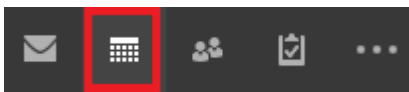


How to schedule Teams meetings in Outlook.

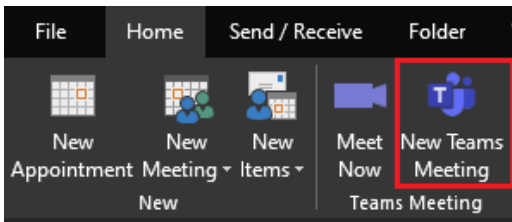
When you need to create Team meetings in your Outlook calendar.

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.

This 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.

 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, there is a section titled 'Microsoft Teams meeting' with a link to 'Join on your computer or mobile app' and a 'Click here to join the meeting' link. A small icon with a red 'x' is also visible, along with links for 'Learn More' and 'Meeting options'.

6) Select **Send**.

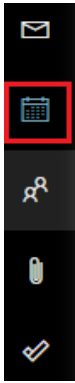
Note: The Teams meeting join details are added to the meeting invite automatically.

This screenshot shows the 'New Teams Meeting' form in Outlook. A red box highlights the 'Send' button, which is located to the left of the form fields. The form fields include 'To...', 'Subject', 'Location', 'Start time', and 'End time'. A message at the top of the form states: 'You haven't sent this appointment'.

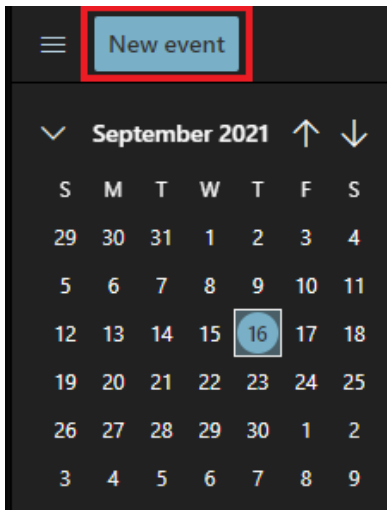
If you don't see the **New Teams Meeting** icon in the desktop version of Outlook, the Teams add-in for Outlook might not be installed properly. Please submit a ticket in the Helpdesk.

Outlook on the Web

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



2) Click on **New event**

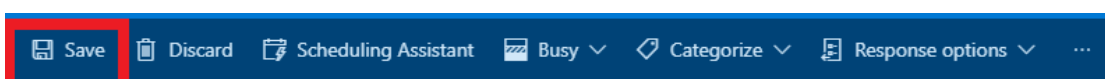


3) In the new event form, select the **Teams meeting** toggle to turn it on.

4) Fill out information as needed

A screenshot of an event creation form. The form has several sections: 'Add a title' with a text input field; 'Invite attendees' with a text input field and an 'Optional' toggle; 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 'Remind me: 15 minutes before' section; and a 'Teams meeting' toggle which is highlighted with a red rectangle and is currently turned on. At the bottom, there is a section for 'Add a description or attach documents' with a text area and a toolbar containing icons for text, image, emoji, link, and other formatting options.

5) Click **Save**



Revision #1

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