

Sending a Teams Video Conference

Conference

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

Step-by-step guide

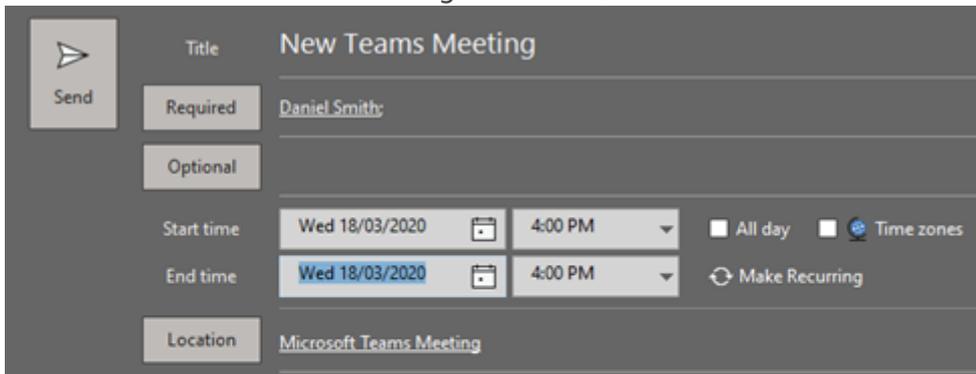
1. Open Outlook and go to your **calendar**.



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. The title is 'New Teams Meeting'. There is a 'Send' button on the left. The form includes fields for 'Required' attendees (Daniel Smith), 'Optional' attendees, 'Start time' (Wed 18/03/2020, 4:00 PM), 'End time' (Wed 18/03/2020, 4:00 PM), and 'Location' (Microsoft Teams Meeting). There are also checkboxes for 'All day' and 'Time zones', and a 'Make Recurring' button.

[Join Microsoft Teams Meeting](#)

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

Revision #2

Created 29 September 2022 01:11:15 by Mitch Fraser

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