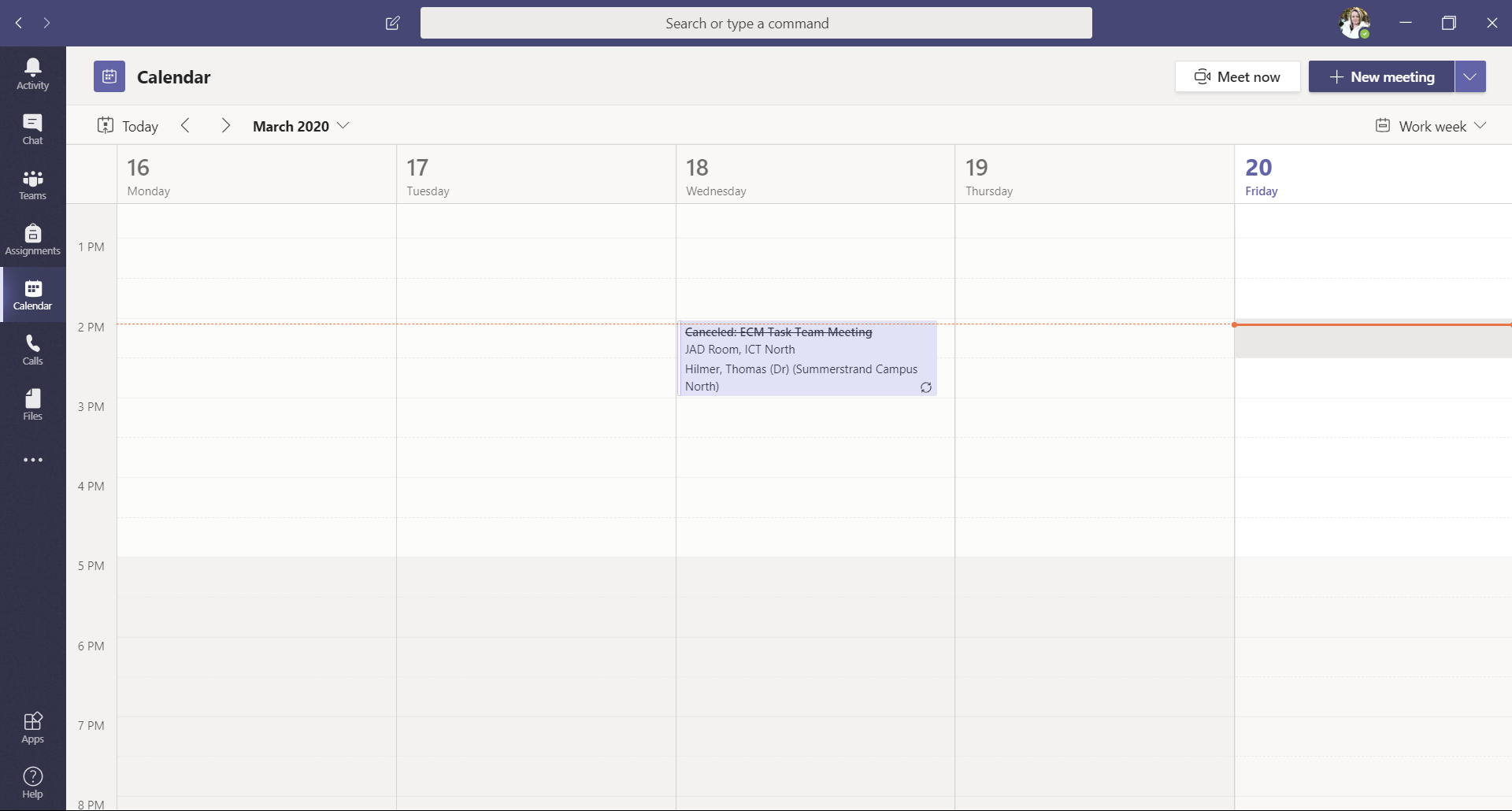
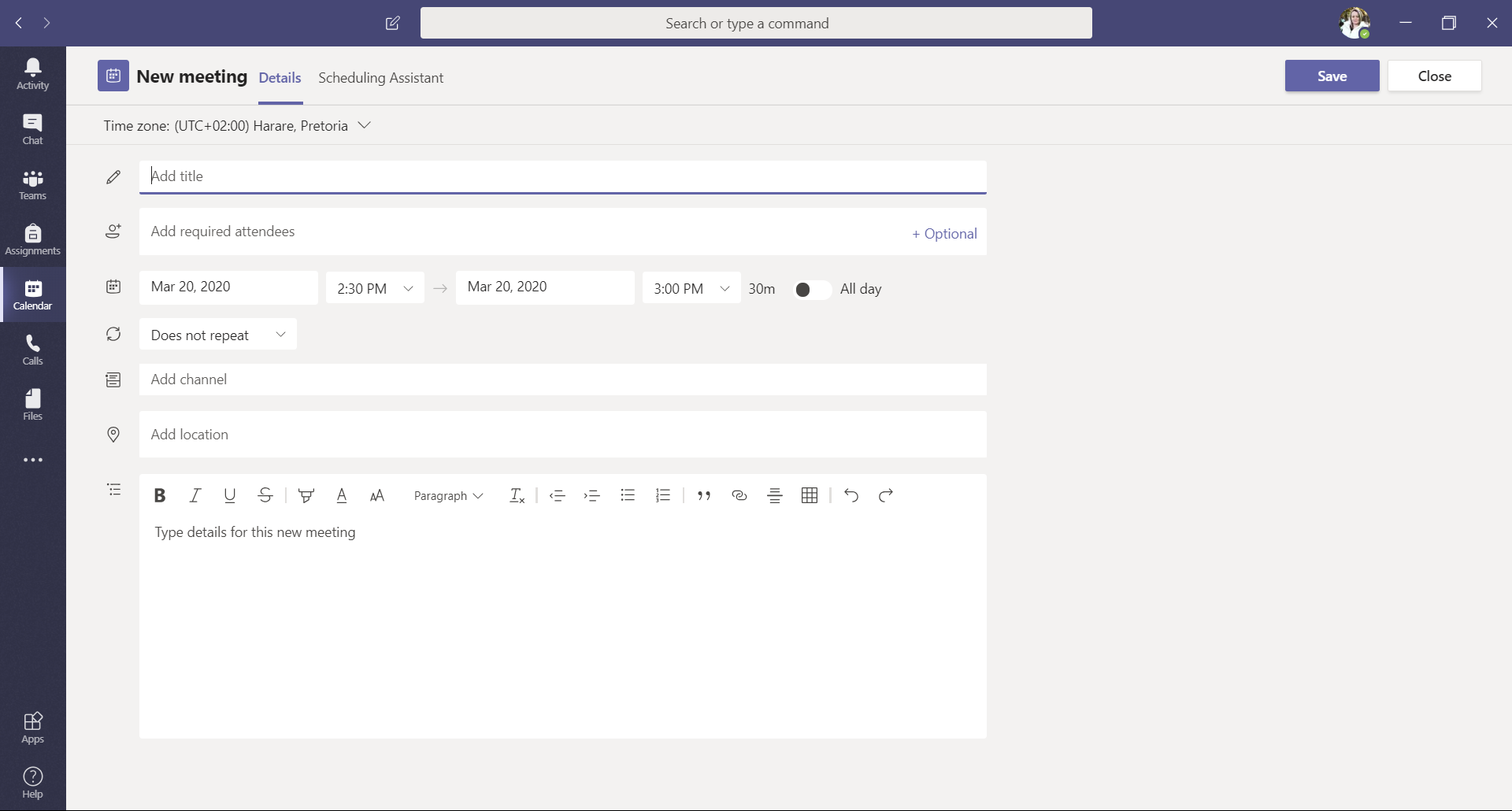
**How to Schedule a Meeting using Teams in Outlook**

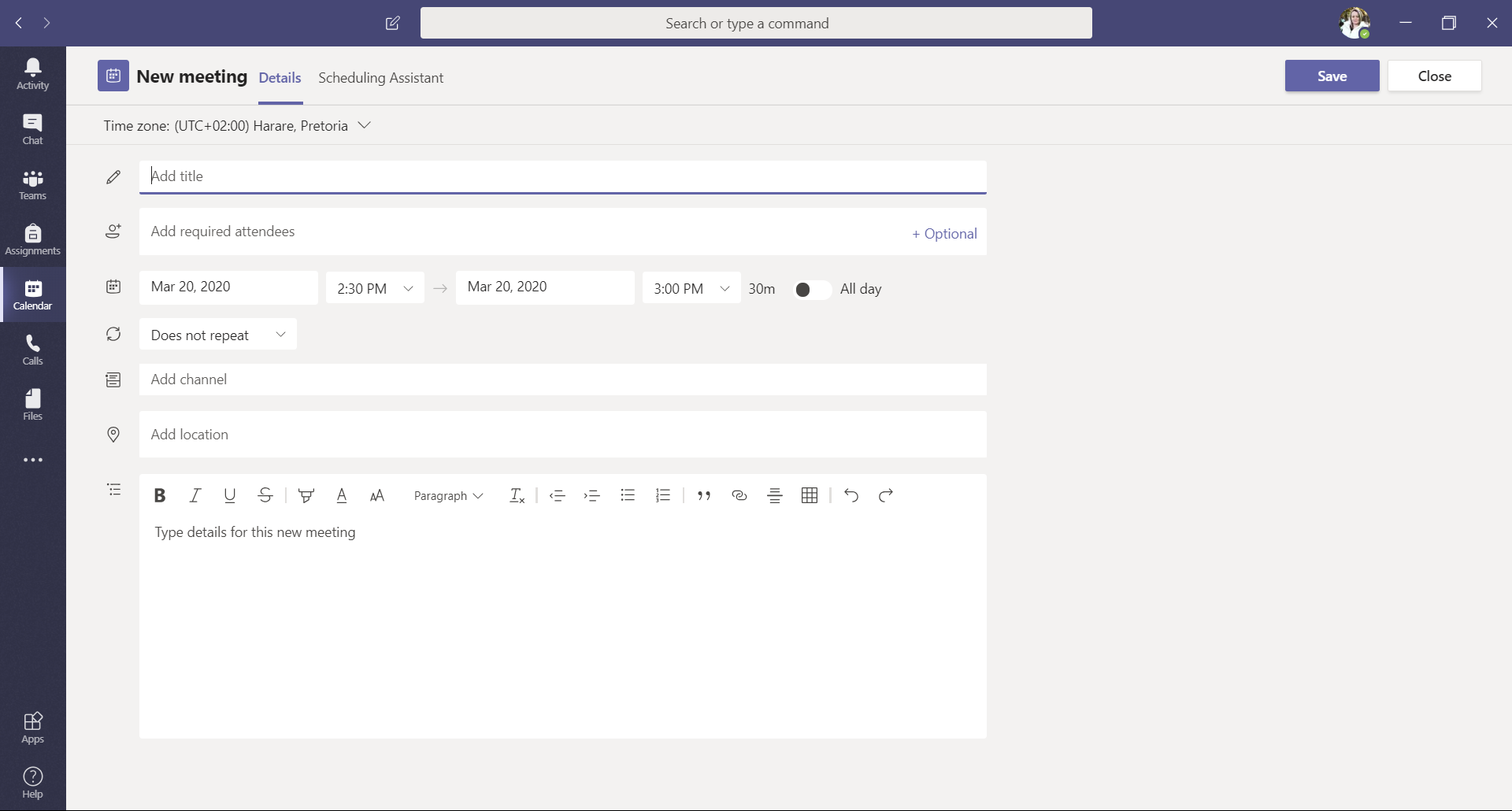
1. **Teams has to be installed on your device and it has to be restarted for this to appear in your Outlook**
2. **Speakers or headphones is a MUST to be able to hear what is being said in the meeting. Please NOTE most laptops have built in speakers and microphones. If you have a webcam on your PC there will be a microphone built into it.**
3. Click “New Meeting”



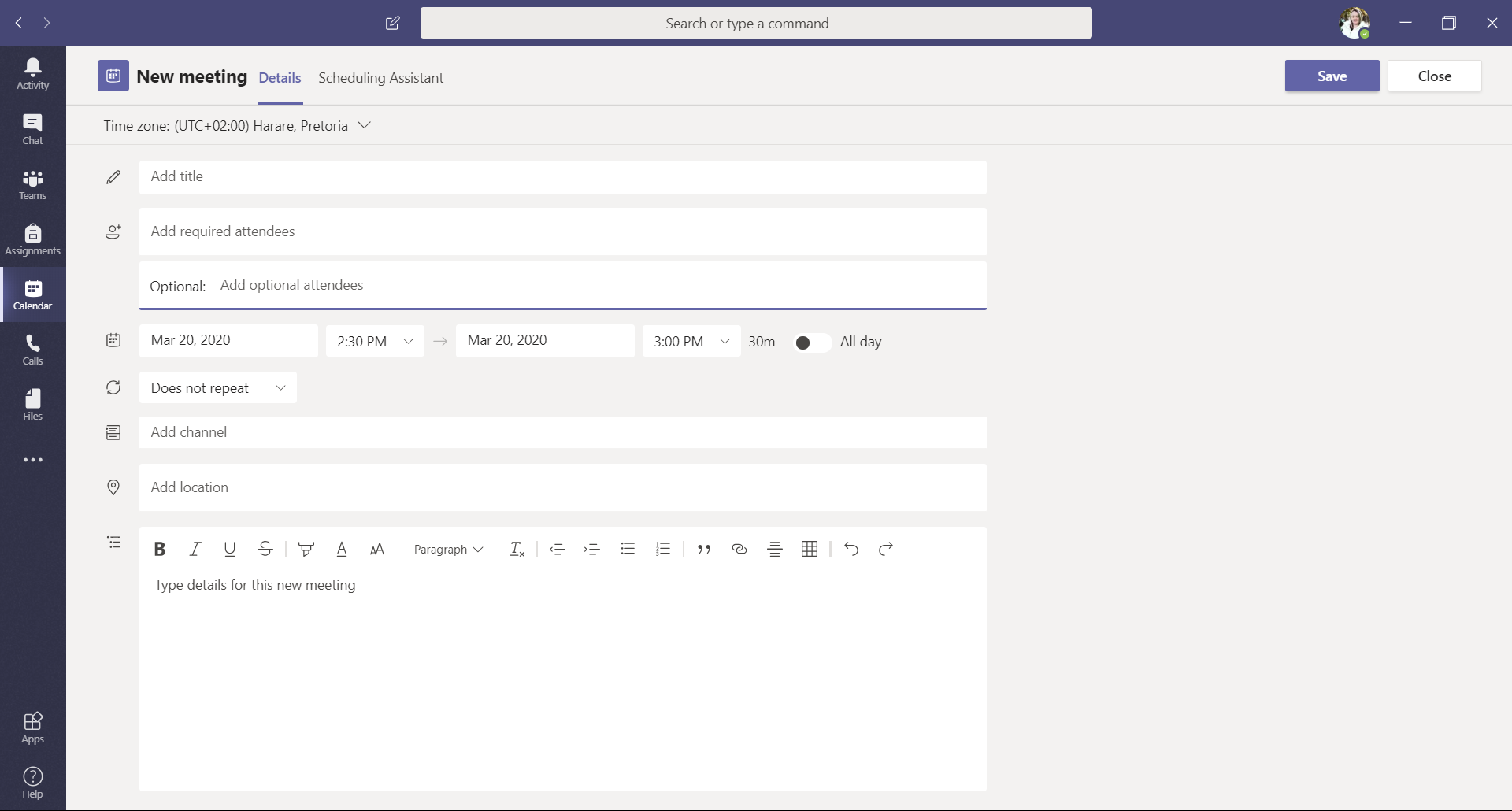
1. Fill in Title, add the required attendees, select date and time and the body of the meeting.



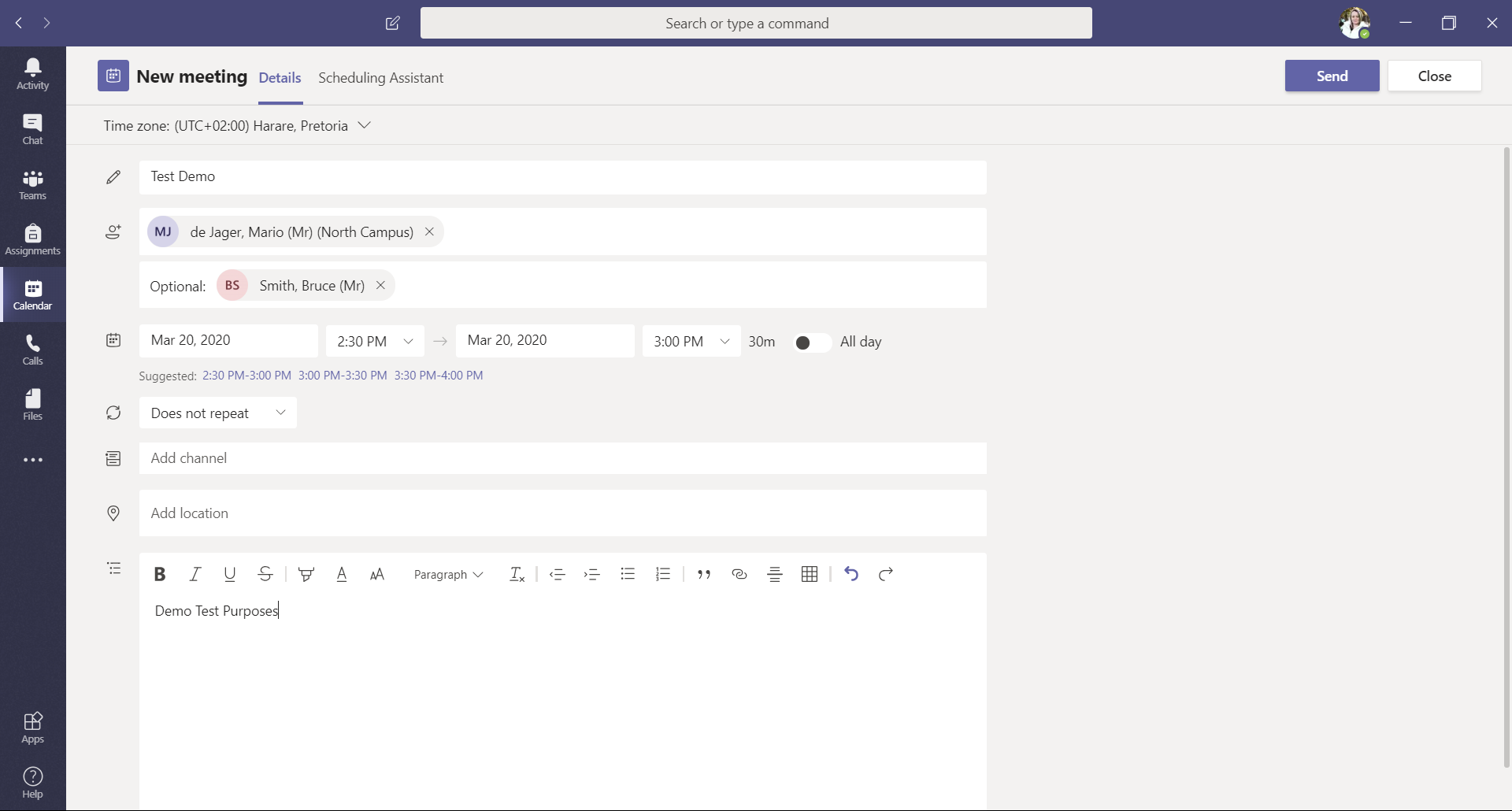
1. If you would like Optional attendees click “Optional”



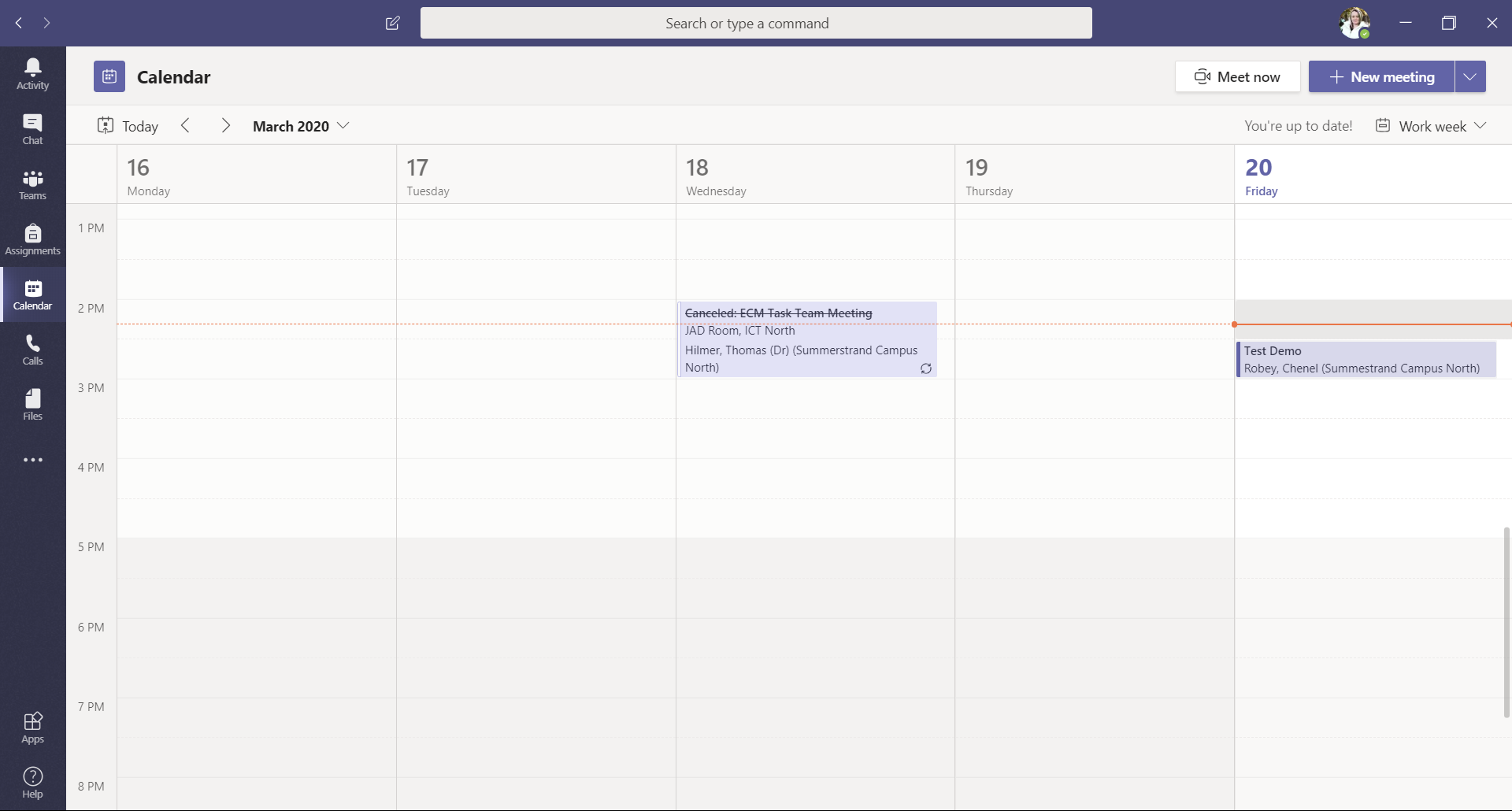
1. Add Optional attendees



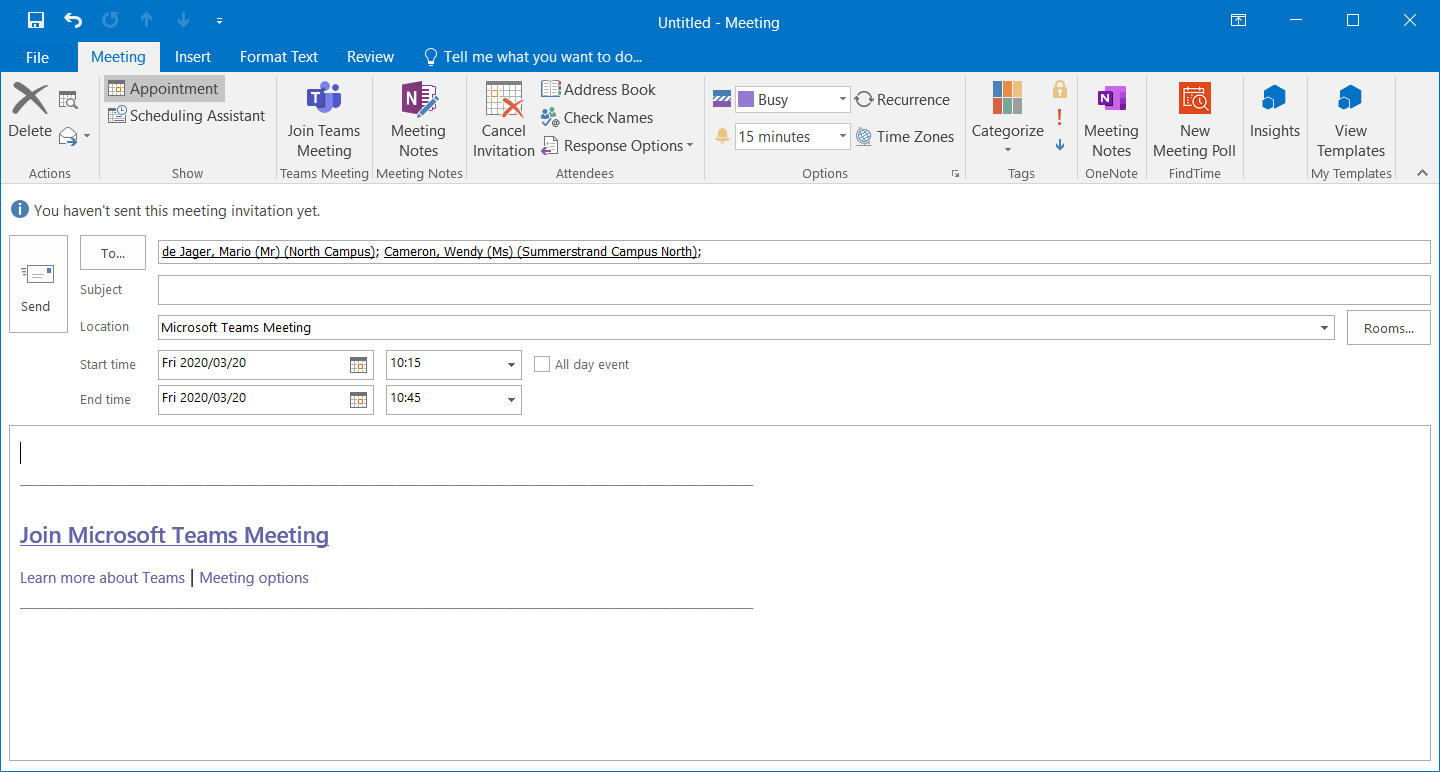
1. Once done click “Send” top right hand of the screen



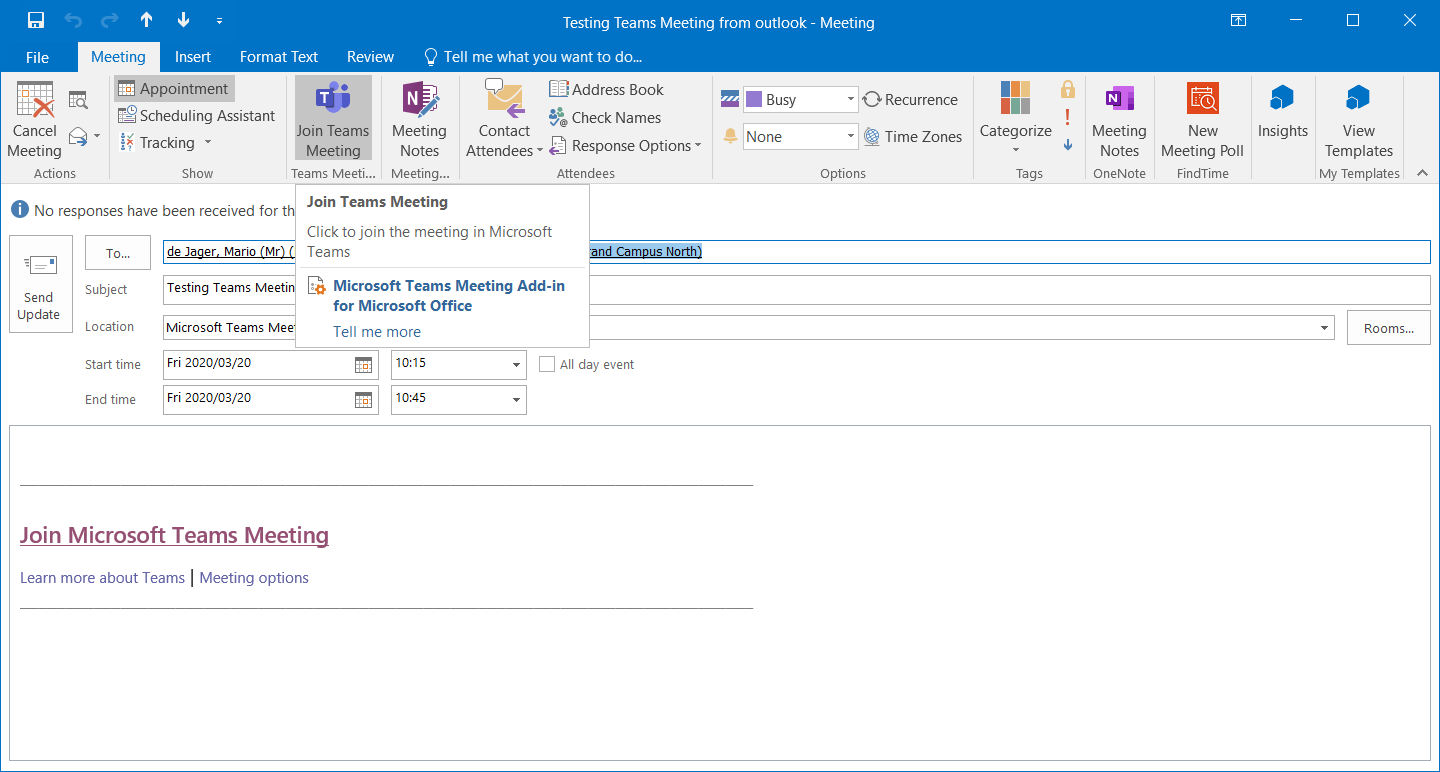
1. It puts it in the calendar of Teams AND your own Outlook calendar



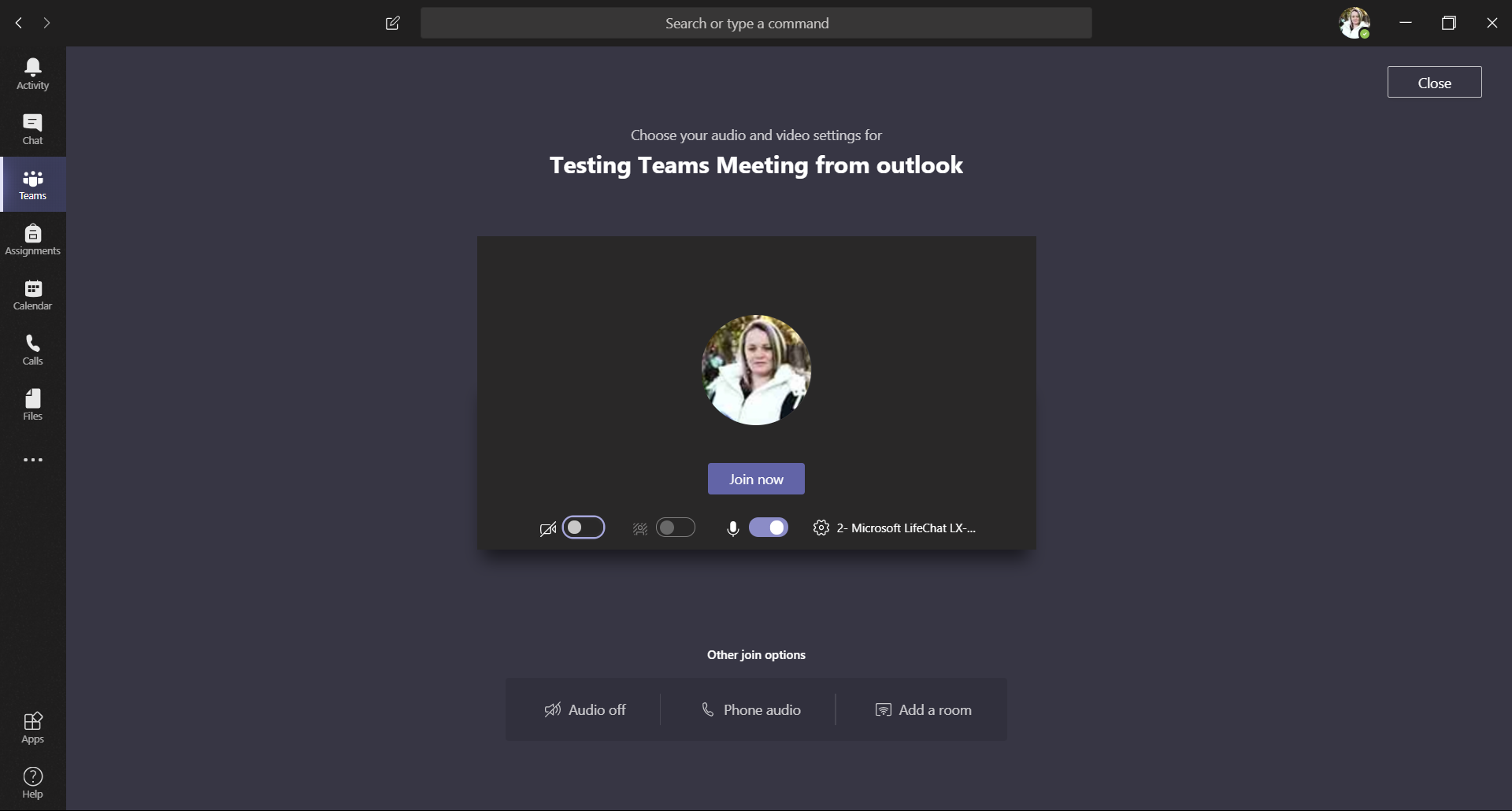
1. It will look like a normal meeting request in your **outlook calendar**, when you need to join the meeting you can do it in 2 ways from outlook.
2. Either by clicking the “Join Microsoft Teams Meeting” link in the email

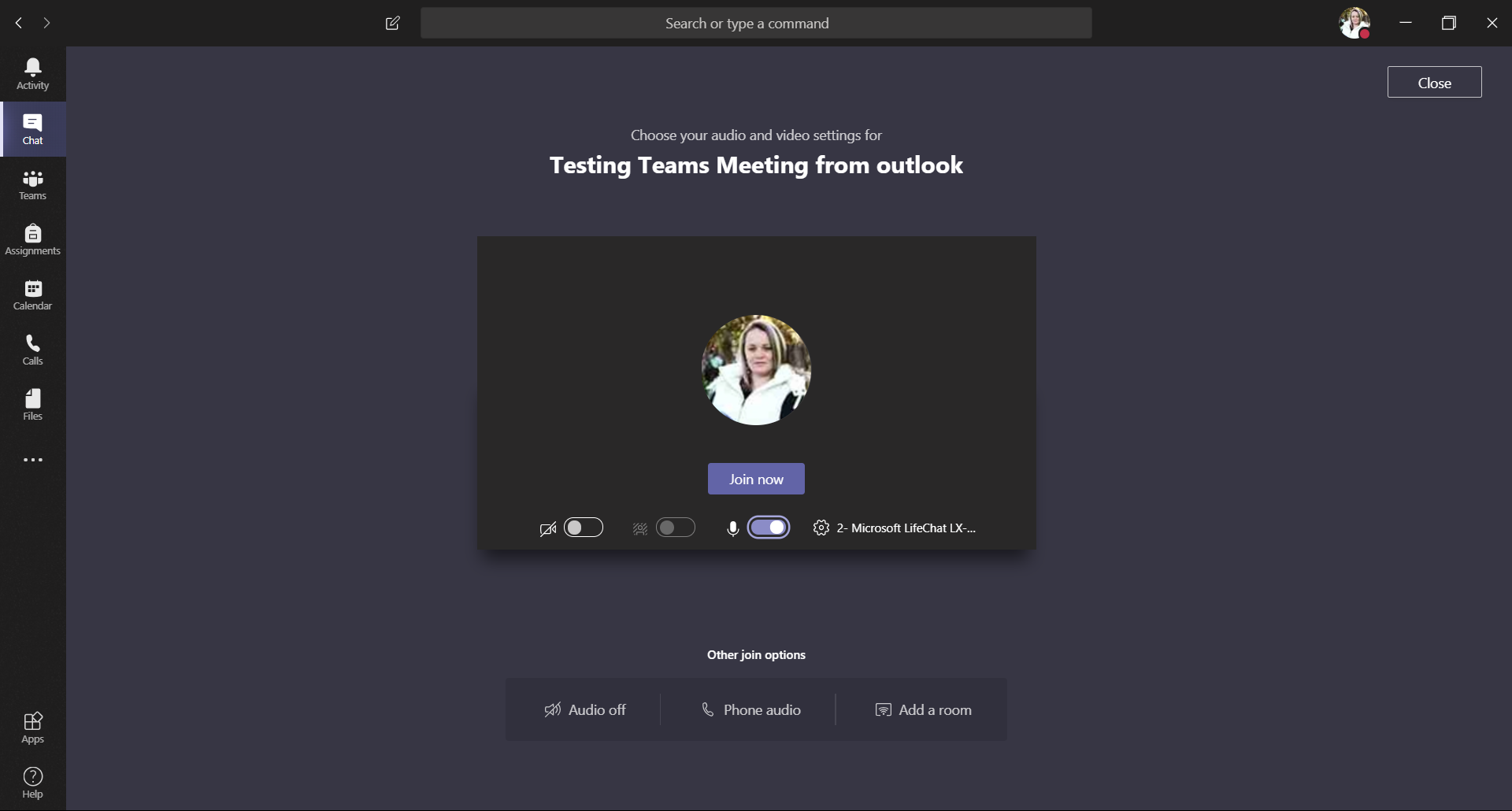


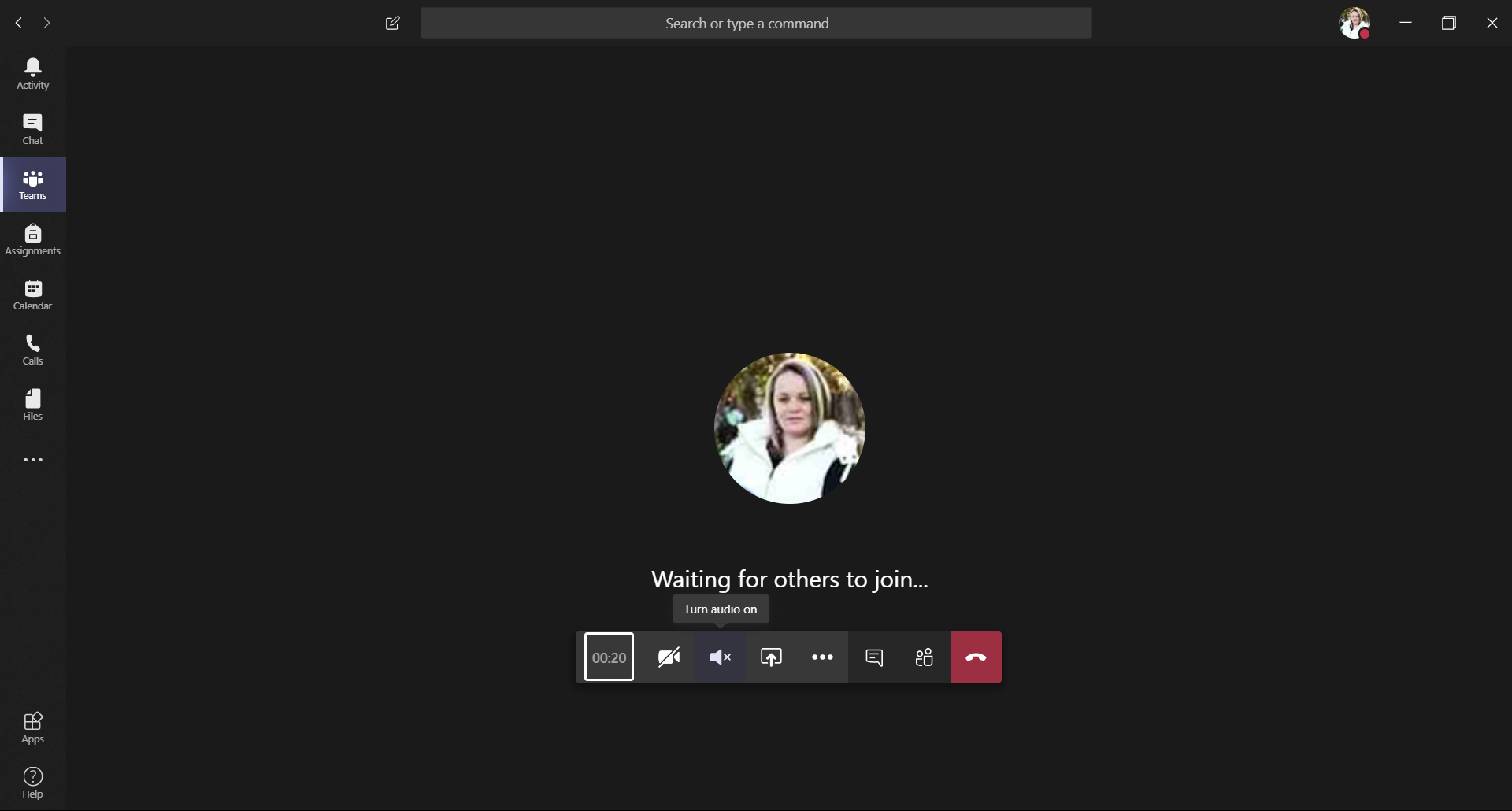
Or by Clicking “Join Teams Meeting Now”



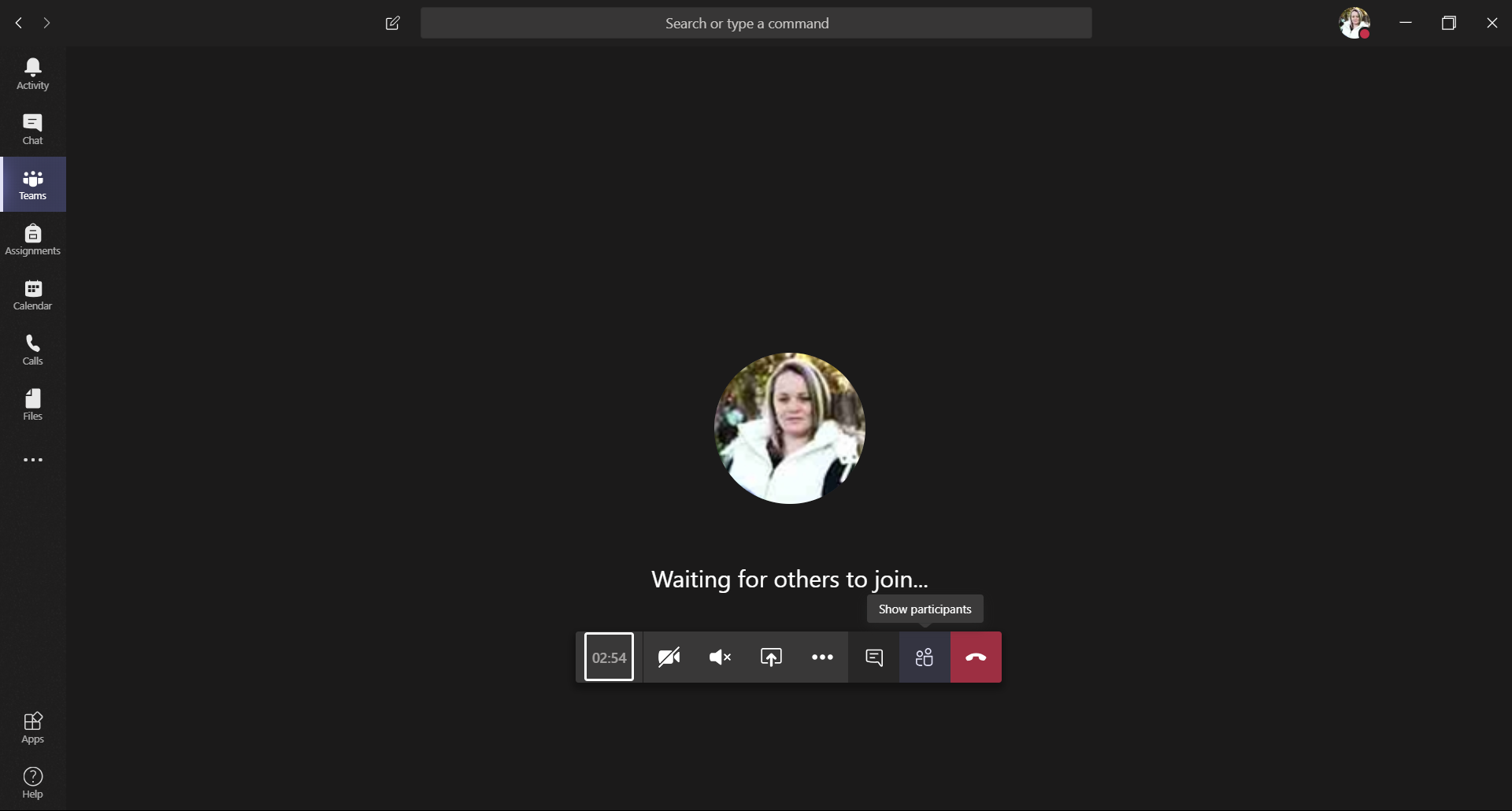
1. A screen will open in Teams and you click on “Join Now”



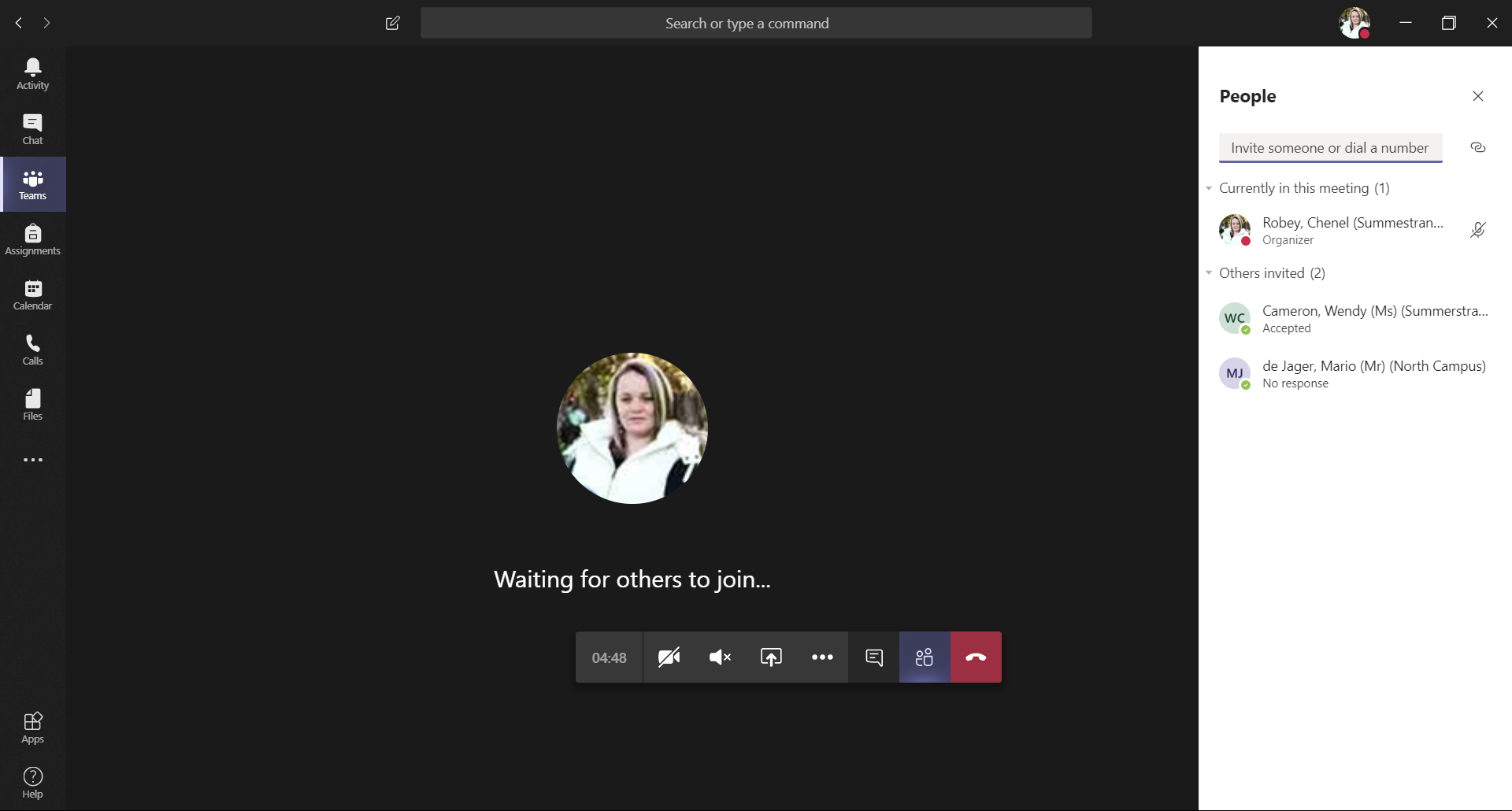
1. If your microphone is not working, make sure the microphone is on and Click “Audio Off” (if you have not joined the meeting it will join you now)
2. Please click “Turn audio on” button to turn on your microphone



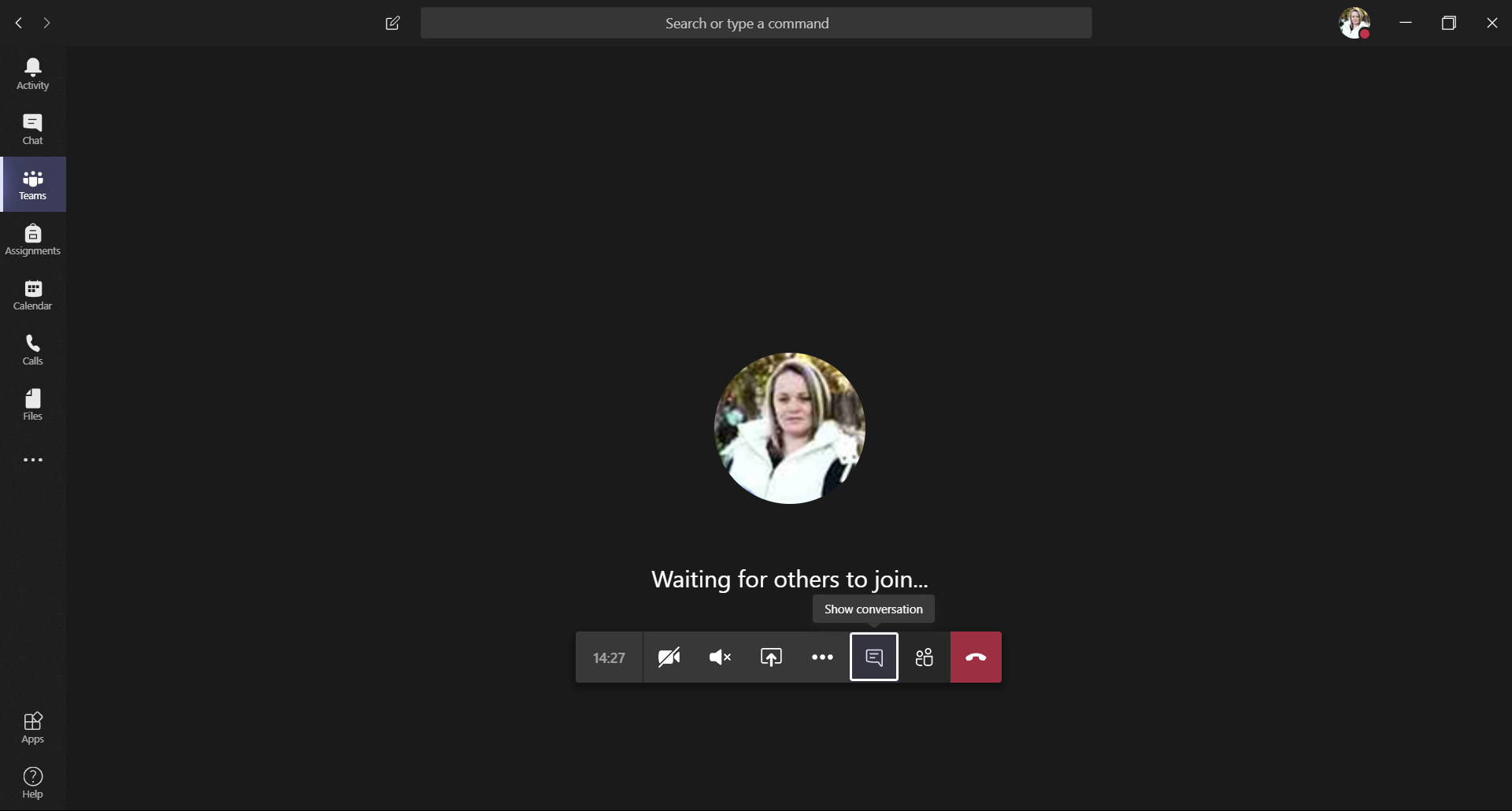
1. If you would like to see who has joined or who needs to still join click on “Show participants” button



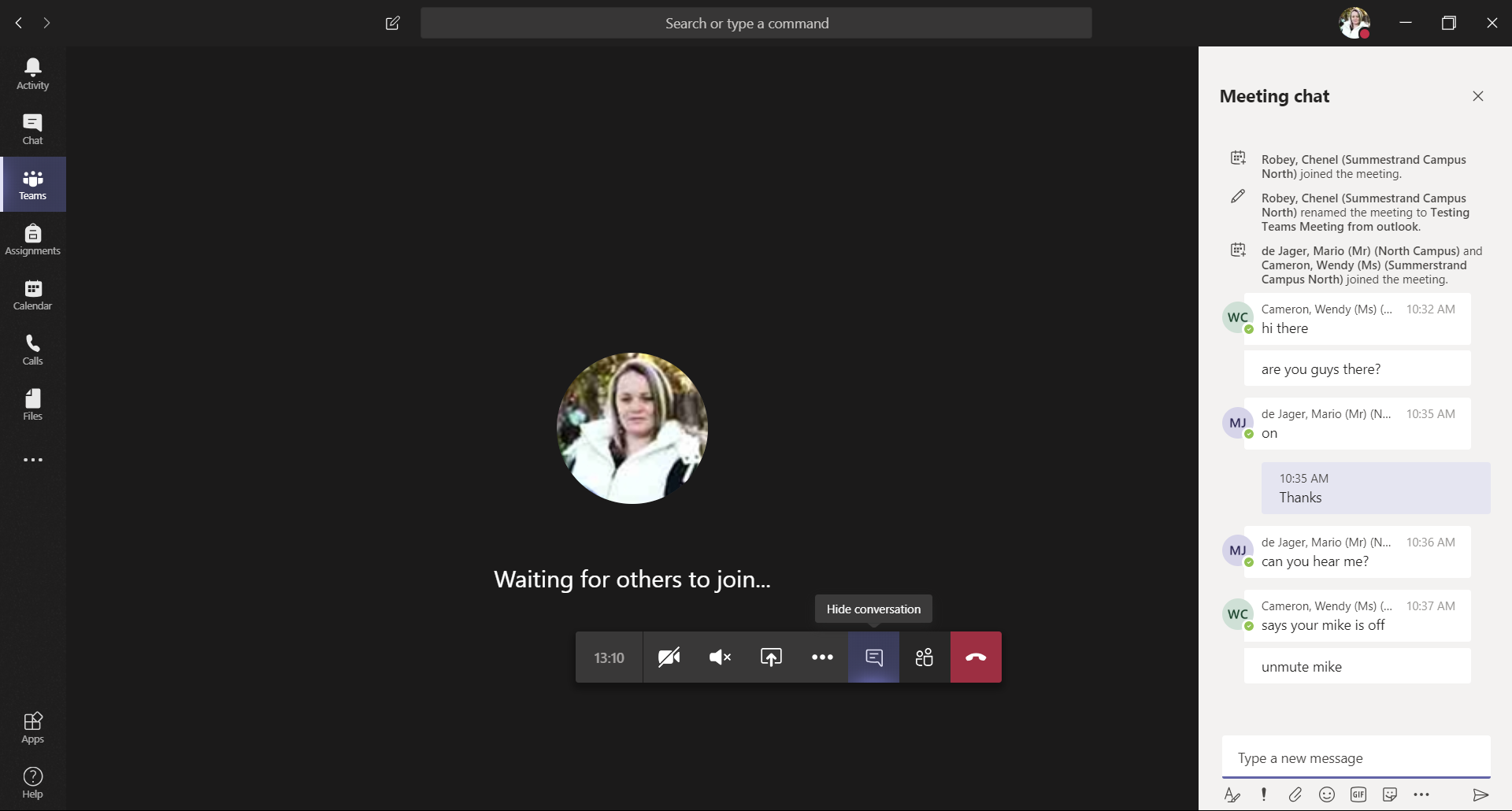
1. Here you able to see everything on the right hand side of your screen



1. You can type in the chat window to communicate. Click on “Show conversation” button



1. Now you able to type in the meeting (will pop up on the right hand side of the screen)



1. Ending a call, click on “Hang up”, the red button

