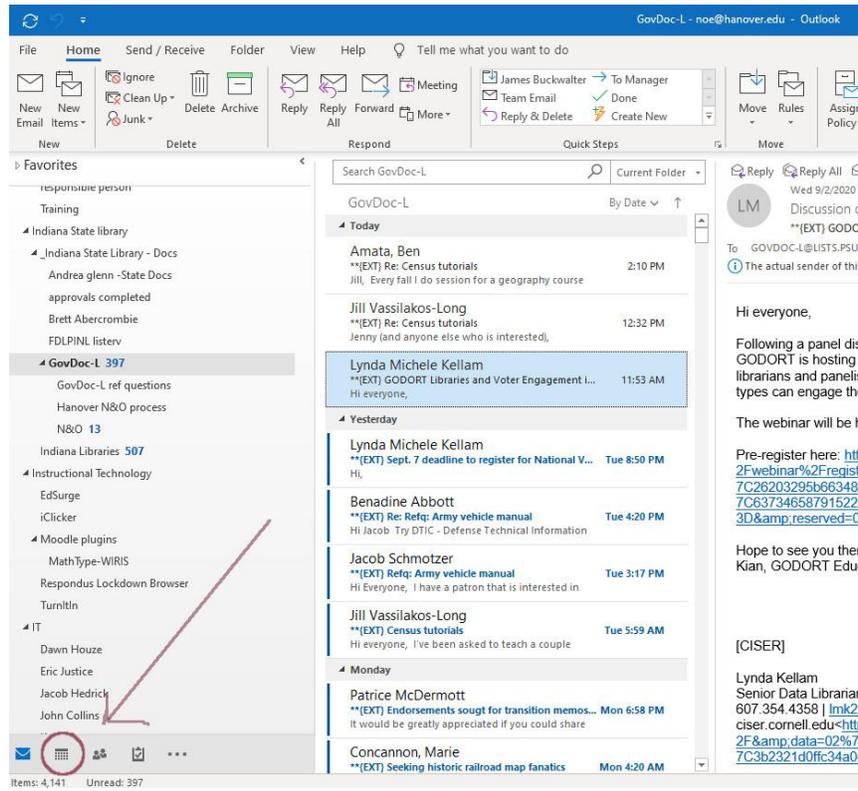


Setting up a Teams Meeting through Outlook

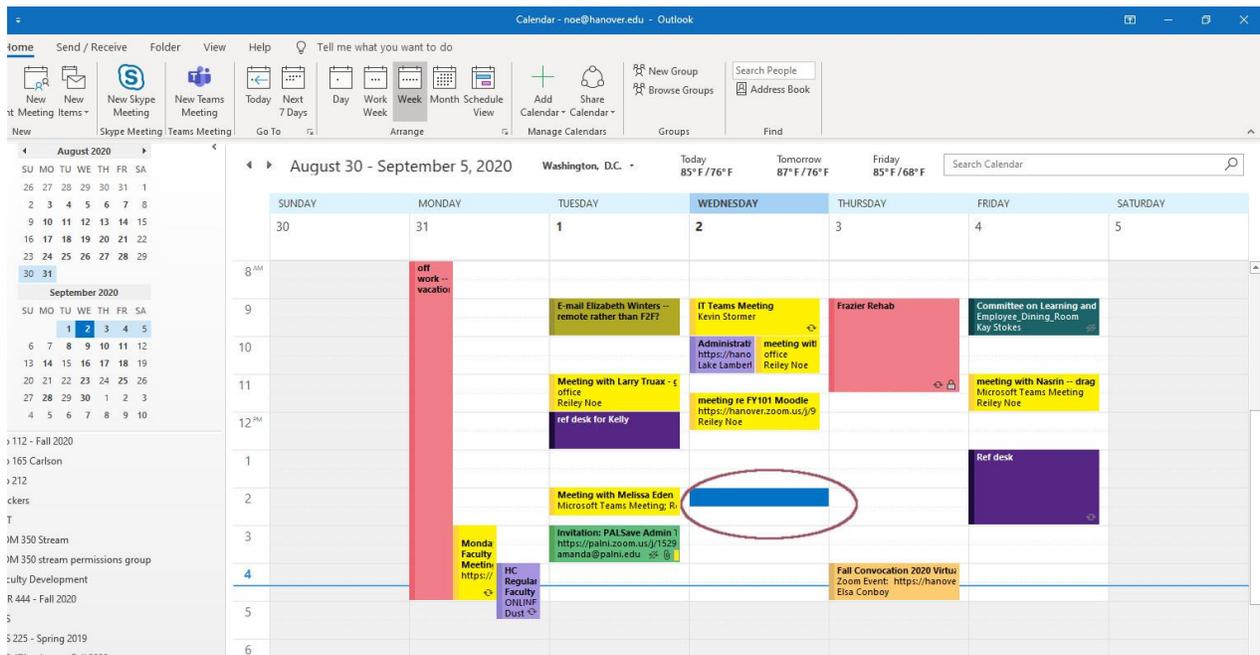
You can set up a Teams meeting from either the Outlook client or the Web version of Outlook. We'll start with the Desktop version

I. Desktop version.

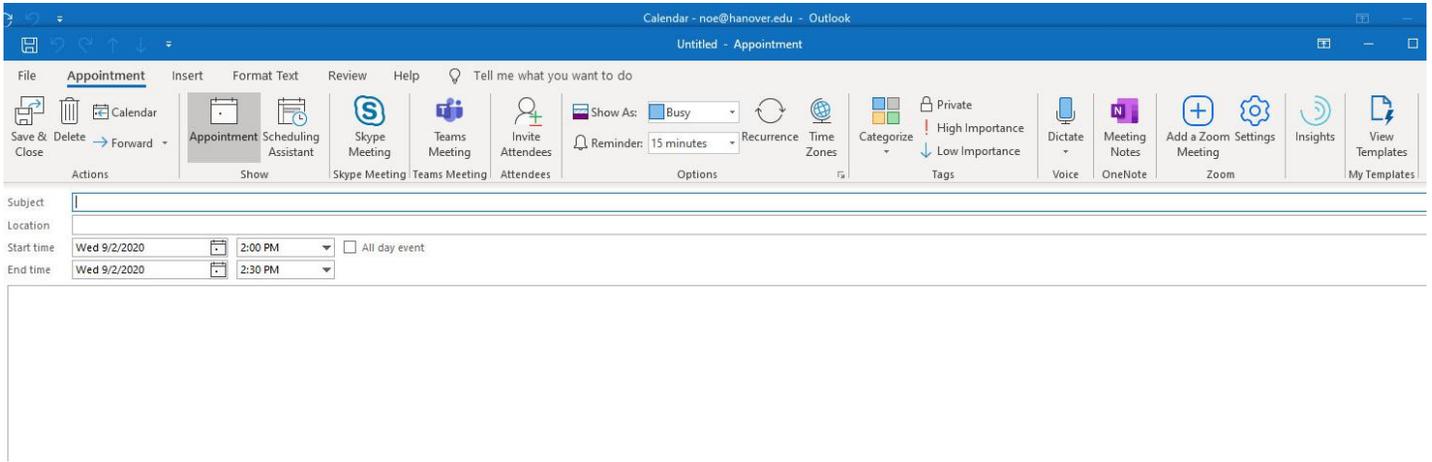
1. Click on the Calendar in the lower left corner.



2. Click on a time for the meeting in the calendar. You'll see a dark box on the time.

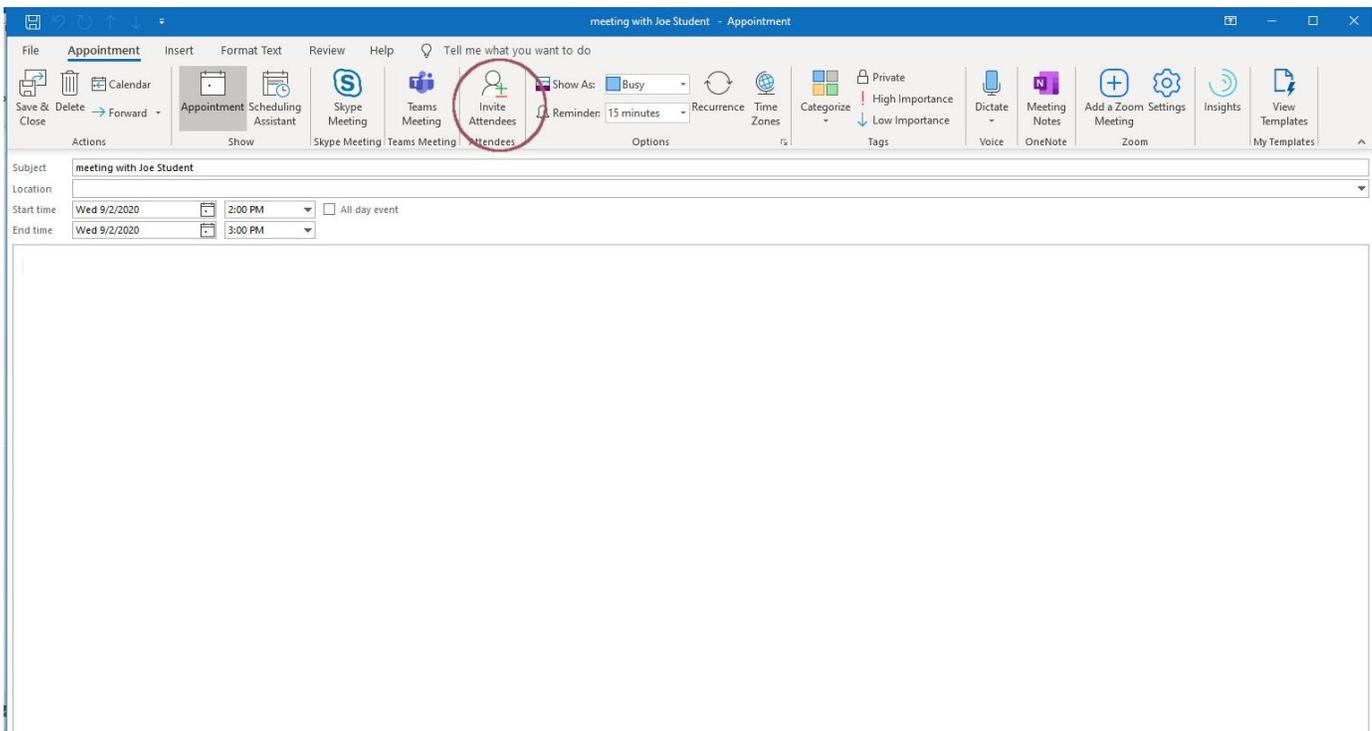


- You'll see an Outlook appointment request populate. Appointments are ways to block out the calendar to set aside some time for personal work.

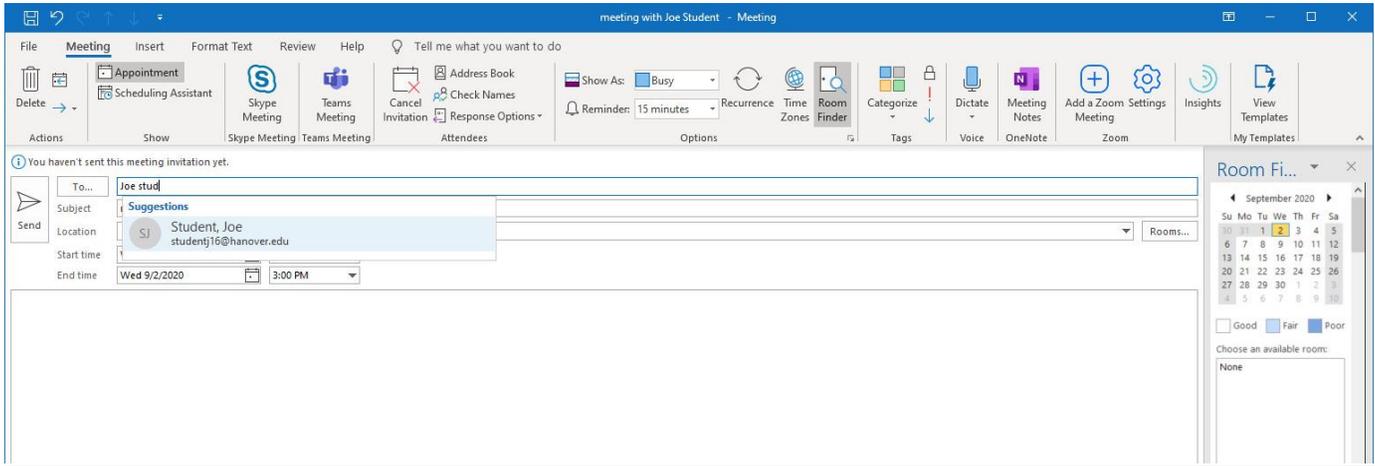


- In Microsoft lingo, once you invite someone, your appointment becomes a meeting. We'll click on the invite attendees icon to invite someone to our meeting.

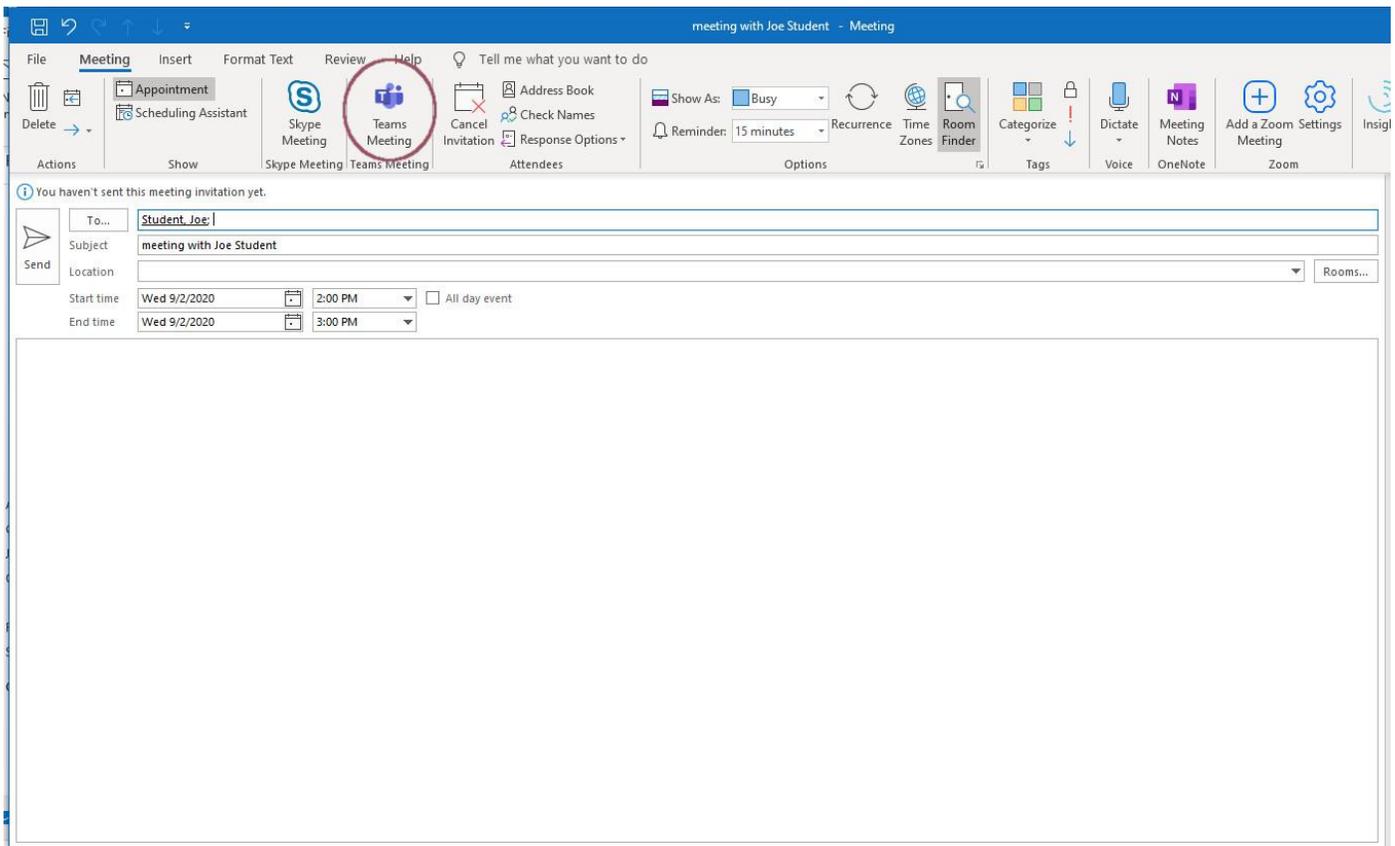
We'll also fill in the subject of the meeting now – meeting with Joe Student. You can adjust the date and the time for the meeting, too.



5. Add the name of the person who you are inviting. They will populate from a directory or you can look them up from the Address Book. If you type in a name, it will populate in a drop-down menu. Click on the tab to add them to the meeting.

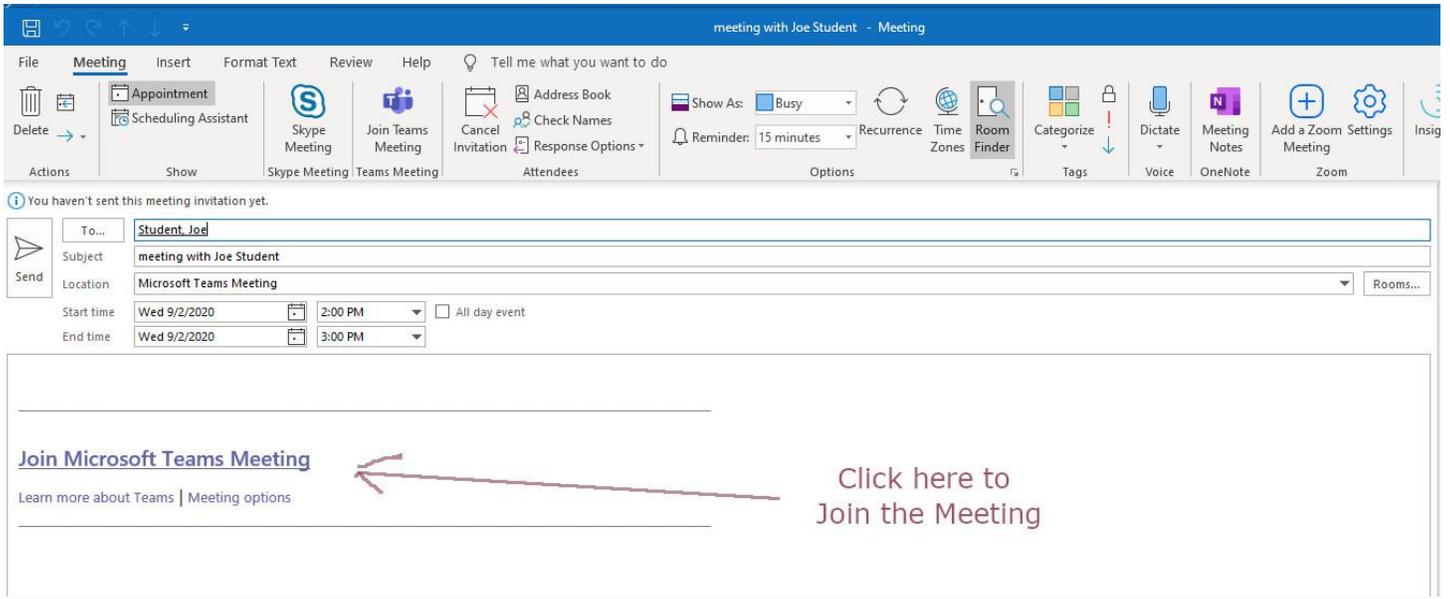


6. Now click on the Teams Meeting icon to add the meeting to your invitation.



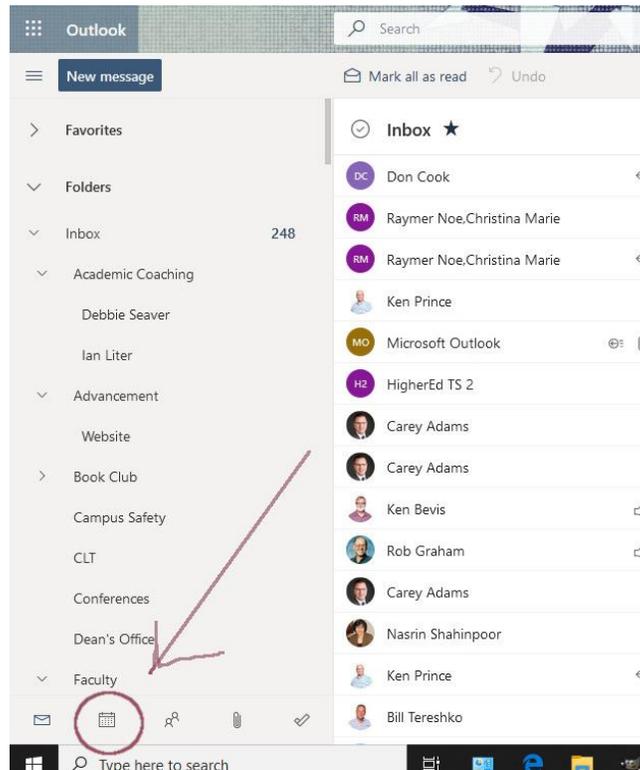
- You'll notice that the invitation appears in the bottom of the invite. Each of these Join Microsoft Teams Meeting links are unique and are particular to the meeting or meeting series that you are setting up with this invitation.

At any rate, when you send this you, you or your invitees can click on that Join Microsoft Teams Meeting link to join the meeting.

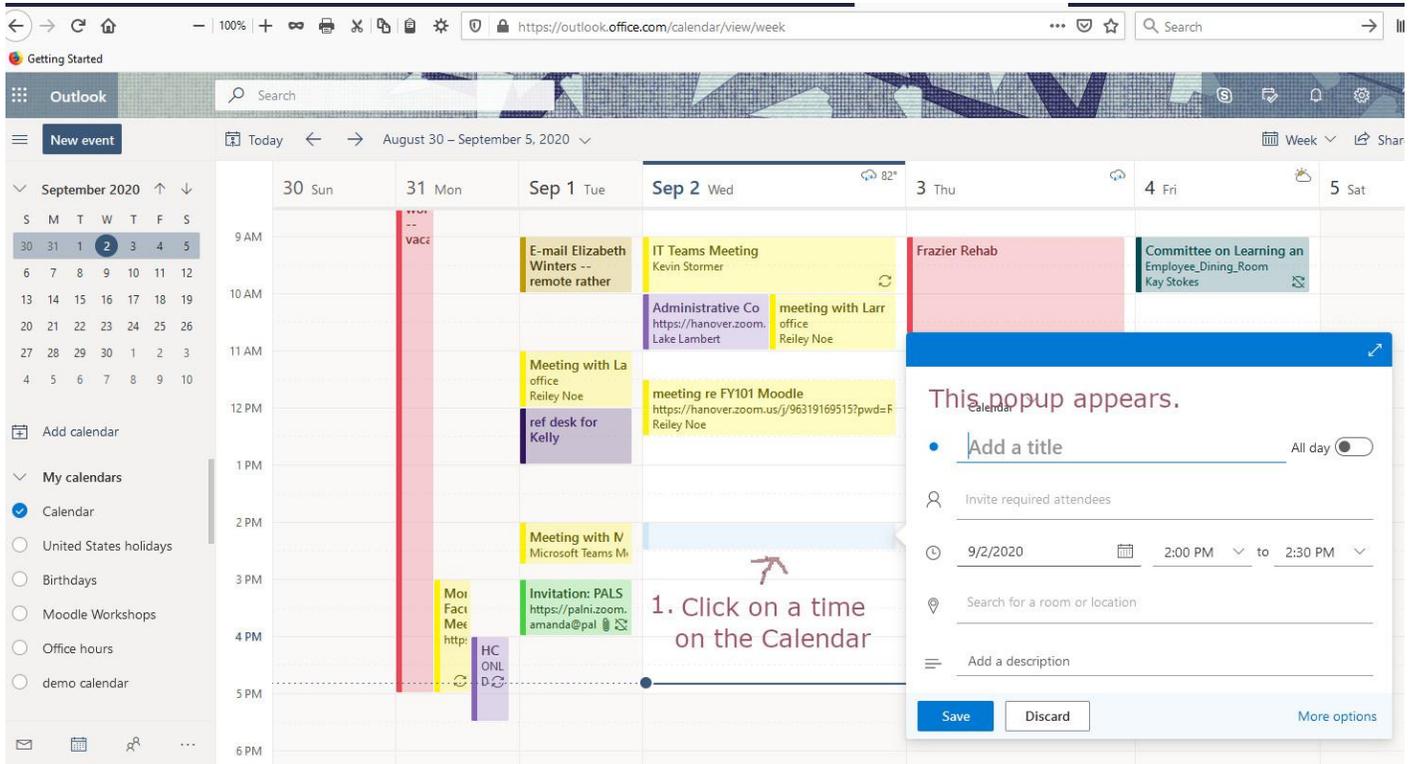


II. Outlook Web version.

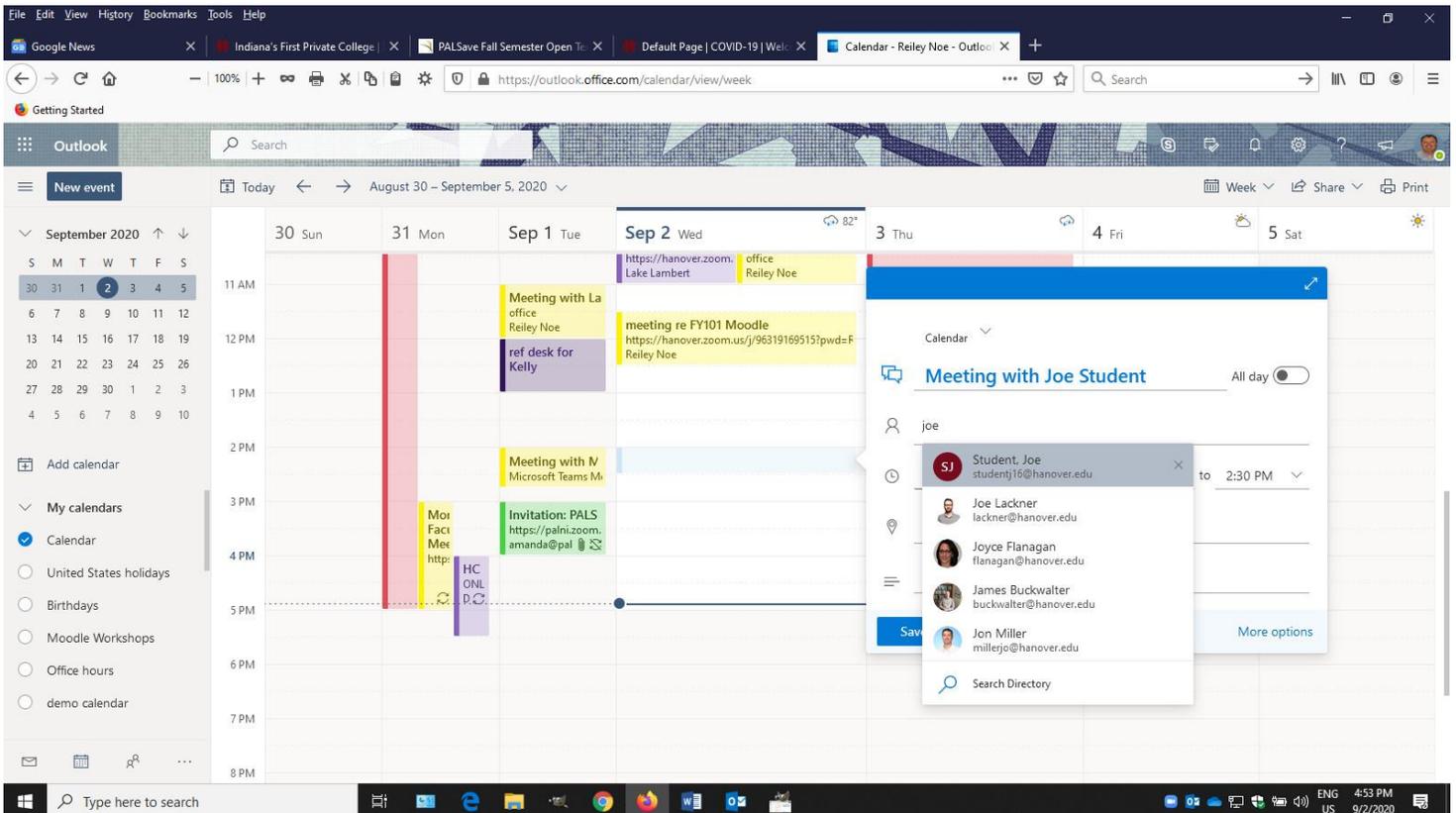
- Click on the Calendar icon in your Web version of Outlook.



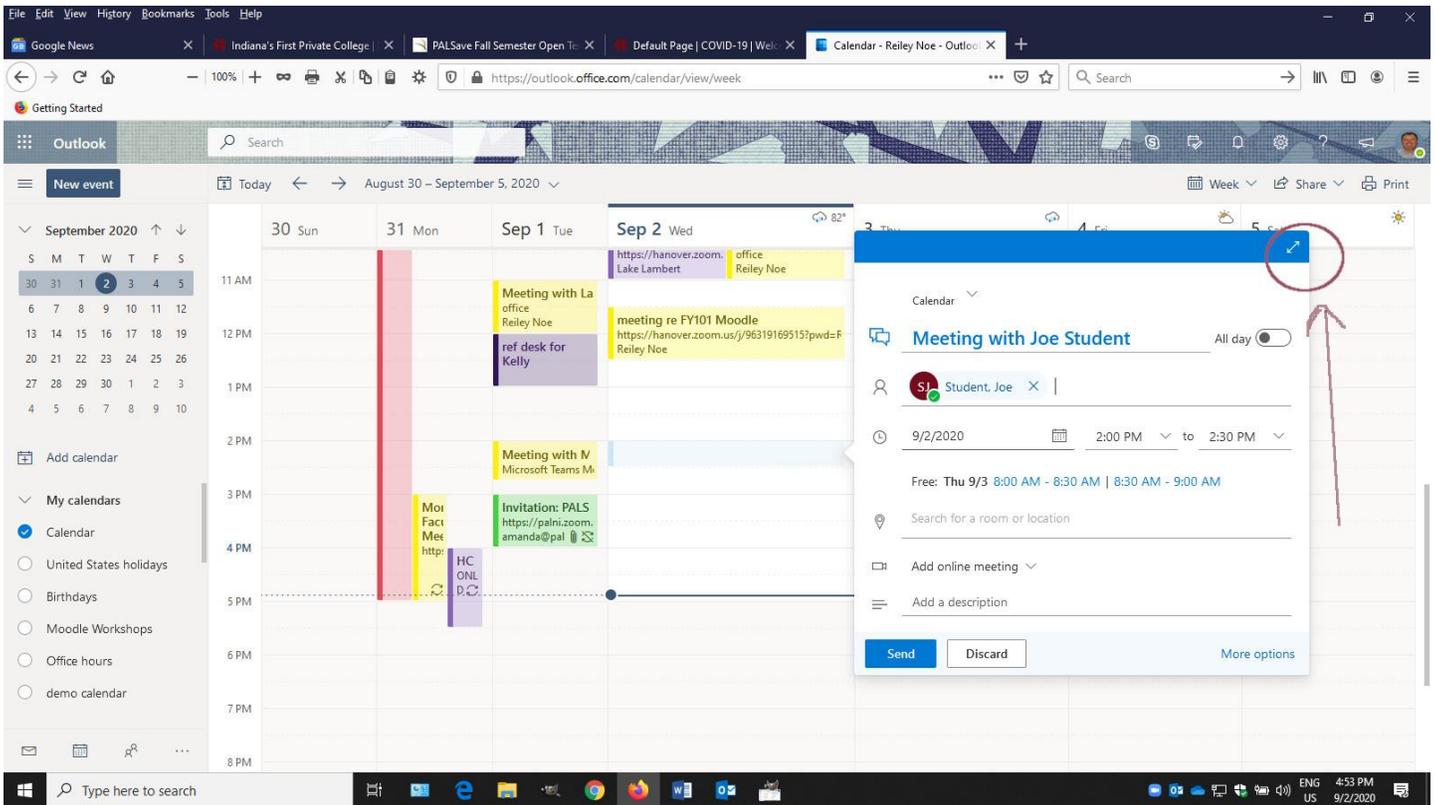
2. Click on the meeting time in the calendar. The area turns blue and a popup appears.



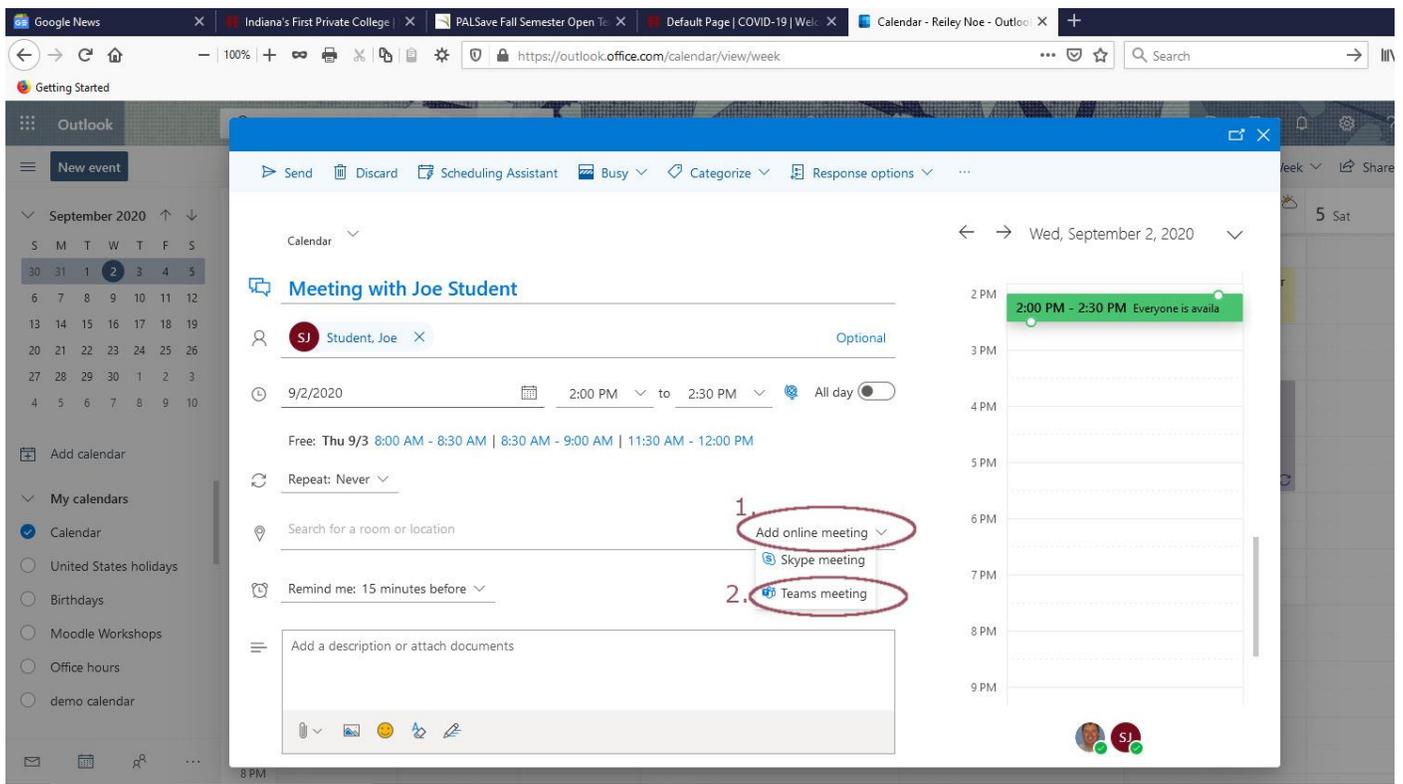
3. Add a title to your meeting. For the second line begin typing in the name of an invitee. Their name appears in the drop-down dialog box. Click on the name and it will populate on the invitee line.



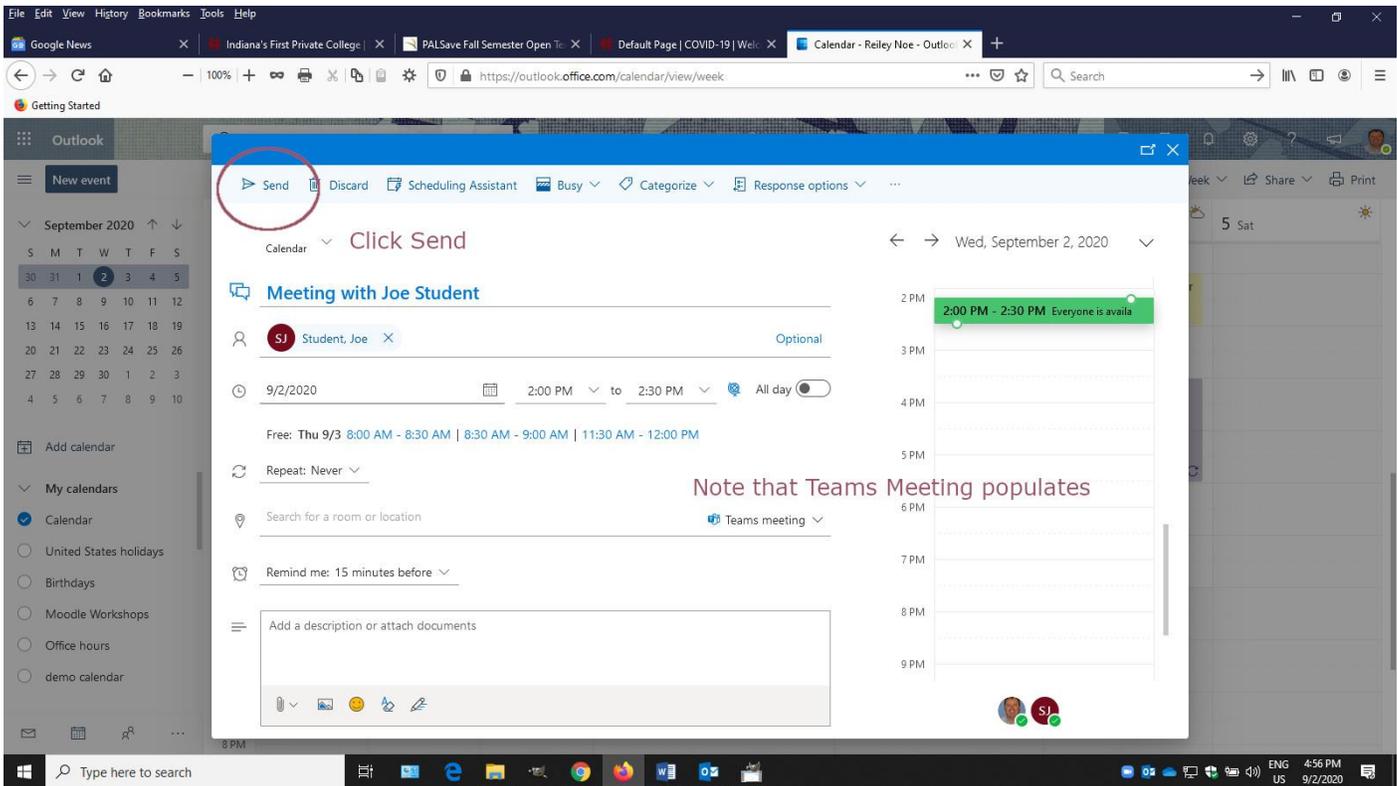
4. Their name populates on the line. Click on the double arrow in the upper right corner to expand the popup.



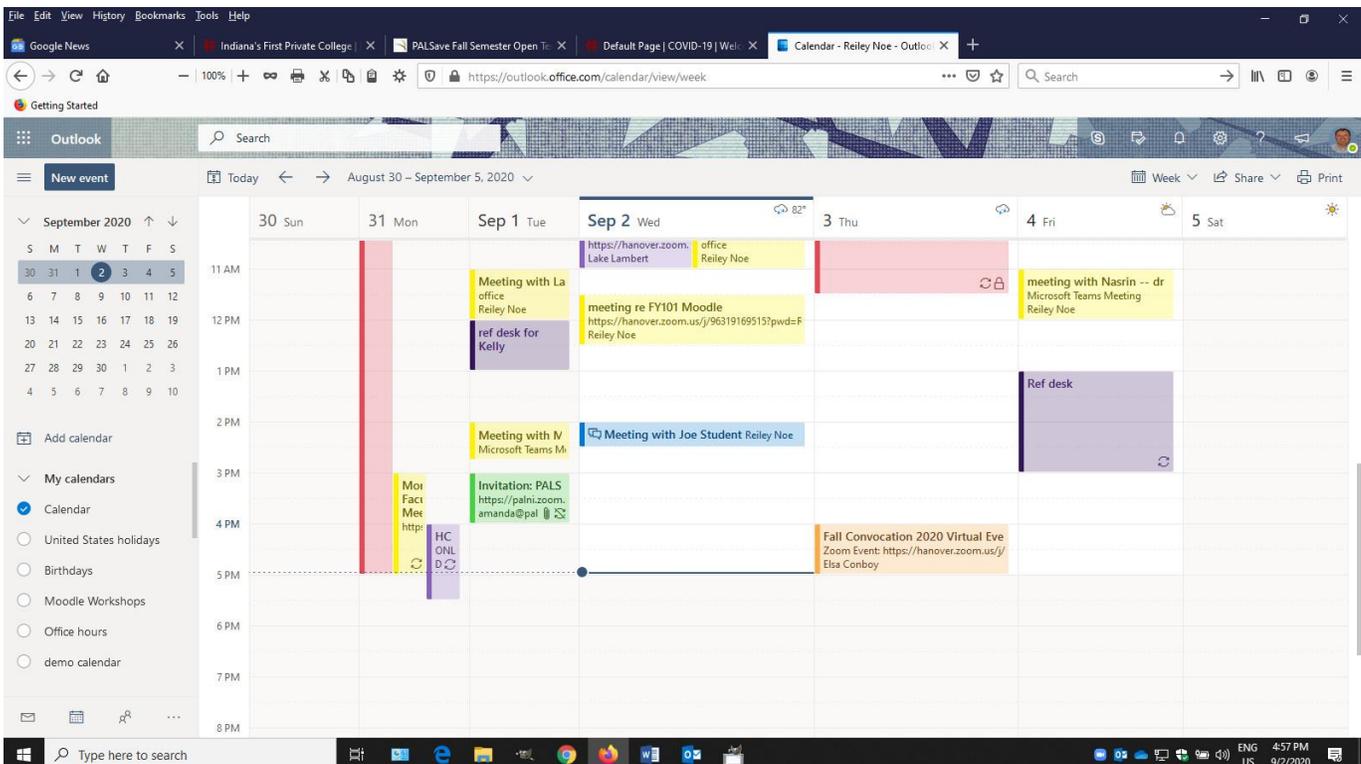
5. Click on the Add Online Meeting and then on the drop down menu, pick Teams Meeting.



6. Note that the Teams meeting populates in the invitation. Add any other information on the invite. Click on the Send button to send the invitation.



7. The meeting populates in your calendar. The default color is blue but if you want, you can categorize different meanings and appointments so that they designate specific types of appointments of your choosing. Right click on the appointment to create different color designations for different colors.



8. Both you and the invitee can access the meeting from the invite. If you click on the calendar block for the meeting, a popup will appear with a button to help you join the meeting.

