

Teams

- [Joining a Teams Meeting via Outlook Calendar](#)
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Joining a Teams Meeting via Outlook Calendar

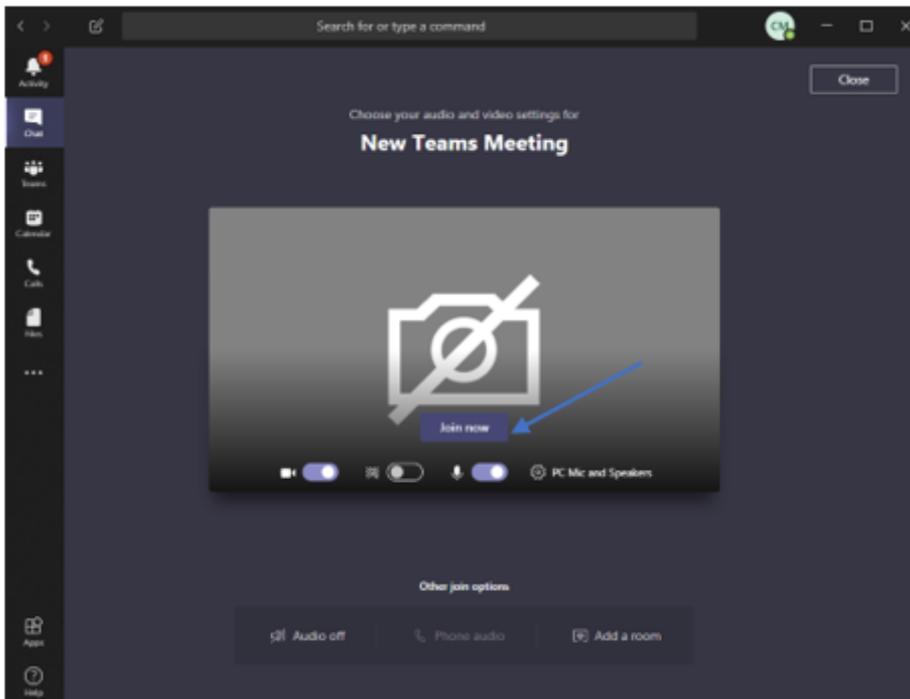
Step-by-step guide

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](#)

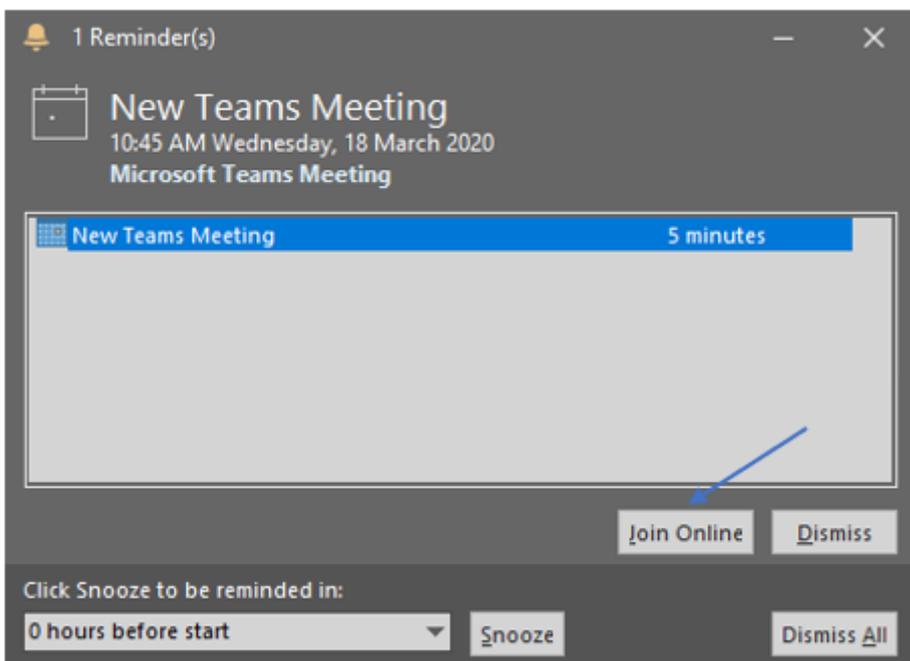
2. The new meeting will open in **Teams**. Click on **Join now**.



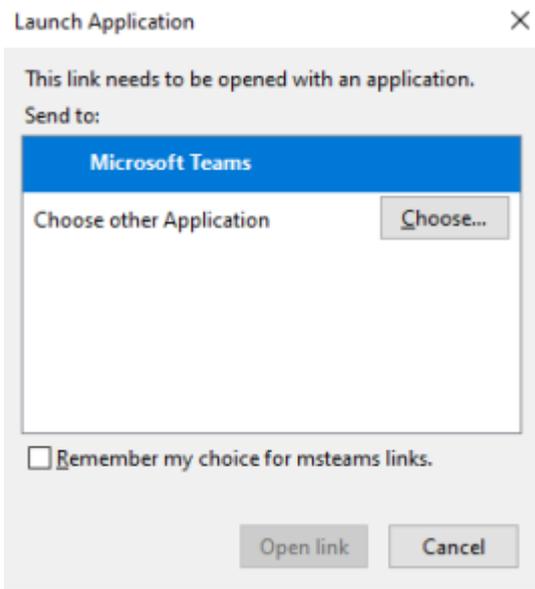
Joining a Teams Meeting via the Outlook Reminder

Step-by-step guide

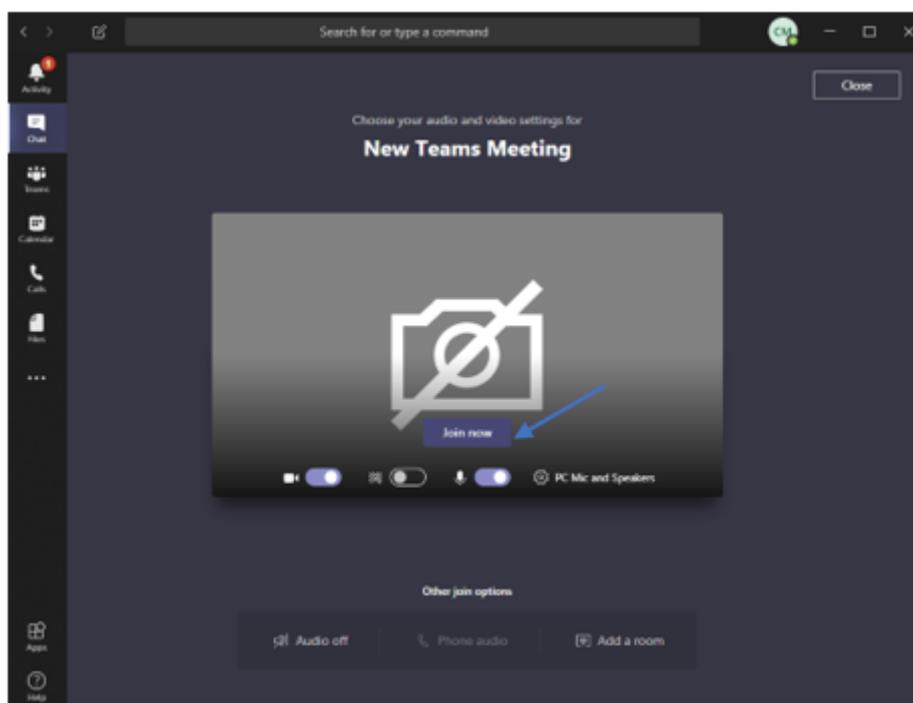
1. Before the meeting Outlook will remind you of the meeting. Click on the **Join Online** button.



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

Conference

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

Step-by-step guide

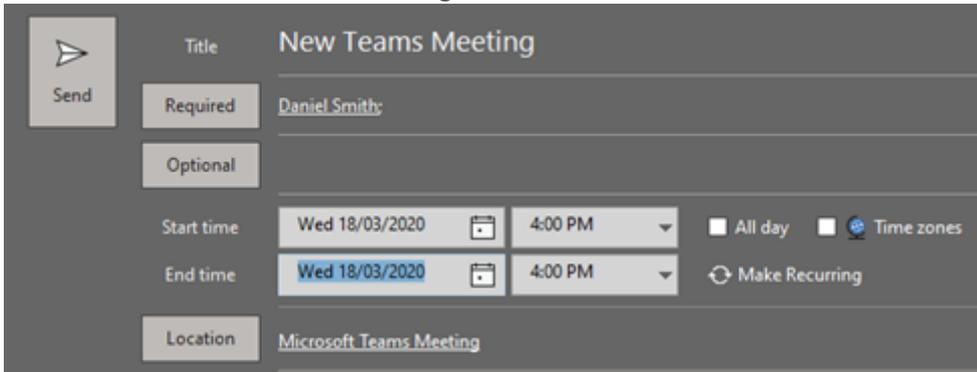
1. Open Outlook and go to your **calendar**.



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 side, there is a 'Send' button with a right-pointing arrow. The main form area contains the following fields:

- Title:** New Teams Meeting
- Required:** Daniel Smith;
- Optional:** (empty field)
- Start time:** Wed 18/03/2020, 4:00 PM. Includes a calendar icon and a dropdown arrow. There are checkboxes for 'All day' and 'Time zones'.
- End time:** Wed 18/03/2020, 4:00 PM. Includes a calendar icon and a dropdown arrow. There is a 'Make Recurring' button with a circular arrow icon.
- Location:** Microsoft Teams Meeting

[Join Microsoft Teams Meeting](#)

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