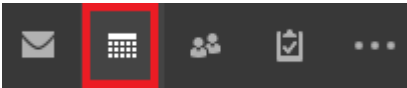


# How to schedule Teams meetings in Outlook.

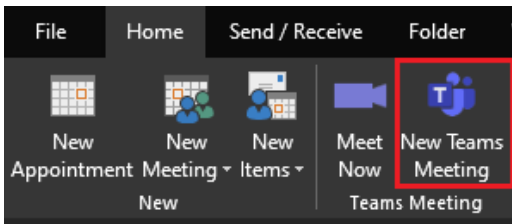
When you need to create Team meetings in your Outlook calendar.

## Outlook on the Desktop

1) Open Outlook and switch to the **Calendar** view.



2) Select **New Teams Meeting** at the top of the view.



**Note:** Even if you begin by selecting **New Meeting** or **New Appointment**, you can make it a Teams meeting by selecting **Teams Meeting** at the top of the new event form.

3) Add your invitees to the **Required** or **Optional** field(s)—you can even invite entire contact groups (formerly known as distribution lists).

4) Add your meeting subject, location (if applicable), start time, and end time.

5) Create your message.

To... 3

Subject 4

Location Microsoft Teams Meeting

Start time Wed 10/13/2021 12:00 AM ☐ All day event


End time Thu 10/14/2021 12:00 AM

5

Microsoft Teams meeting

Join on your computer or mobile app

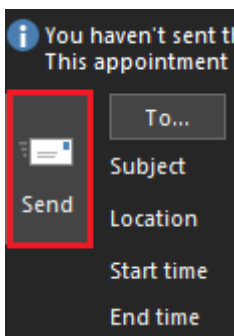
[Click here to join the meeting](#)



[Learn More](#) | [Meeting options](#)

6) Select **Send**.

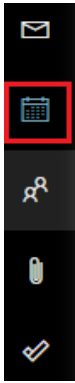
**Note:** The Teams meeting join details are added to the meeting invite automatically.



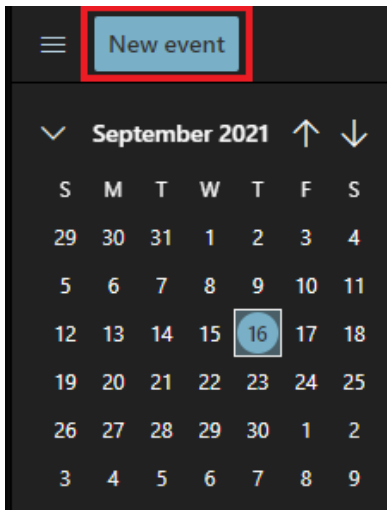
If you don't see the **New Teams Meeting** icon in the desktop version of Outlook, the Teams add-in for Outlook might not be installed properly. Please submit a ticket in the Helpdesk.

## Outlook on the Web

1) Open Outlook webpage and switch to the **Calendar Meetings** button view.



2) Click on **New event**

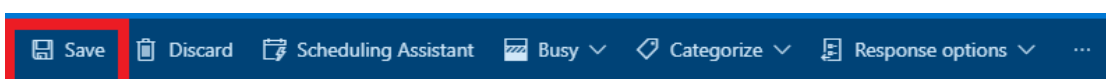


3) In the new event form, select the **Teams meeting** toggle to turn it on.

4) Fill out information as needed

A screenshot of an event creation form. The form has several sections: 'Add a title' with a text input field; 'Invite attendees' with a text input field and an 'Optional' label; a date and time section with '9/16/2021' and '11:00 AM' selected; a 'Repeat' section with 'Repeat: Never' selected; a 'Search for a room or location' section; a 'Teams meeting' toggle switch which is turned on and highlighted with a red rectangle; a 'Remind me: 15 minutes before' section; and a description area with the text 'Add a description or attach documents' and a toolbar with icons for adding attachments, images, emojis, and other elements.

5) Click **Save**



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Revision #1

Created 25 October 2022 20:43:38 by Karrie White

Updated 25 October 2022 21:04:42 by Karrie White