

Joining a Teams Meeting via Outlook Calendar

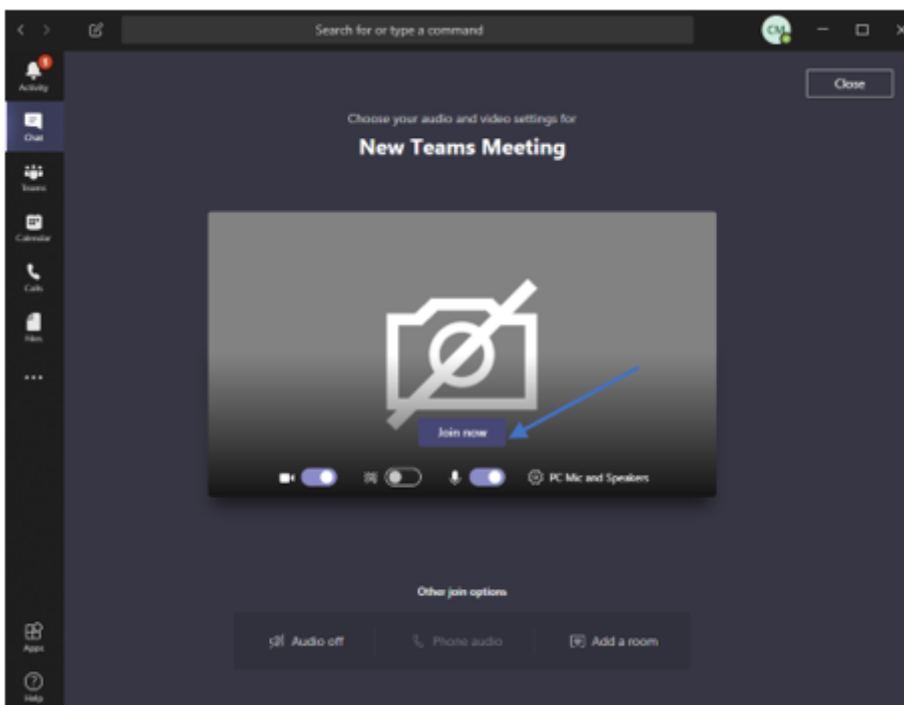
Step-by-step guide

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**.



Revision #3

Created 29 September 2022 01:10:51 by Mitch Fraser

Updated 3 October 2022 05:31:43 by Dylan Healey