

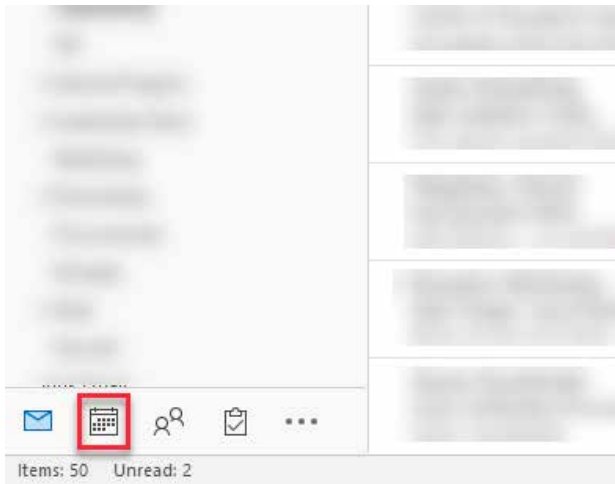
# HOW-TO SCHEDULE A MICROSOFT TEAMS MEETING

This document will walk users through the process of scheduling a Microsoft Teams meeting using either Outlook or the Microsoft Teams application.

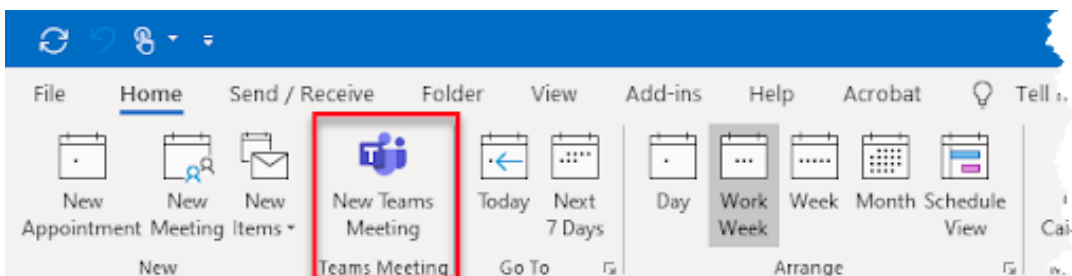
## SCHEDULE A MICROSOFT TEAMS MEETING THROUGH OUTLOOK

To schedule a Microsoft Teams Meeting through Outlook, follow the steps below:

- 01 From within the Outlook, switch the Calendar point of view.



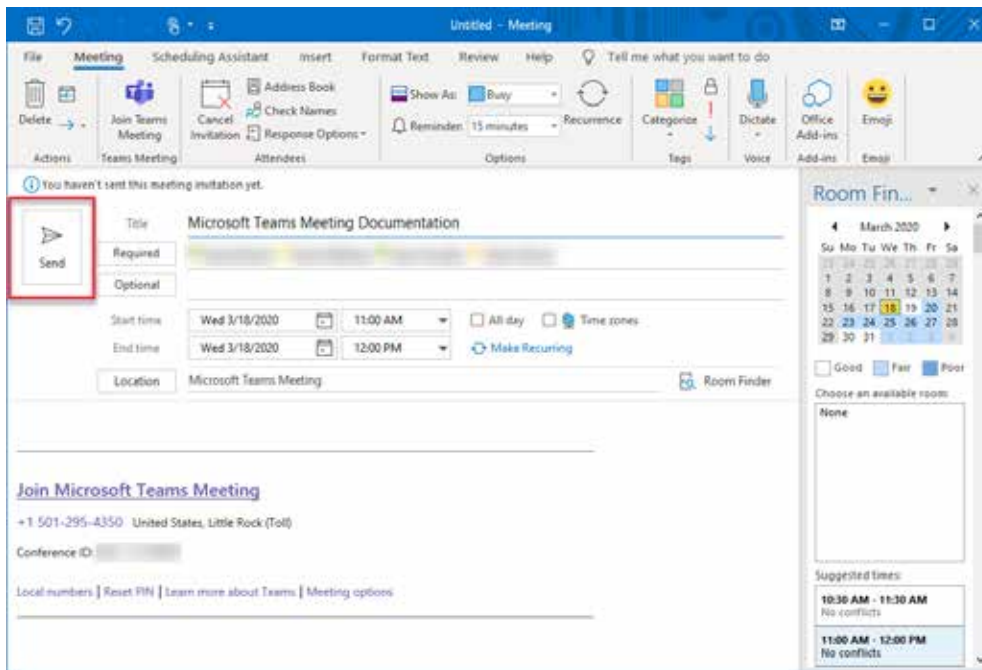
- 02 On the **Calendar** views **Home** menu, click on **New Teams Meeting** button.



- 03 An **Untitled - Meeting** window will appear. In the notes section of the meeting invitation, there will be prepopulated Microsoft Teams meeting information. **!!DO NOT MODIFY THAT INFORMATION!!** Fill in the rest of the meeting invitation as you normally would for any other meeting, including:

- Title
- Required & Optional attendees
- Start Time
- Stop Time
- Reminders
- Any notes you want the participants to see either above or below the prepopulated Microsoft Teams meeting information.

- 04 Once you have the meeting request filled out how you would like it, click **Send**.

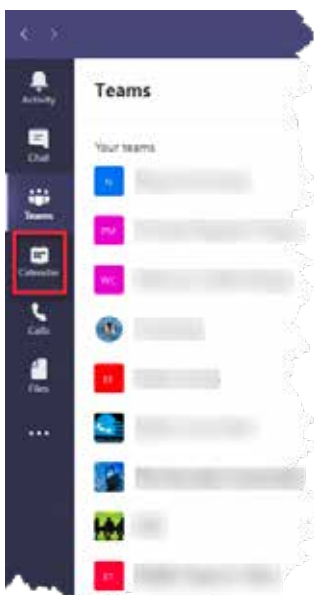


- 05 Your Microsoft Teams Meeting is now scheduled.

## SCHEDULE A MICROSOFT TEAMS MEETING THROUGH THE MICROSOFT TEAMS APPLICATION

To schedule a Microsoft Teams Meeting through the Microsoft Teams application, follow the steps below:

- 01 In the **Microsoft Teams** application, from the Launch bar, click on the **Calendar** icon.

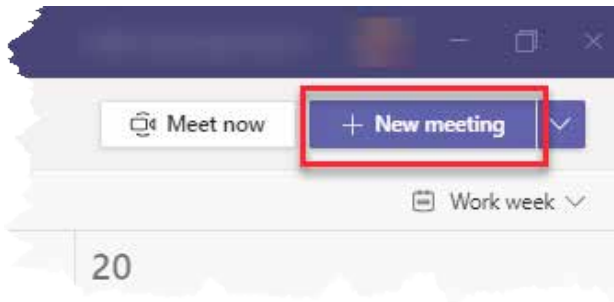


02 This will bring up the Calendar view in the main pane of Microsoft Teams. You can reschedule a meeting in one of two ways:

- a. Highlight the time slot that you would like to schedule your meeting for. This will automatically open the **New meeting** view.



- b. In the top right-hand corner of the **Calendar** view, click the **+New meeting** button. This will open the **New meeting** view.

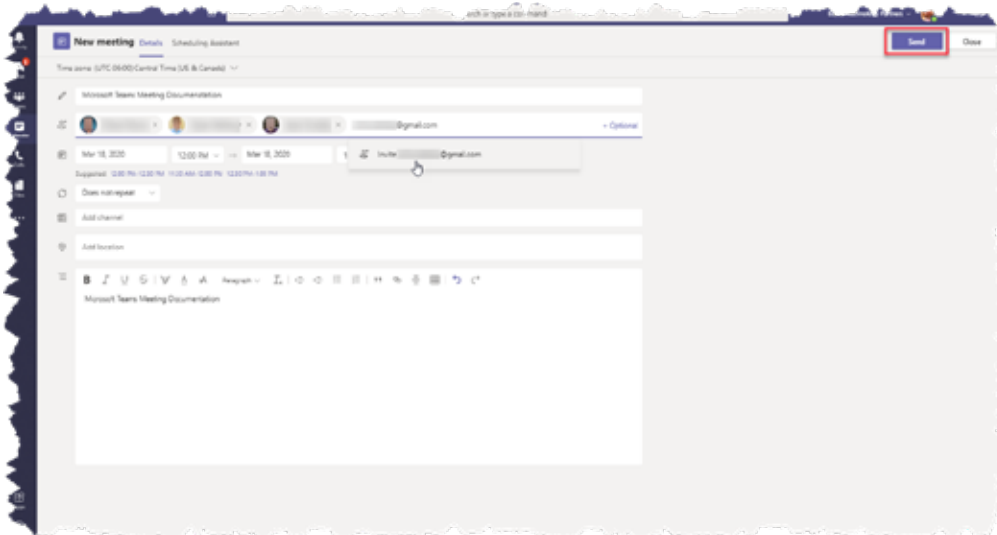


03 In the **New meeting** view, fill out the fields for your meeting including:

- Title
- Attendees (just start typing their names and the auto-complete will finish it; if the attendee is from outside your organization just type in their email address and the Invite link that appears.)
- Start Time
- Stop Time
- Frequency
- What, if any, channel this meeting will happen in (you can leave this field blank)
- The location of the meeting (this is how you can identify meeting rooms and can be left blank)
- Any notes you want the participants to see

When you are satisfied with your meeting invite, click the **Send** button in the top right-hand corner of the screen.

*\*please note that unlike the Outlook invitation you will not see the Microsoft Teams meeting information in the notes section of the New meeting invite but it will be on the meeting invite that the attendees receive.*



04 Your Microsoft Teams meeting is now scheduled.