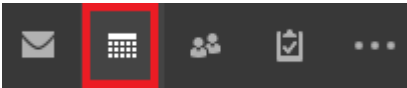


How to schedule Teams meetings in Outlook.

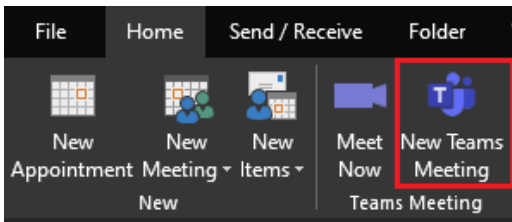
When you need to create Team meetings in your Outlook calendar.

Outlook on the Desktop

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

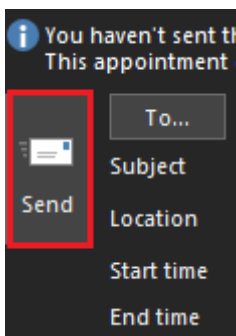
The screenshot shows the 'New Teams Meeting' form in Outlook. Red boxes and numbers highlight specific fields:

- 3**: Points to the 'To...' field.
- 4**: Points to the 'Subject' field, which contains 'Microsoft Teams Meeting'.
- 5**: Points to the 'Send' button.

 Other visible fields include 'Location' (Microsoft Teams Meeting), 'Start time' (Wed 10/13/2021, 12:00 AM), 'End time' (Thu 10/14/2021, 12:00 AM), and an 'All day event' checkbox. Below the form, the meeting title 'Microsoft Teams meeting' is displayed, followed by a link to join the meeting and a 'Learn More | Meeting options' link.

6) Select **Send**.

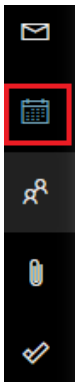
Note: The Teams meeting join details are added to the meeting invite automatically.



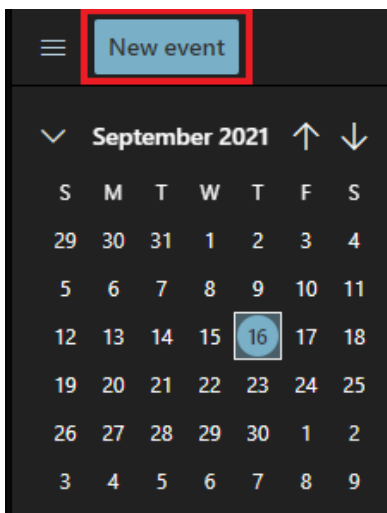
If you don't see the **New Teams Meeting** icon in the desktop version of Outlook, the Teams add-in for Outlook might not be installed properly. Please submit a ticket in the Helpdesk.

Outlook on the Web

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



2) Click on **New event**

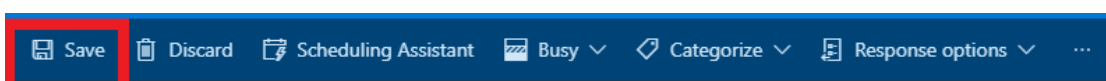


3) In the new event form, select the **Teams meeting** toggle to turn it on.

4) Fill out information as needed

A screenshot of an event creation form. The form has a dark background with white text. It includes fields for 'Add a title', 'Invite attendees' (with an 'Optional' label), a date and time selector (set to 9/16/2021 at 11:00 AM), and a 'Repeat' dropdown (set to 'Never'). There is a location search field labeled 'Search for a room or location'. A toggle switch labeled 'Teams meeting' is turned on and highlighted with a red rectangle. Below this is a reminder setting 'Remind me: 15 minutes before'. At the bottom is a large text area for 'Add a description or attach documents' with a toolbar containing icons for text, images, emojis, and other formatting options.

5) Click **Save**



Revision #1

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

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