

Create and Schedule Teams Meetings

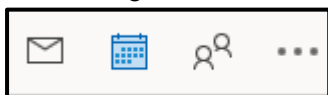
Quick Reference Guide

Schedule a Teams Meeting from Outlook

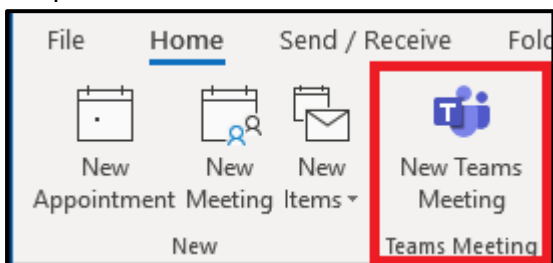
1. Open *Outlook*



2. Then go to the *calendar view*



3. Click *New Teams Meeting* from the top menu pane



4. Add your invitees to the *To* field
5. Add your meeting subject, location, start time and end time
6. Click *Send*



You can also invite people from outside your organisation from Outlook.

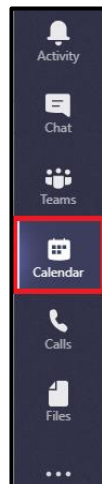
Just be sure to add them as guests in teams before the meeting starts.

Schedule a Private Teams Meeting from Teams

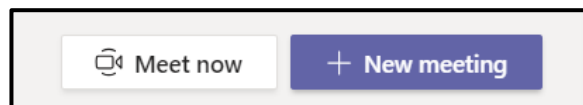
1. Open *Teams*



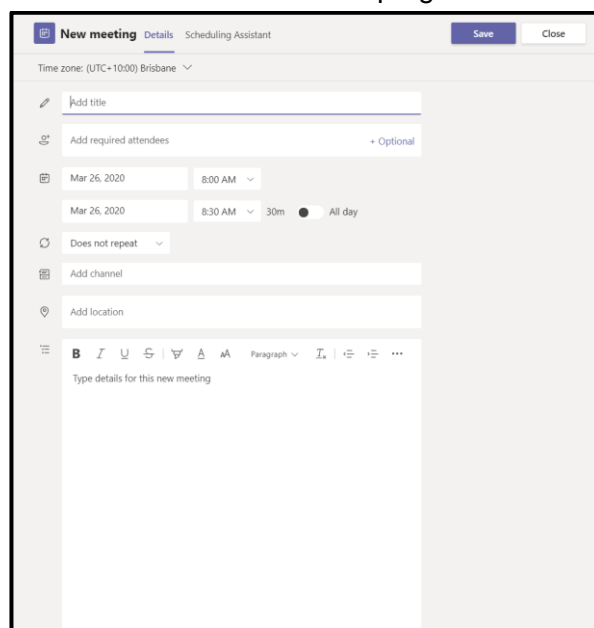
2. Click *Calendar* on the left menu pane



3. Click *+ New Meeting*, in the top right corner of the calendar

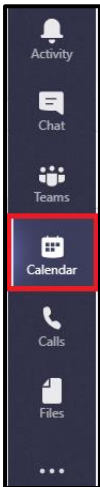


4. Fill in your meeting details
Then click *Save* in the top right corner

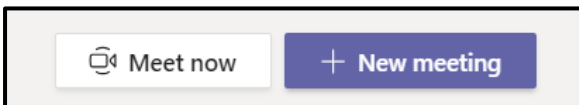


Schedule Channel/Open Meetings

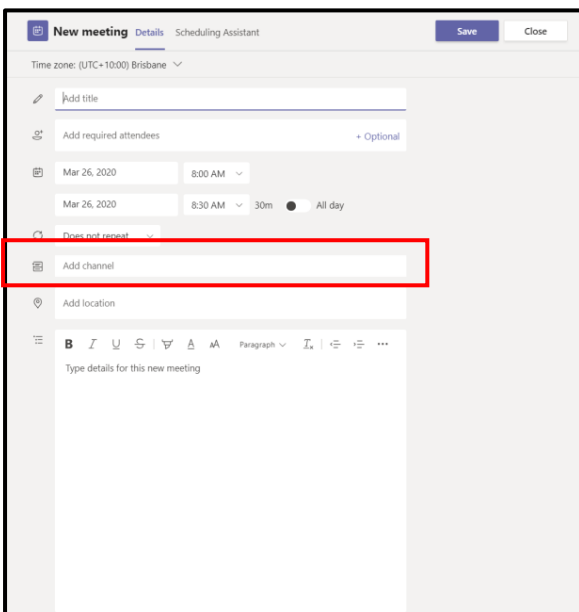
1. In *Teams*, click *Calendar* on the left menu pane



2. Click **+ New Meeting**



3. Go to the *Add channel* section



Schedule a Meeting from a Chat

1. When chatting in *Teams*, click *Schedule a meeting*, beneath the compose box



2. In the *New meeting* dialog box, everyone in the chat will already be listed as invitees
3. Invite any other attendees you may want
4. Fill in the rest of your meeting details
Then click *Send* in the top right corner

