

Scheduling a Teams Meeting

Overview

You can schedule a Teams meeting directly from Outlook or from within Teams. All attendees will receive a calendar invite with a Join link.

Schedule from Outlook

1. Open Outlook and go to your **Calendar**
 2. Click **New Teams Meeting** in the ribbon at the top
 3. Fill in the meeting title, add attendees in the **To** field, and set the date and time
 4. Add any agenda or notes in the body
 5. Click **Send**
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Schedule from Teams

1. Open **Microsoft Teams**
 2. Click **Calendar** in the left sidebar
 3. Click **New meeting** in the top right
 4. Fill in the meeting details and add attendees
 5. Click **Save**
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