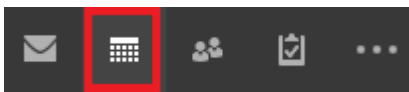


# How to schedule Teams meetings in Outlook.

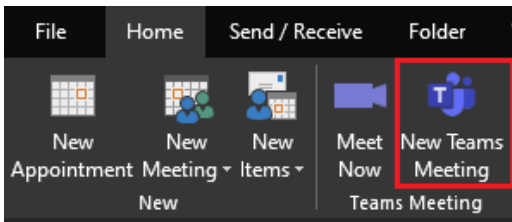
When you need to create Team meetings in your Outlook calendar.

## Outlook on the Desktop

1) Open Outlook and switch to the **Calendar** Meetings buttonview.



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.

The screenshot shows the 'New Teams Meeting' form in Outlook. Red boxes and numbers highlight specific fields:
 

- 3**: Points to the 'To...' field.
- 4**: Points to the 'Subject' field, which contains the text 'Microsoft Teams Meeting'.
- 5**: Points to the 'Send' button, which is located to the left of the form fields.

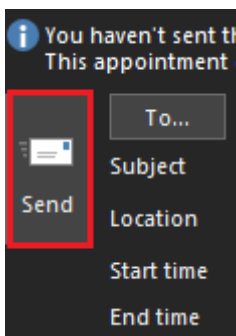
 Below the form, the meeting details are displayed:
 

- Location**: Microsoft Teams Meeting
- Start time**: Wed 10/13/2021, 12:00 AM
- End time**: Thu 10/14/2021, 12:00 AM
- ☐ All day event

 The main body of the email contains the text 'Microsoft Teams meeting', a link to 'Join on your computer or mobile app', and a 'Click here to join the meeting' link. There is also a small icon with a red 'x' and links for 'Learn More' and 'Meeting options'.

6) Select **Send**.

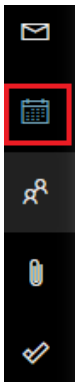
**Note:** The Teams meeting join details are added to the meeting invite automatically.



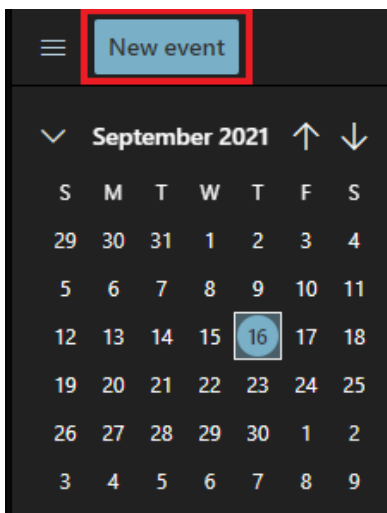
If you don't see the **New Teams Meeting** icon in the desktop version of Outlook, the Teams add-in for Outlook might not be installed properly. Please submit a ticket in the Helpdesk.

## Outlook on the Web

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



2) Click on **New event**

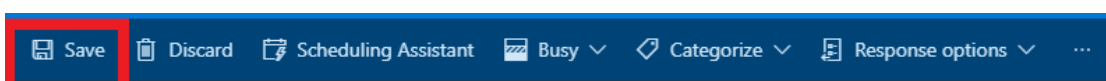


3) In the new event form, select the **Teams meeting** toggle to turn it on.

4) Fill out information as needed

A screenshot of a 'New event' 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 two rows, each containing a date (9/16/2021), a time (11:00 AM and 11:30 AM), and an 'All day' toggle; a 'Search for a room or location' section; a 'Teams meeting' toggle which is turned on and highlighted with a red rectangle; a 'Remind me: 15 minutes before' section; and a large text area for 'Add a description or attach documents' with a toolbar at the bottom containing icons for text, image, emoji, link, and other formatting options.

5) Click **Save**



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Revision #1

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