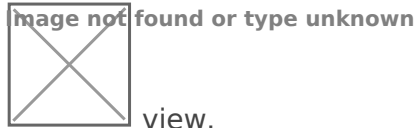
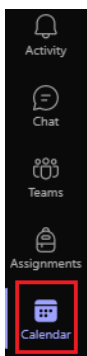


# How to schedule a meeting within Teams.

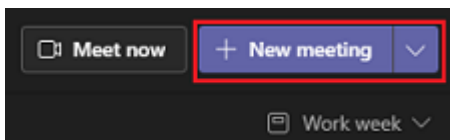
When you want to schedule a meeting within the Teams app.



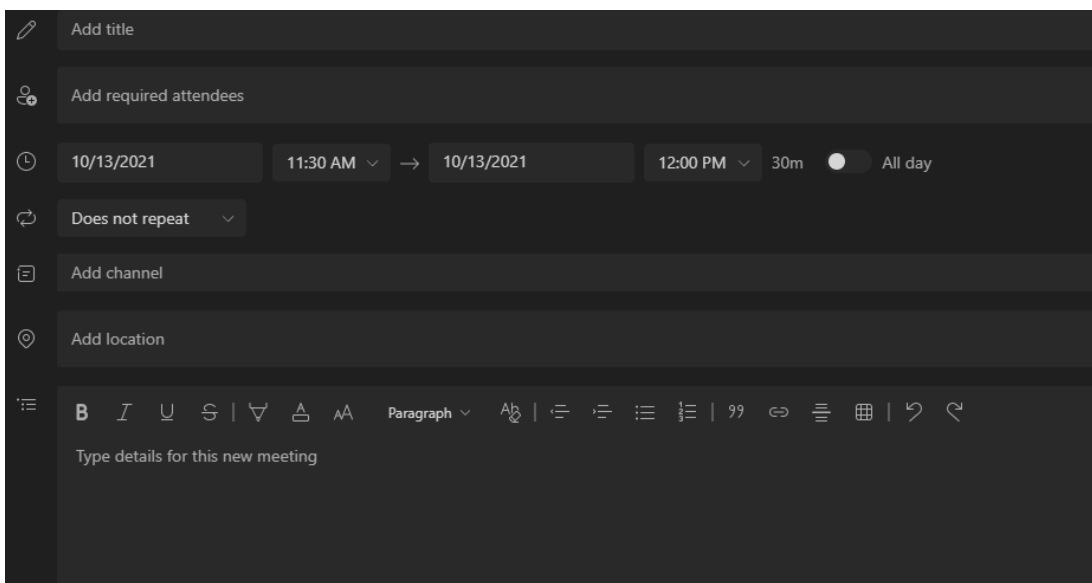
1) In Teams, select **Calendar** view.



2) In the top right corner, select **+New Meeting**



3) Fill out all information that is needed such as attendees and date.



The screenshot shows the 'New Meeting' form in Microsoft Teams. The form is dark-themed and contains the following fields and options:

- Add title**: A text input field with a pencil icon.
- Add required attendees**: A text input field with a person icon.
- Date and Time**: A date picker set to 10/13/2021, a time picker set to 11:30 AM, a dropdown arrow, another date picker set to 10/13/2021, another time picker set to 12:00 PM, a dropdown arrow, a duration selector set to 30m, a toggle switch for 'All day', and a dropdown arrow.
- Does not repeat**: A dropdown menu with a refresh icon.
- Add channel**: A text input field with a list icon.
- Add location**: A text input field with a location pin icon.
- Rich Text Editor**: A toolbar with various formatting options (bold, italic, underline, link, unlink, text color, background color, paragraph, bulleted list, numbered list, indent, outdent, link, unlink, insert, remove) and a text area with the placeholder text 'Type details for this new meeting'.

4) Select **Save** in the top right corner.

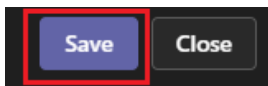
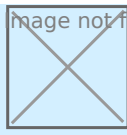


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You can also choose if you want to start a meeting right away instead of scheduling it for later.

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