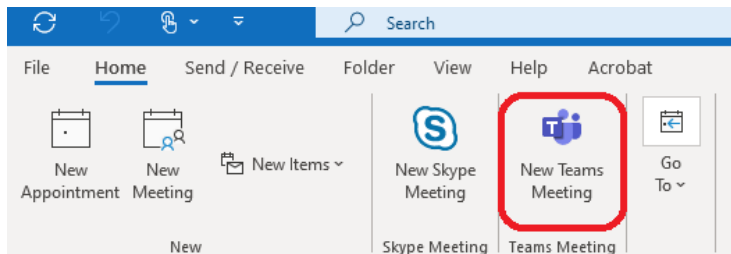


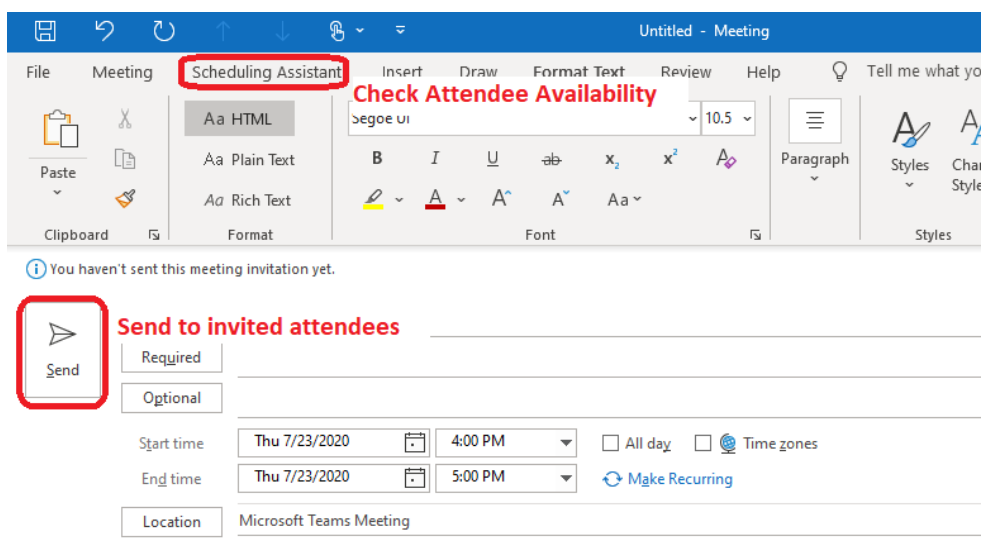
Microsoft Teams Meetings: How to Schedule & Join

How to schedule a Teams meeting?

1. From your Outlook calendar > Click “New Teams Meeting”



2. Click “Scheduling Assistant” tab/button to check meeting attendee availability to avoid conflicts (circled below)
3. Add meeting details/agenda in the body of the invite – just like you would add details in an email (circled below)
4. Click Send to let others know they are invited (circled below)



ADD Meeting Description/Details/Agenda in this section!!
Use just like you would the body of an email. Let people know what the meeting is about.

ADD Meeting Details

[Join Microsoft Teams Meeting](#)

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



For support, contact the MC IT Help Desk at help@midland.edu, or 432-685-4788. |

Microsoft Teams Meetings: How to Schedule & Join

How to Join a scheduled Teams meeting?

1. **ACCEPT THE INVITE:** To have access to the correct “Join Meeting” link, you MUST Accept (or Tentatively Accept) the invite. Do not leave the invite sitting in your Inbox! Once you accept a meeting invite, it will be added to your Outlook calendar. You will also receive meeting reminders, so you don’t forget, that contain a link to the meeting invite itself.
2. **TWO Ways to Join the Correct Meeting**

a. OUTLOOK Calendar

- i. Go to your calendar
- ii. Open the meeting by double clicking on the entry
- iii. Click the “Join Microsoft Teams Meeting” link.

NOTE: If you don’t accept the invitation email, it will not be available on your calendar.

Start time	Thu 7/23/2020	4:00 PM	<input type="checkbox"/> All day	<input type="checkbox"/> Time zones
End time	Thu 7/23/2020	5:00 PM	Make Recurring	
Location	Microsoft Teams Meeting			

ADD Meeting Description/Details/Agenda in this section!!

Use just like you would the body of an email. Let people know what the meeting is about.

[Join Microsoft Teams Meeting](#)

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

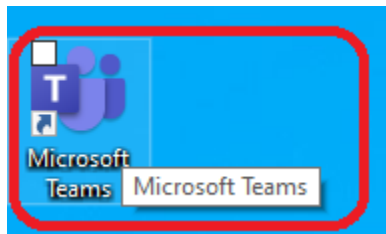


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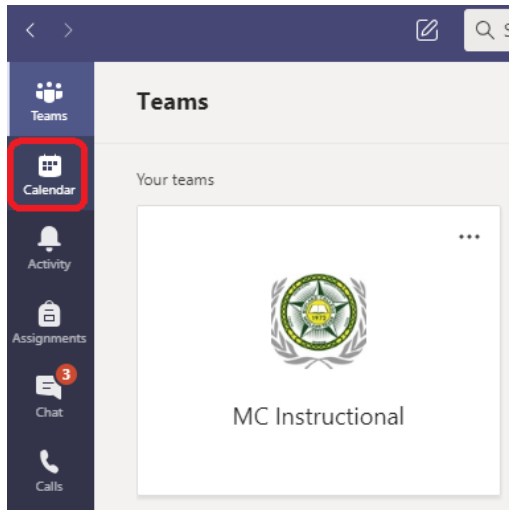
b. TEAMS Application

- i. open Teams app

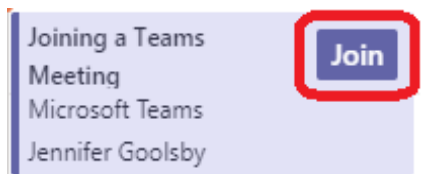


- ii. Click the Calendar icon in the left toolbar

Microsoft Teams Meetings: How to Schedule & Join



- iii. Click the Join button when it is time for the meeting to begin



- iv. Check to make sure your camera and mic are either off or on, depending on how you want to enter the meeting. **If it is a large meeting, be sure your mic and video are turned OFF before joining! (circled below)**

- v. Click the "Join now" button (circled below)

