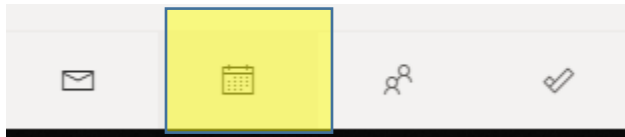


How to setup a meeting for Microsoft Teams (Outlook – Browser Based)

Log into Office.com

Click on Outlook

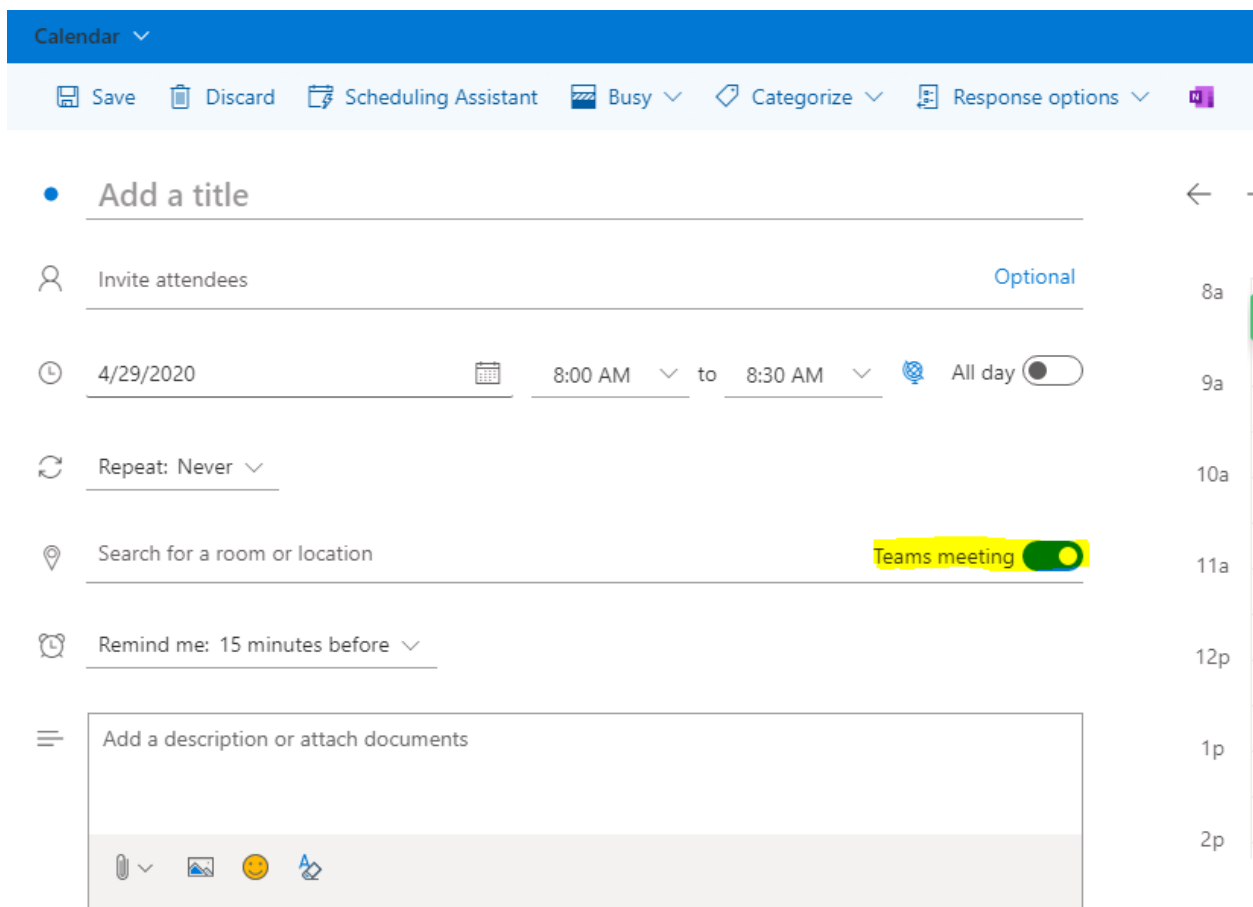
Click Calendar



Double-Click the date you want to create the meeting.

Fill in as much information as needed.

MAKE SURE TO CLICK THE TEAMS MEETING TOGGLE

A screenshot of the Outlook 'Add a meeting' form. The form is displayed in a browser window with a blue header bar that says 'Calendar'. Below the header is a toolbar with buttons for 'Save', 'Discard', 'Scheduling Assistant', 'Busy', 'Categorize', and 'Response options'. The main form area has several fields: 'Add a title' (with a bullet point icon), 'Invite attendees' (with a person icon and 'Optional' text), 'Date and time' (set to 4/29/2020, 8:00 AM to 8:30 AM, with an 'All day' toggle), 'Repeat: Never', 'Search for a room or location' (with a location pin icon), and 'Remind me: 15 minutes before'. At the bottom, there is a 'Teams meeting' toggle switch, which is highlighted in yellow and is currently turned on. Below the form is a text area for 'Add a description or attach documents' with icons for attaching files, images, emojis, and links. A vertical time scale on the right side of the form shows times from 8a to 2p.

Click Save.

You have created a Microsoft Teams Meeting!