled "PBL Workshop Detailed Schedule" with a "PRELIMINARY SCHEDULE" section. The schedule is organized by week and day, with columns for time slots and activities. A pop-up form is visible in the center, allowing the user to add a link to a specific activity. The form has a "Text" field containing "Individual work with data analysis mentor" and a "Link" field containing "https://teams.microsoft.com/l/meetup-join/19%3aC...". A green "Apply" button is next to the link field. Red arrows from the text above point to the "Link" field and the "Apply" button.

	A	B	C	D	E
1			PRELIMINARY SCHEDULE		
2		Modeling Track (leads: Stockwell, Fitzgerald)	Air Quality Data Analysis Track (lead: Fuentes)	Instrumentation Track (lead: Whiteman)	
3	Week 1				
4					
5	Mon Jul 13 - 12:00 EDT		Welcome (Whiteman). General introduction to the PBL (Fuentes)		
6	Mon Jul 13 - 13:00 EDT		Demonstration in Python (Moon)		
7	Mon Jul 13 - 14:00 EDT		HySplit Introduction and Tutorial (Stein)		
8	Tues Jul 14 - 11:00 EDT		Individual work with data analysis mentor		
9	Tues Jul 14 - 12:00 EDT	Meteorological Boundary Layer Box models (Fuentes) - session is joint with Air Quality Analysis		Individual work with data analysis mentor	
10	Tues Jul 14 - 16:00 EDT	Solar Actinic Flux Measurements, Photolysis, Simulation and Impact on Air Quality (Stockwell/Rosa Fitzgerald)	Individual work with data analysis mentor	Individual work with data analysis mentor	
11		In each track, Group A generates oral summaries			
12	Wed Jul 15 - 12:00 EDT	Belay Demo	All Together Discussion of Results and Professional Development (Group B presents - 10 mins each)		
13	Wed Jul 15 - 16:00 EDT	Atmospheric Chemistry / Air Quality Box models (Stockwell)	Individual work with data analysis mentor	Individual work with data analysis mentor	
14	Thurs Jul 16 - 12:00 EDT	Meteorological Boundary Layer 1-D Models (Fuentes) - session is joint with Air Quality Analysis		Individual work with data analysis mentor	
15		In each track, Groups A and B generate oral summaries			
16	Thurs Jul 16 - 16:00 EDT	Atmospheric Chemistry / Air Quality 1-D models (Stockwell)	Individual work with data analysis mentor	Individual work with data analysis mentor	
17	Fri Jul 17 - 12:00 EDT	Application of Box models and the impact of climate change on air quality (Stockwell)	Individual work with data analysis mentor	Comparison of ceilometer PBLH and model output	
18		In each track, Group A generates written summaries, Group B generates oral summaries which are reviewed by mentor			
19	Fri Jul 17 - 16:00 EDT		All Together Discussion of Results and Professional Development (Group B presents - 10 mins each)		
20					