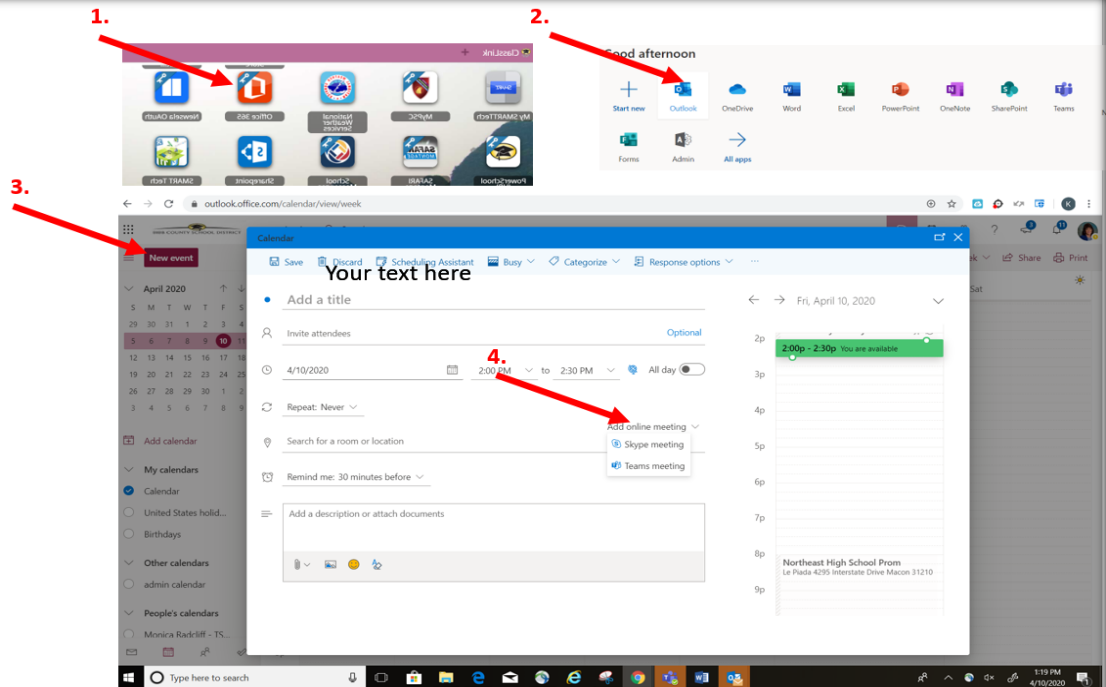


HOW TO SCHEDULE TEAM MEETINGS THROUGH OUTLOOK –ONLINE AND DESKTOP

How to schedule an online meeting (Teams or Skype) through Outlook online.

1. Open outlook through [Classlink](#) or Office 365 online.
2. Open Calendar
3. Click New Event
4. Enter information and select online meeting – choose Teams or Skype.
5. Click send



How to schedule a Team Meeting using your Outlook desktop application....

Desktop and web

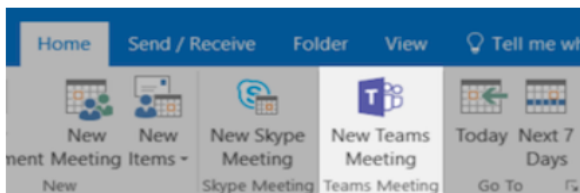
iOS

Android

Microsoft Teams includes the Outlook add-in, which lets you create new Teams meetings directly from Outlook. It also lets people view, accept, or join meetings in either app.

Note: Currently, you can schedule Teams meetings from Outlook, but not choose a channel to have them in.

To schedule a meeting, open Outlook and switch to the calendar view. Click **New Teams Meeting** at the top of the view.



Add your invitees to the **To** field—you can even invite entire contact groups (formerly known as distribution lists). Add your meeting subject, location, start time, and end time. Then click **Send**.

You can also invite people from outside your organization from Outlook. Just be sure to [add them as guests](#) before the meeting starts or they will have to join anonymously.