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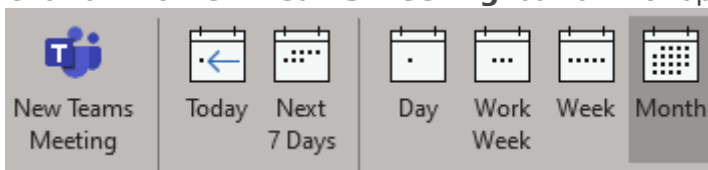
Use the below instructions to send a Teams video conference meeting invite.
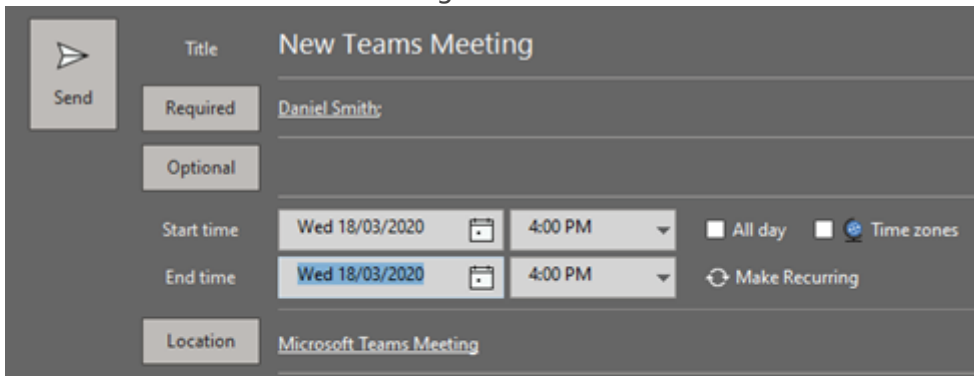
Step-by-step guide

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.**