

# Schedule a Teams meeting

<https://support.microsoft.com/en-us/office/schedule-a-teams-meeting-from-outlook-883cc15c-580f-441a-92ea-0992c00a9b0f>

## Outlook on the desktop

1. Open Outlook and switch to the calendar view.
2. Select **New Teams Meeting** at the top of the view.



**Note:** Even if you begin by selecting **New Meeting** or **New Appointment**, you can make it a Teams meeting by selecting **Teams Meeting** at the top of the new event form.

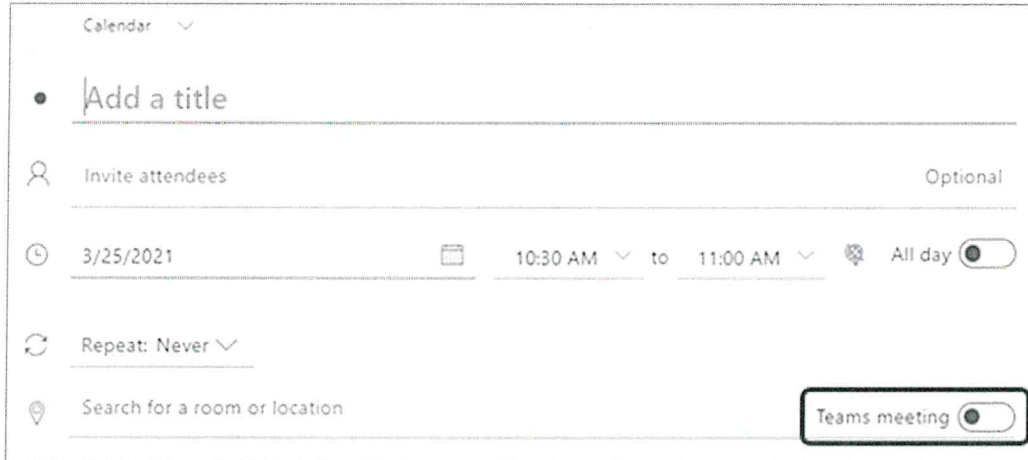
3. Add your invitees to the **Required** or **Optional** field(s)—you can even invite entire contact groups (formerly known as distribution lists).
4. Add your meeting subject, location (if applicable), start time, and end time.
5. Create your message.
6. Select **Send**.

**Note:** The Teams meeting join details are added to the meeting invite automatically.

If you don't see the **New Teams Meeting** icon in the desktop version of Outlook, please put in a helpdesk ticket for assistance.

## Outlook on the web

- In the new event form, select the **Teams meeting** toggle to turn it on.



The screenshot shows the 'New Event' form in Outlook on the web. At the top, there is a 'Calendar' dropdown menu. Below it is a text input field for the event title, currently containing 'Add a title'. Underneath is the 'Invite attendees' section with a person icon and an 'Optional' label. The date and time section shows '3/25/2021' with a calendar icon, '10:30 AM' and '11:00 AM' with dropdown arrows, and an 'All day' toggle switch. Below that is the 'Repeat: Never' section with a refresh icon and a dropdown arrow. At the bottom, there is a 'Search for a room or location' section with a location pin icon. The 'Teams meeting' toggle switch is located at the bottom right of the form and is highlighted with a black border.

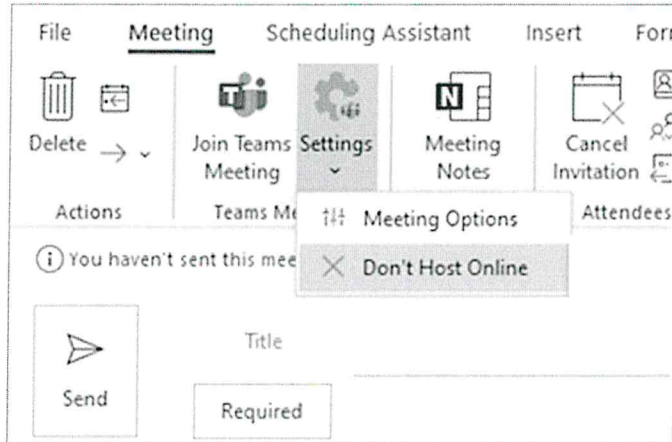
After the invite is sent, you'll see the meeting join details in the event.

## Remove Teams from a meeting

You can remove Teams from a meeting while you're creating the meeting, but not after you send the invitation.

## Outlook on the desktop

- At the top of the new meeting form, select **Settings > Don't Host Online**.



## Outlook on the web

- In the new event form, select the **Teams meeting** toggle to turn it off.

## Make all meetings Teams meetings

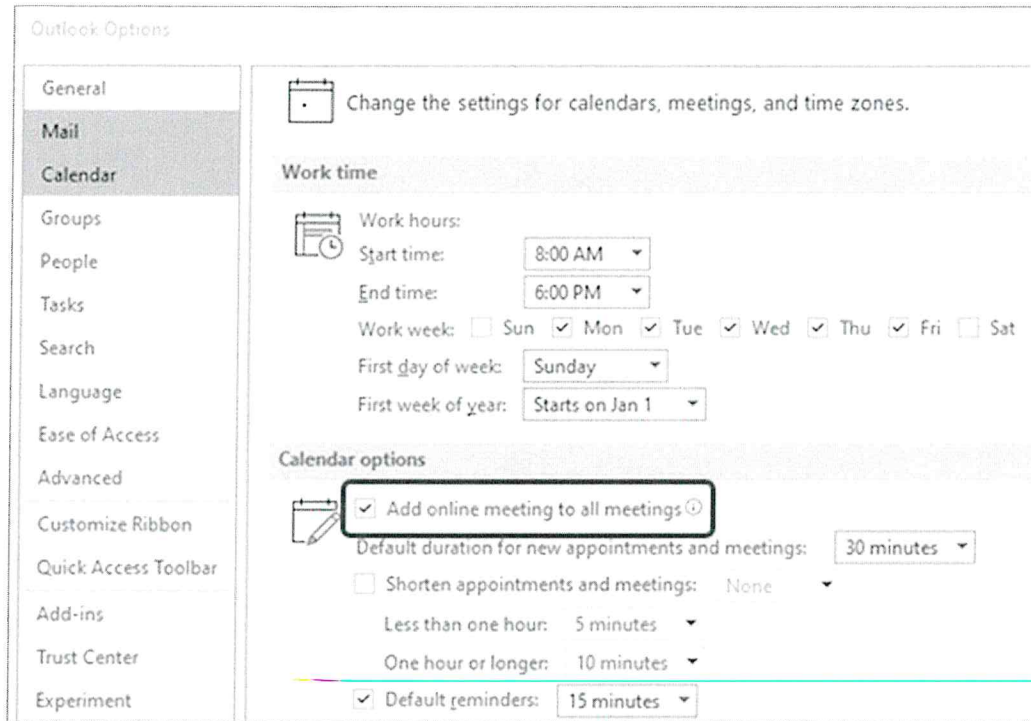
You can turn on a Calendar option so that all the meetings you schedule from Outlook—including Outlook on the web and mobile—will be held online with Teams.

**Note:** Depending on the release update schedule for your organization, you may not currently have access to this feature.

## Outlook on the desktop

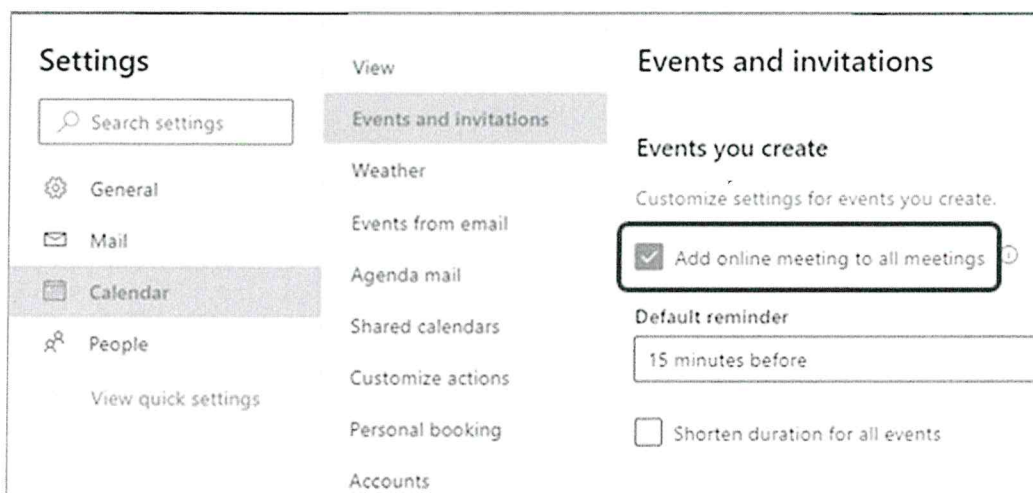
1. At the top of the Outlook screen, select **File > Options**.
2. On the Outlook Options page, select **Calendar** on the left.

3. Under **Calendar options**, select **Add online meeting to all meetings**.



## Outlook on the web

1. At the top right of the screen, select **Settings**  and then **View all Outlook settings** at the bottom right.
2. Select **Calendar** > **Events and invitations** > **Add online meetings to all meetings**.



3. Select **Save**.

# Microsoft Teams Meeting

Click on the meeting in your calendar to join.

Open with Microsoft Teams to get more features

Open Microsoft Teams?

https://teams.microsoft.com wants to open this application.

Always allow teams.microsoft.com to open links of this type in the associated app

Open Microsoft Teams

Cancel

**How do you want to join  
your Teams meeting?**



**Download Teams (work or school)**

Use the desktop app for the best experience.



**Continue on this browser**

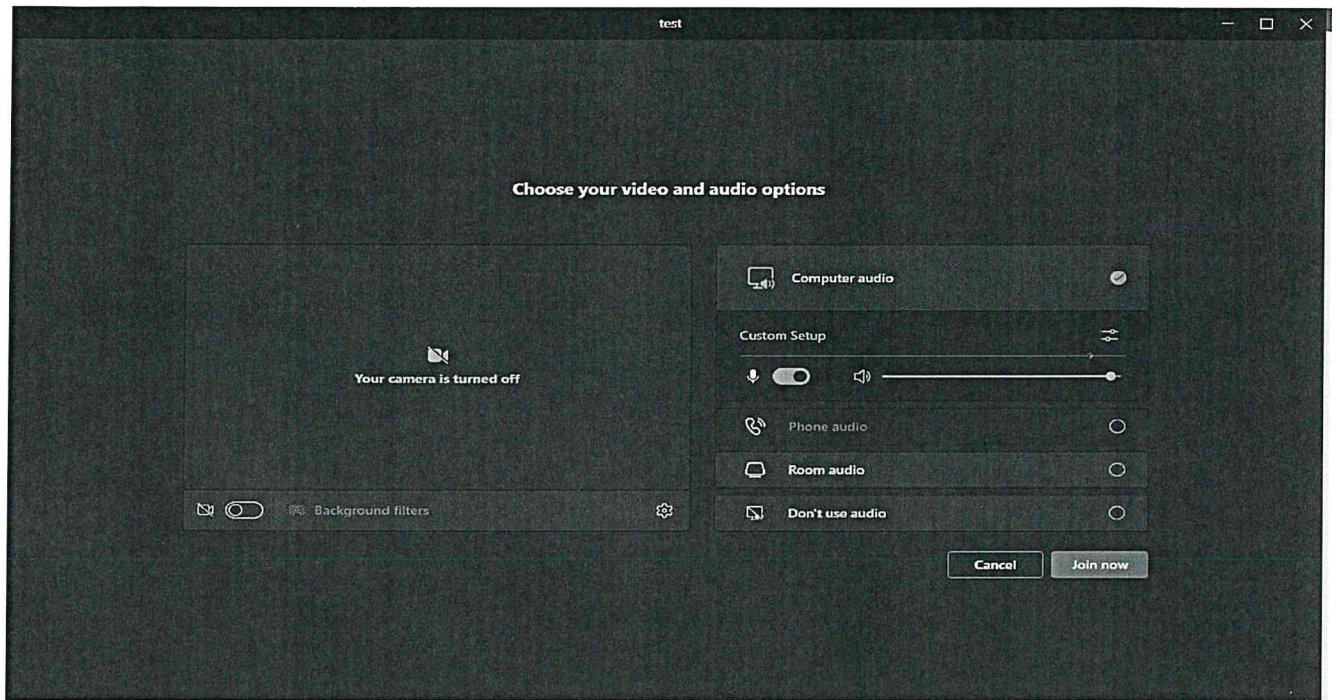
No download or installation required.



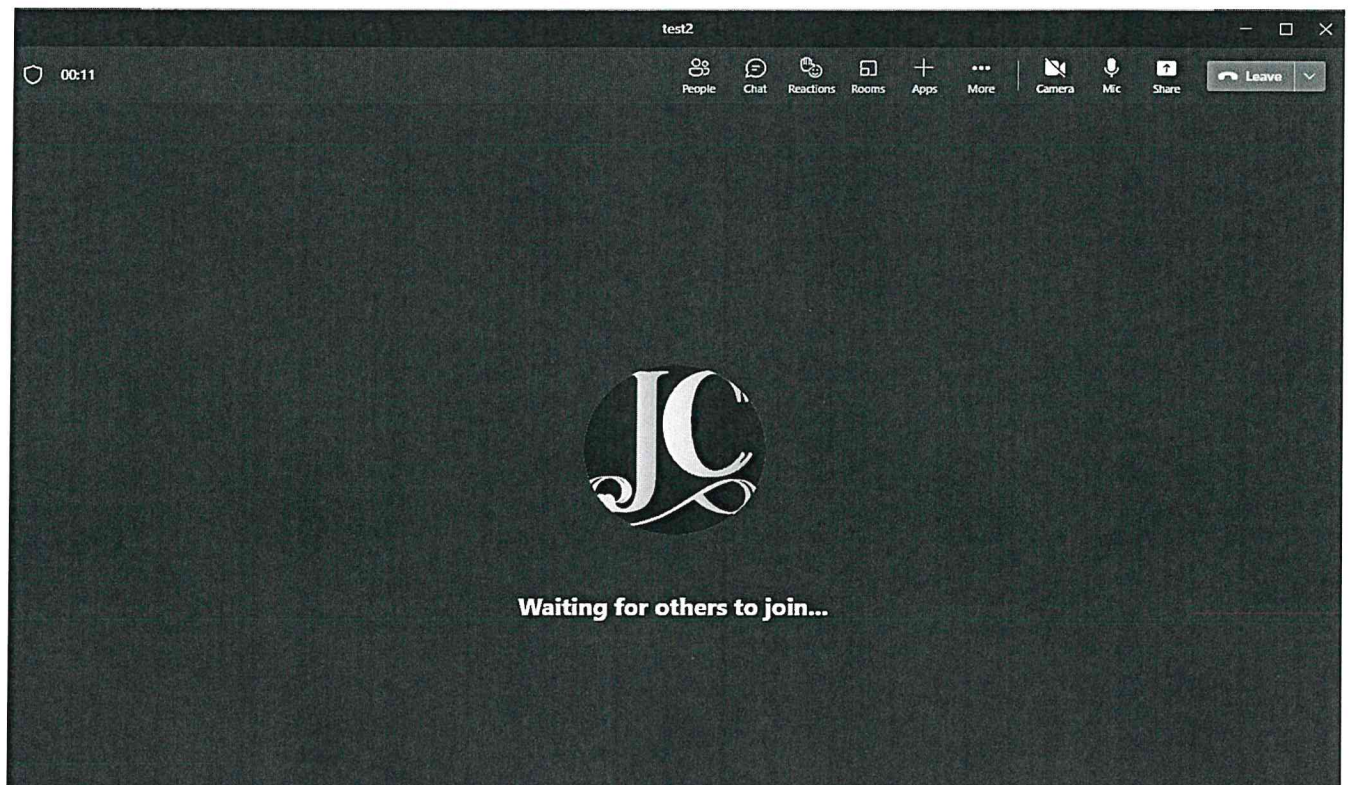
**Open Teams (work or school)**

Already have it? Go right to your meeting.

Enable camera if you choose and set your background filter. Click 'Join now'.



If you are hosting a meeting, others will be in the waiting room until you admit them.



Under 'More' you will find Meeting options (to set record, mute others, etc.) You can also set your virtual background here.

