

Sending a Teams Video Conference

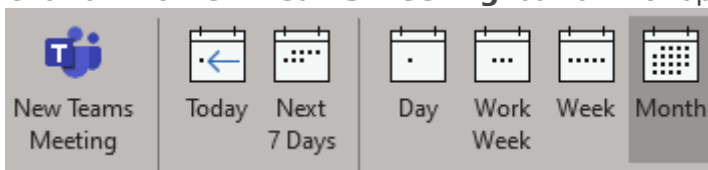
Use the below instructions to send a Teams video conference meeting invite.

Step-by-step guide

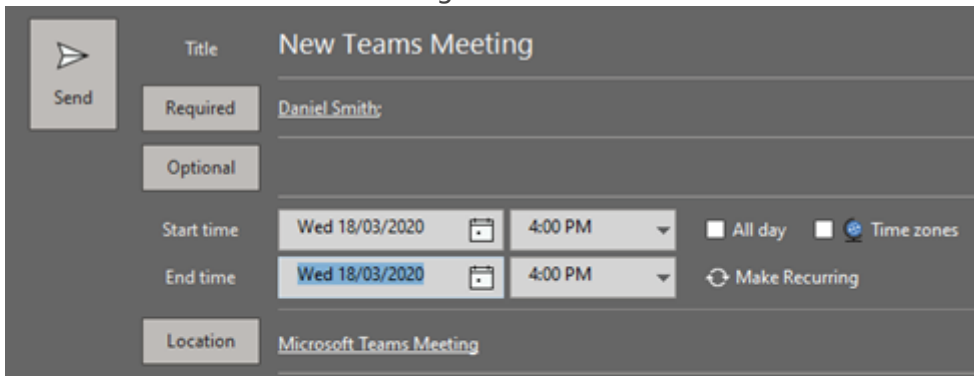
1. Open Outlook and go to your **calendar**.



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 a title 'New Teams Meeting'. Below the title are two sections: 'Required' and 'Optional'. The 'Required' section has a text field with 'Daniel Smith'. The 'Optional' section is empty. Below these are fields for 'Start time' and 'End time'. The 'Start time' field shows 'Wed 18/03/2020' and '4:00 PM'. The 'End time' field shows 'Wed 18/03/2020' and '4:00 PM'. To the right of these fields are checkboxes for 'All day' and 'Time zones', and a 'Make Recurring' button. At the bottom is a 'Location' field with the text 'Microsoft Teams Meeting'.

[Join Microsoft Teams Meeting](#)

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Revision #2

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