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.**
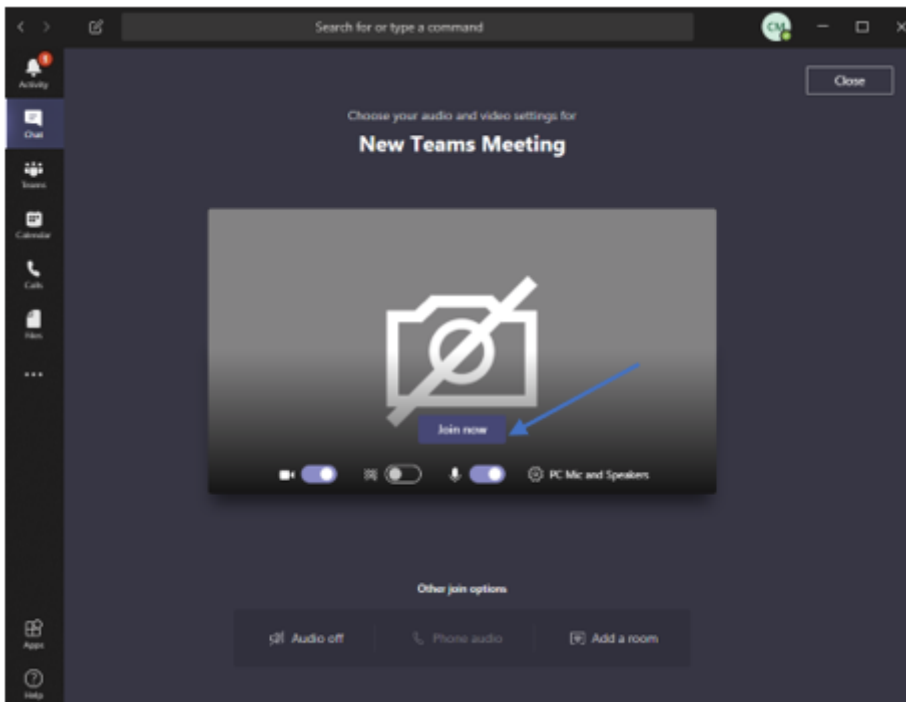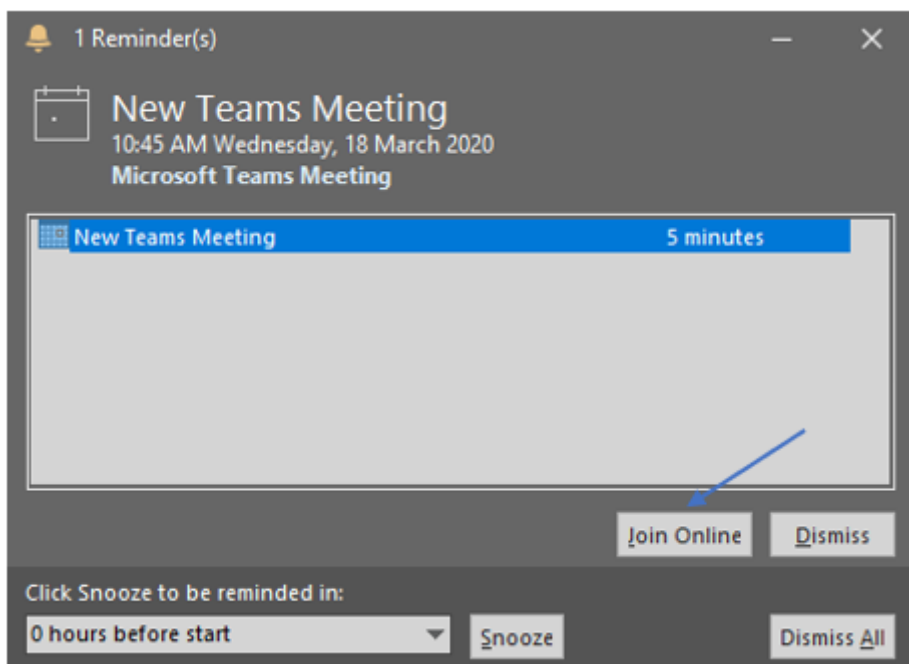

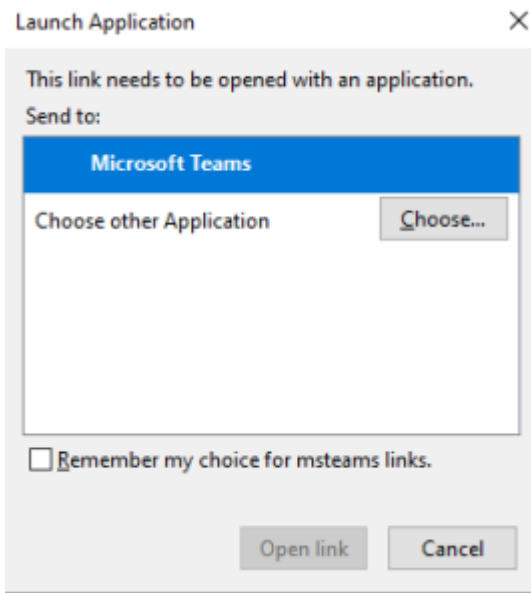2. The new meeting will open in **Teams**. Click on **Join now.**

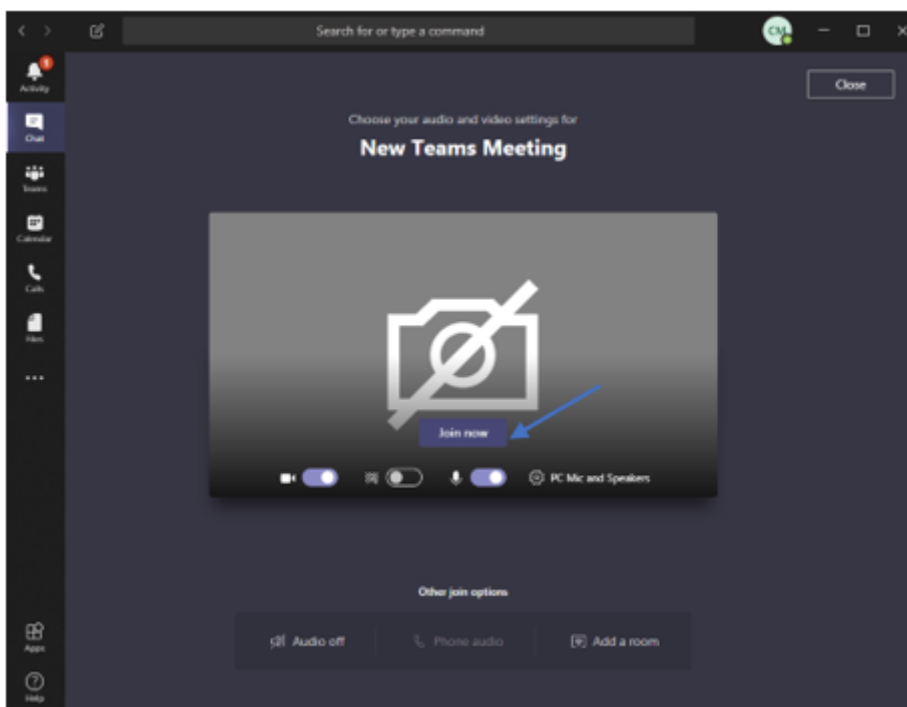# Joining a Teams Meeting via the Outlook Reminder

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.**
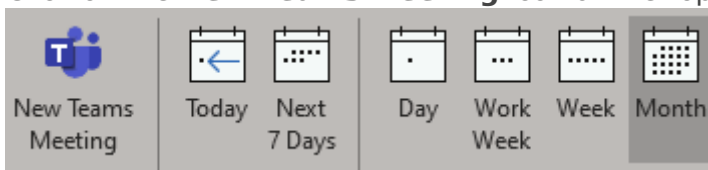
Sending a Teams Video Conference

Use the below instructions to send a Teams video conference meeting invite.
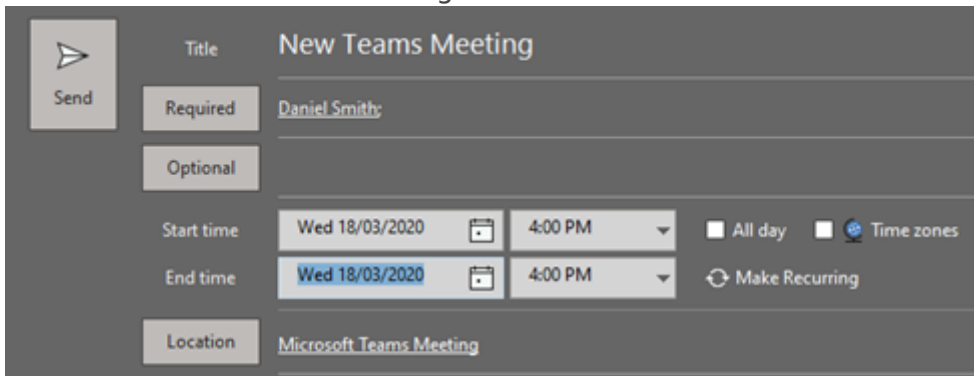
Step-by-step guide

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.**