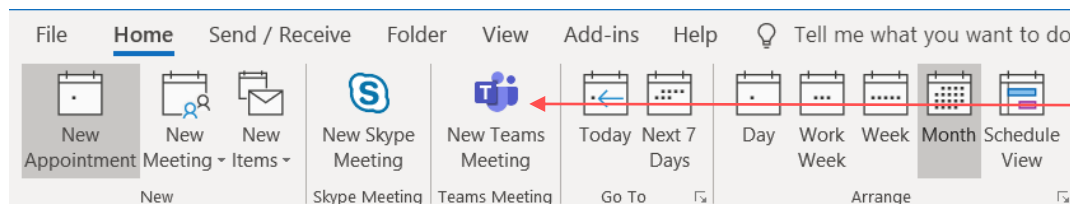


Microsoft Teams – Invite



To create a Teams Meeting, Open Outlook and go to your Calendars.

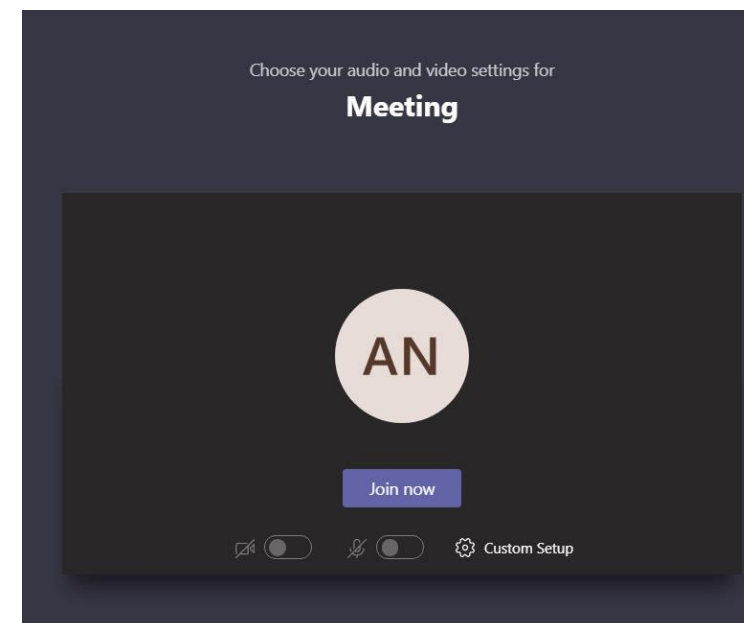


Click on the New Teams Meeting icon.

Fill the details in as you normally would when creating an event in your calendar.

The screenshot shows the 'New Meeting' form in Outlook. The 'Title' field is empty. The 'Send' button is visible. The 'Start time' is set to 'Mon 23/03/2020 00:00' and the 'End time' is set to 'Tue 24/03/2020 00:00'. The 'Location' is 'Microsoft Teams Meeting'. A red arrow points to the 'Attendees' field with the text 'Add the attendees, whether required or optional.' Another red arrow points to the 'Start time' field with the text 'Set the date and time for the meeting.'

The attendees will get a message with a link via outlook which they can click to join through their pc, mobile or tablet.



Teams will also send out a prompt before the meeting that can be clicked the same way on any device that Teams is running on.

Enable your microphone / camera and then click Join now to get started.