

# Teams

- [Joining a Teams Meeting via Outlook Calendar](#)
- [Joining a Teams Meeting via the Outlook Reminder](#)
- [Sending a Teams Video Conference](#)

# Joining a Teams Meeting via Outlook Calendar

## Step-by-step guide

1. Go to your **calendar** in Outlook and open the meeting. Click on the link **Join Microsoft Teams Meeting**.

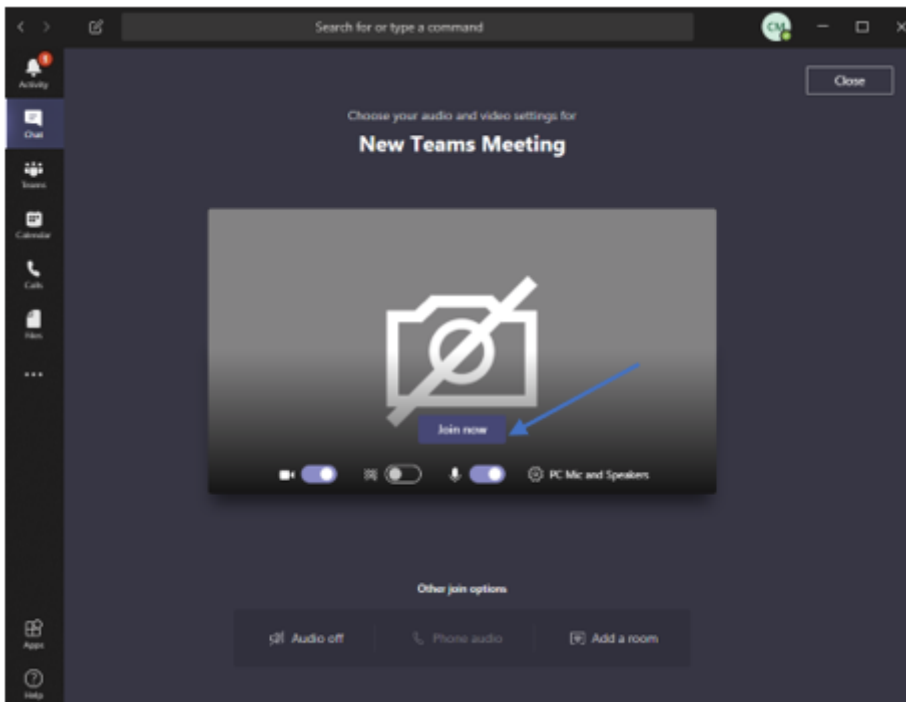
---

[Join Microsoft Teams Meeting](#)

[Learn more about Teams](#) | [Meeting options](#)

---

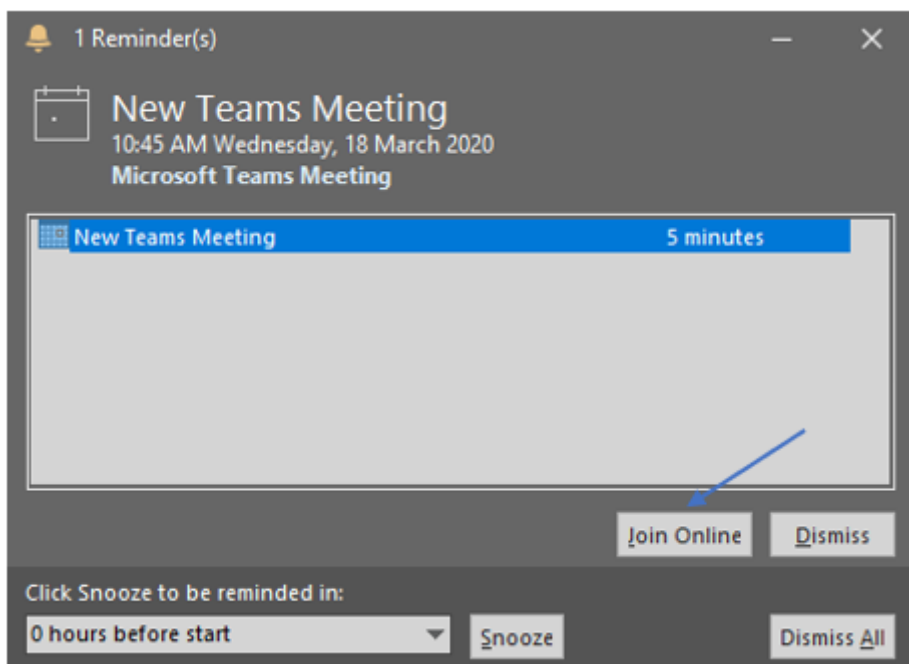
2. The new meeting will open in **Teams**. Click on **Join now**.



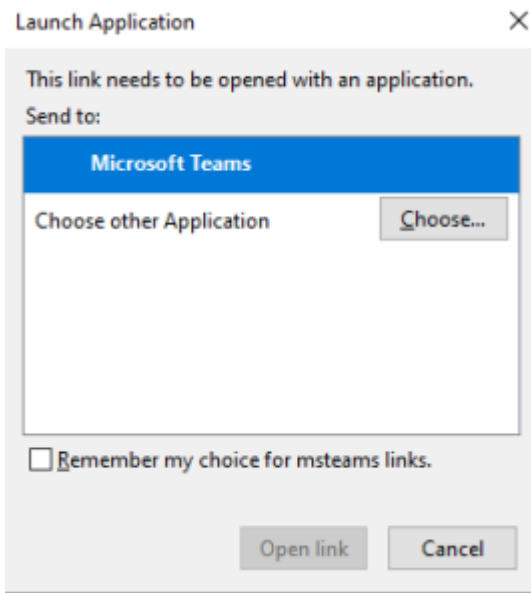
# Joining a Teams Meeting via the Outlook Reminder

## Step-by-step guide

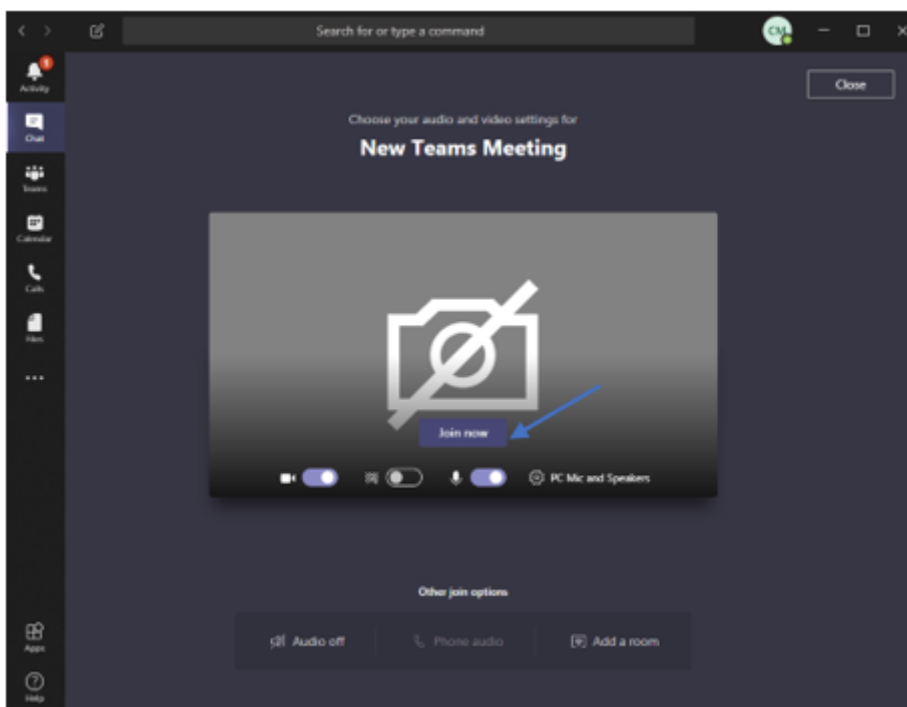
1. Before the meeting Outlook will remind you of the meeting. Click on the **Join Online** button.



2. If you asked to choose an application, make sure Microsoft Teams is selected and click **Open Link**.



3. The new meeting will open in Teams. Click on **Join now**.



# Sending a Teams Video Conference

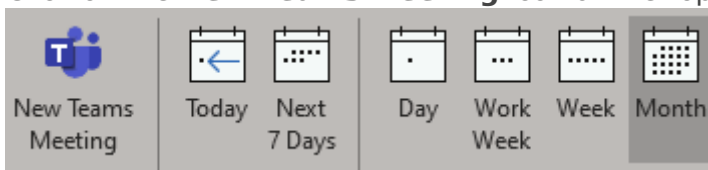
Use the below instructions to send a Teams video conference meeting invite.

## Step-by-step guide

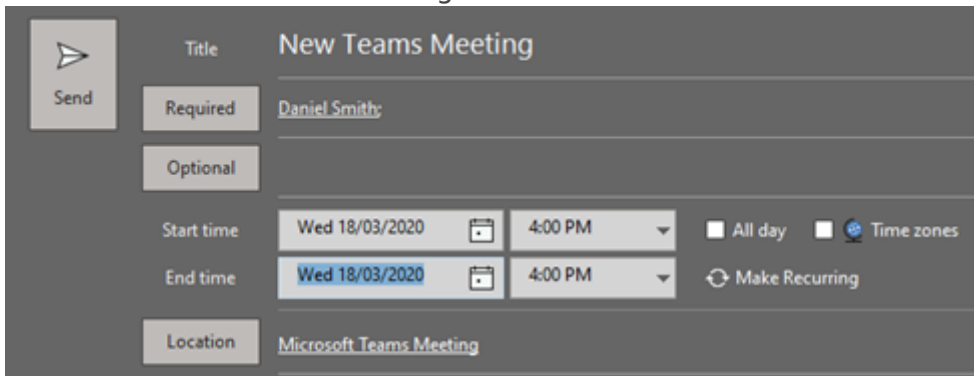
1. Open Outlook and go to your **calendar**.



2. Click on the **New Teams Meeting** icon at the top of the screen.



3. Enter the details of the meeting and click **send**.

A screenshot of the 'New Teams Meeting' form in Outlook. The form has a dark grey background. On the left is a 'Send' button with a right-pointing arrow. The main form area has the following fields: 'Title' with the text 'New Teams Meeting'; 'Required' with the text 'Daniel Smith'; 'Optional' (empty); 'Start time' with a date picker set to 'Wed 18/03/2020' and a time dropdown set to '4:00 PM'; 'End time' with a date picker set to 'Wed 18/03/2020' and a time dropdown set to '4:00 PM'; and 'Location' with the text 'Microsoft Teams Meeting'. To the right of the time dropdowns are checkboxes for 'All day' and 'Time zones', and a 'Make Recurring' button with a circular arrow icon.

---

[Join Microsoft Teams Meeting](#)

[Learn more about Teams](#) | [Meeting options](#)