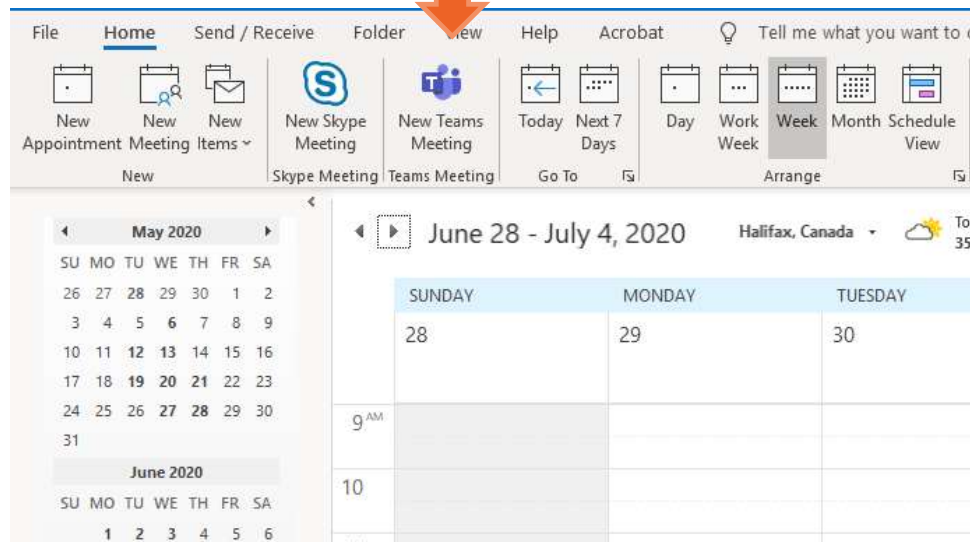


# HOW TO CREATE A TEAMS MEETING IN OUTLOOK

**STEP 1**  
Open your  
Outlook calendar

**STEP 2**  
Choose **New Teams Meeting**



# HOW TO CREATE A TEAMS MEETING IN OUTLOOK

The screenshot shows the Outlook 'My meeting' window. The ribbon includes 'Scheduling Assistant', 'Insert', 'Format Text', 'Review', and 'Help'. The 'Scheduling Assistant' tab is active, showing options for 'Delete', 'Skype Meeting', 'Join Teams Meeting', 'Cancel Invitation', 'Attendees', 'Options' (with 'Busy' and '15 minutes' dropdowns), 'Recurrence', 'Tags', 'Dictate', 'Meeting Notes', 'Insights', and 'View Templates'. A message at the top states 'You haven't sent this meeting invitation yet.' The meeting details are as follows:

- Title:** My meeting
- Required:** Arnold.Mandi; Conrad.Scott; Stackhouse.Amy;
- Optional:** (empty)
- Start time:** Sun 5/24/2020, 9:00 AM
- End time:** Sun 5/24/2020, 9:15 AM
- Location:** Microsoft Teams Meeting
- Buttons:** All day, Time zones, Make Recurring

Annotations and instructions:

- 3 Send:** An orange arrow points to the 'Send' button.
- 1 Name your meeting:** An orange arrow points to the 'Title' field.
- 2 Invite people. Add a whole class as a group if you created one:** An orange arrow points to the 'Required' field.
- Set a recurrence if the meeting will repeat each week or month:** An orange arrow points to the 'Make Recurring' button.
- The link to your meeting is in the body of your invite. Copy and paste it into an announcement or calendar in Brightspace. Click it any time to join your meeting:** An orange arrow points to the 'Join Microsoft Teams Meeting' link in the meeting body.

The meeting body contains the following text:

[Join Microsoft Teams Meeting](#)  
Learn more about Teams | Meeting options  
Join with a video conferencing device  
512959325@t.plcm.vc VTC Conference ID: 1152047772  
In Shared Folder Calendar - Carolyn.Campbell@nsc.ca