Schedule a meeting in Teams

There are several ways to schedule a meeting in Teams:

1. If you want to have a meeting with people you are in a chat with: Select the **add meeting icon** below the box where you type a new message to book a meeting:

   ![Type a new message](image)

2. Go to **Calendar** on the left side of the app and select **New meeting** in the top right corner.

   ![Calendar](image)

3. Or by selecting a range of time in your calendar. The scheduling form will pop open.

   ![New meeting form](image)

   The scheduling form is where you’ll give your meeting a title, invite people, and add meeting details.

   **Use the Scheduling Assistant** to find a time that works for everyone.

   Once you’re done filling out the details, select **Save**. This will close the scheduling form and send an invite to everyone's Outlook inbox.
How to Invite people outside your organization

Teams lets you invite people outside your organization, including those who don’t have a Teams license. You’ll need their full email address to invite them.

1. Go to where it says Add required attendees. If anyone is an optional attendee, select Optional instead.
2. Type the person’s full email address (ex: Joe@example.com).
3. Select Invite. They’ll receive an email with a link to the meeting.

Make it a channel meeting

1. Select New meeting.
2. Type the name of one or more channels where it says Add channel (under the time and date fields).

Channels can’t be edited or added once the invite is sent. You’ll need to send a new invite with the updated channels.

**Note:** When you have a meeting in a channel, everyone in the team will be able to see it and join it in that channel.

Once you’ve added the people you want, select **Scheduling Assistant** to find the best time.