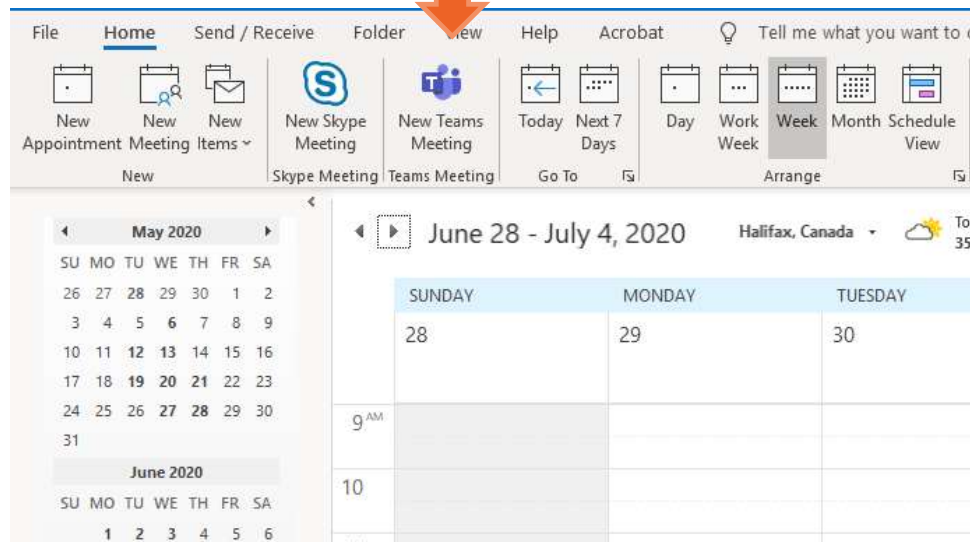# HOW TO **CREATE A TEAMS MEETING** IN OUTLOOK

STEP 1
Open your
Outlook calendar

STEP 2
Choose **New Teams Meeting**

HOW TO **CREATE A TEAMS MEETING IN OUTLOOK**

③ Send

❶ Name your **meeting**

❷ Invite people. Add a whole class as a group if you created one

Set a recurrence if the meeting will repeat each week or month

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**