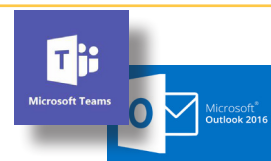


Microsoft Teams Meetings


How to Create a Scheduled Teams Meeting

Quick reference guide

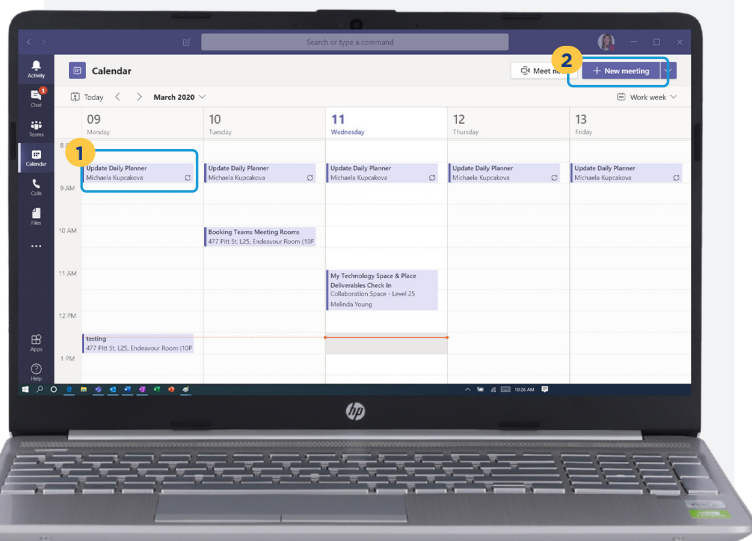
This Quick Reference Guide guides you in creating a Scheduled Teams Meeting in **Microsoft Teams** or **Microsoft Outlook**.



To create a Scheduled Teams Meeting in Microsoft Teams:

1 Click **Teams Calendar** icon  in your Microsoft Teams.

2 Click **+New meeting** in top right corner.



3 Type the meeting's name into the **Add title** field (e.g.: Team Meeting).

4 Type the first name of each required participant into **Add required attendees** field and select them from the drop down pick list.

5 Click **Optional** to add optional participants.

6 Select the start **dates** and **times** followed by the end dates and times.

7 If you are creating/hosting a recurring meeting, click the **Does not repeat** drop-down field and select the appropriate option.

8 Optionally, if the meeting is to occur in a specific channel, click **Add channel** field and select the relevant one.

9 If a meeting room is required, click **Add location** and select a meeting room to book it or type in a location (e.g. Bill's Cafe).

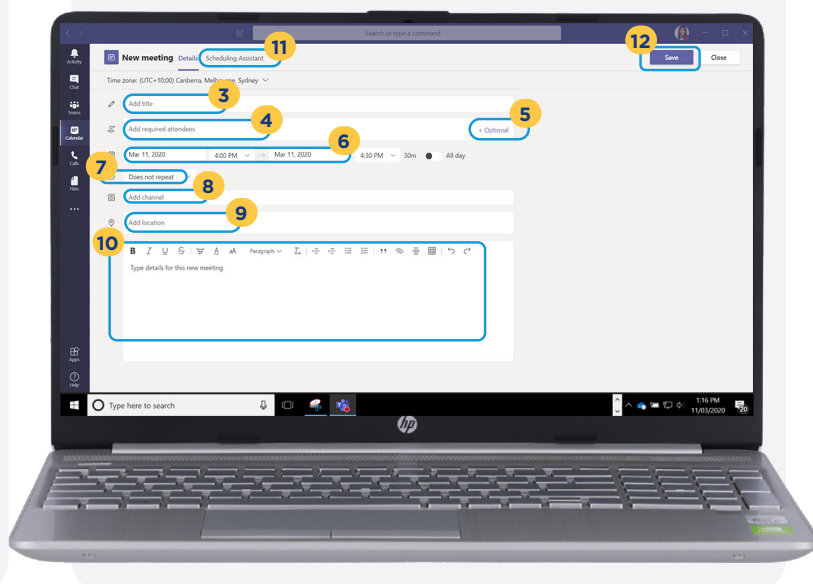
10 If required, type a meeting text into the **Type details for this new meeting** box.

Note: You cannot upload attachments to the invitation. Refer to '**To create a Scheduled Teams Meeting using Microsoft Outlook**' below.


11 If required, click **Scheduling assistant** to view participants' and meeting rooms' current and future availability.

12 Click **Send**.

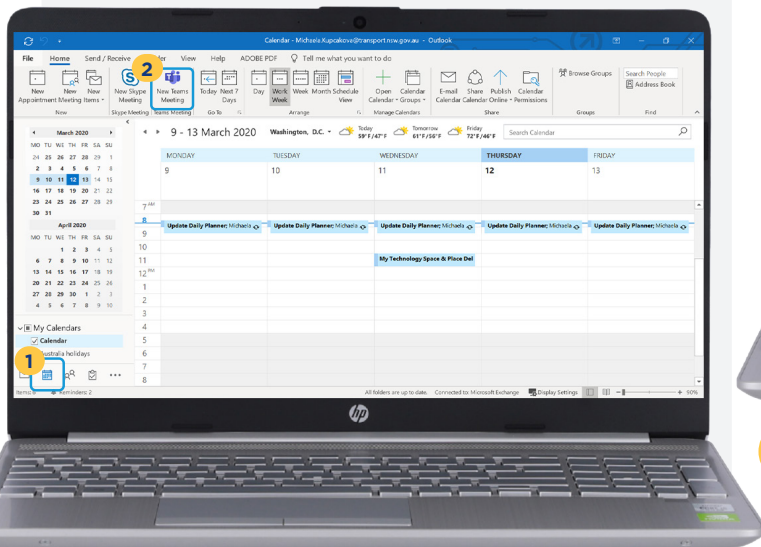
All invited participants will receive an invitation to accept or decline, with an automated **Join Microsoft Teams Meeting** hyperlink.



To create a Scheduled Teams Meeting using Microsoft Outlook:

1 Click the bottom left **Calendar** icon  in your Microsoft Outlook.

2 Click **New Teams Meeting** in top ribbon.



3 Type the meeting's name into the **Subject/Title** field (e.g.: Team Meeting).

4 Type the first name of each required participant into the **Required** field and select them from the drop down pick list.

5 Type the first name of each optional participant into the **Optional** field and select them from the drop down pick list.

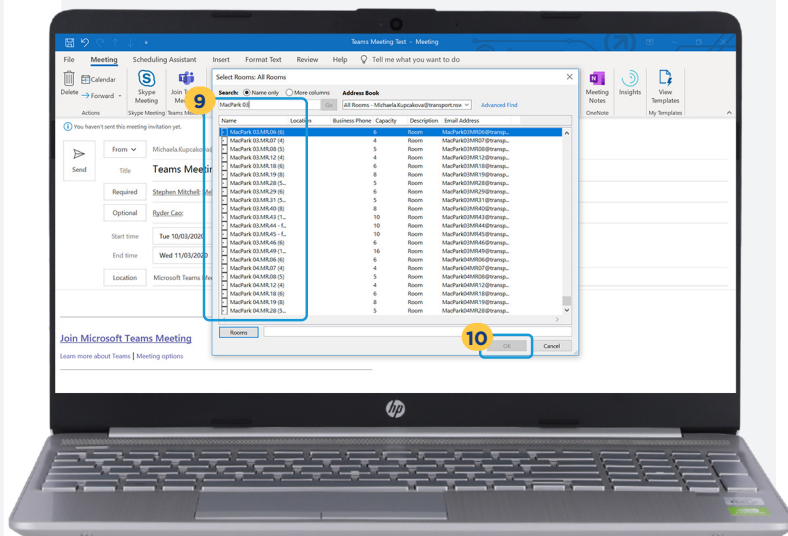
6 Select the start **dates** and **times** followed by the end dates and times.

7 If you are creating/hosting a recurring meeting, click on **Make Reurring** and select the appropriate options.

8 Click **Location** button.

9 If a meeting room is required, type in the name of the location followed by the level's number (e.g.: MacPark 03, 477 Pitt St, L25) in the **Search** field, followed by double-clicking on a preferred room from the pick list.

10 Click **OK** and, if required, click **Yes**.



11 Click **Scheduling Assistant** in top ribbon to view participants' and meeting rooms' current and future availability.

12 If required, type a meeting text above the **Join Microsoft Teams Meeting** hyper-link.

13 To attach documents/files, click on **Insert** in the top ribbon > Click **Attach File** > Locate the file and double-click on it.

Note: Attached documents/files can be viewed by participants only when they join the meeting from within their Microsoft Outlook and not Microsoft Teams.

14 Click **Send**.

