

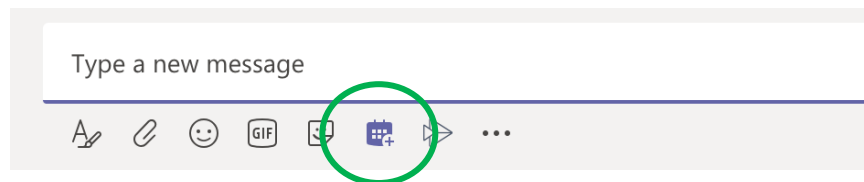
# TEAMS MEETING INSTRUCTIONS

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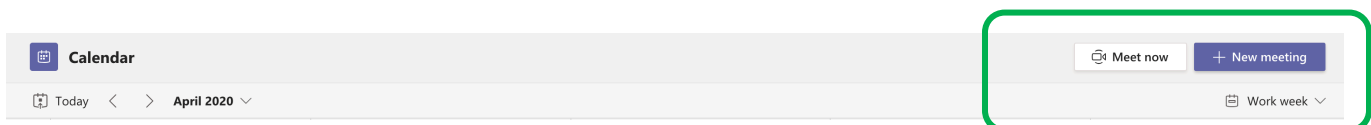
## Schedule a meeting in Teams

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:

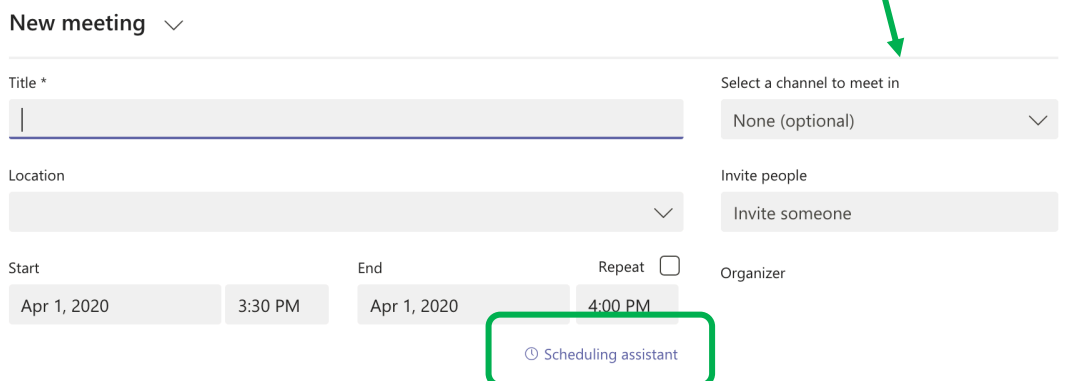


2. Go to **Calendar** on the left side of the app and select **New meeting** in the top right corner.



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

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

A screenshot of the "New meeting" scheduling form in Microsoft Teams. The form has a title "New meeting" with a dropdown arrow. It contains several fields: "Title \*" (a text input field), "Location" (a dropdown menu), "Start" (a date and time picker set to "Apr 1, 2020" at "3:30 PM"), "End" (a date and time picker set to "Apr 1, 2020" at "4:00 PM"), "Repeat" (a checkbox), "Select a channel to meet in" (a dropdown menu set to "None (optional)"), "Invite people" (a button labeled "Invite someone"), and "Organizer" (a text input field). A green arrow points to the "Scheduling assistant" button, which is located at the bottom center of the form and is highlighted with a green rectangular box.

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

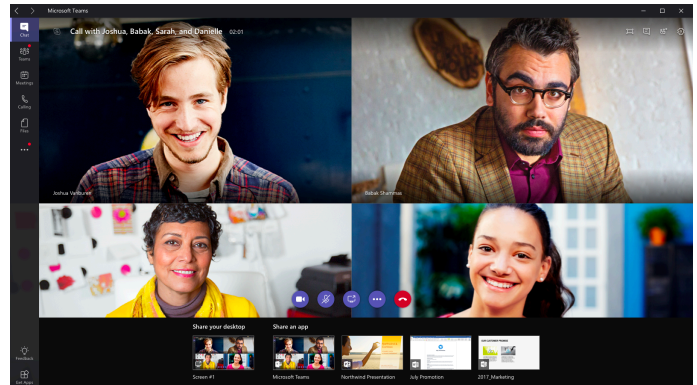
Once you're done filling out the details, select **Save**. This will close the scheduling form and send an invite to everyone's Outlook inbox.

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## How to Invite people outside your organization

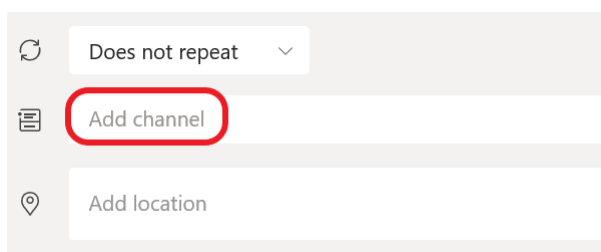
Teams lets you invite people outside your organization, including those who don't have a Teams license. You'll need their full email address to invite them.



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.