Creating a Teams meeting using Outlook

The preferred way to create a Teams meeting is through Outlook. This is achieved in much the same way as creating a regular Outlook meeting.

1. From the Outlook calendar, from the Home menu, click the **Meeting** button in the ribbon

![Meeting button in Outlook ribbon](image)

2. From the popup window, click the **Teams Meeting** button in the ribbon.

![Teams Meeting button in Outlook](image)

When this button is clicked it will have a grey background to indicate it has been selected

3. Fill in the appropriate details:

![Meeting details in Outlook](image)

- Add meeting attendees in the **To** field
- Add the subject for the meeting in the **Subject**
- Enter the appropriate dates and times for the start and end of the meeting.
Using Microsoft Teams for Meetings

4. When all the appropriate fields have been completed, click the **Send** button. This will add the meeting to your calendar and invite all specified attendees to that meeting.

**Joining a meeting**

When you are invited to a Teams meeting, you will receive an email. This email contains a link (shown below) which you can click on to open Teams and allow you to connect to the meeting.

Alternatively, you can click on the meeting in your Outlook calendar and click ‘Join from the pop up window.

In the pop up window, click the **Join Now** button to join the meeting.
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Controls available in meeting

Once the meeting has been joined, the following controls can be used to enable and disable your webcam and microphone, share content with meeting participants, and leave the meeting.

Share Button

Clicking the Share button (see above image) opens a menu allowing you to make your desktop visible to all participants, or to select an open file.

*Please Note: when you share content, it is available for all participants in the meeting to see. Make sure that no confidential information is viewable (such as emails/student information/bank details etc) before sharing.*

Choose which of your desktop screens you wish to allow meeting attendees to view. If you only use one monitor with your computer, there will only be one option under desktop. Once your desktop is shared, you can open files and other content to share in the meeting.