

# Microsoft Teams

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# Schedule a meeting in Teams

Your calendar in Teams is connected to your Exchange calendar. In other words, when you schedule a meeting in Outlook, it'll show up in Teams, and vice versa.

Every meeting scheduled in Teams is automatically made into an online meeting. Scheduling from Outlook? [Learn how to add Teams to your Outlook meeting.](#)


There are several ways to schedule a meeting in Teams:

## Schedule a meeting from the Chat

While in a chat with one or more people select **Schedule a meeting**  from the area below the box where you type a new message. This will bring up the new meeting window to book a meeting with the people in the chat. You can also add extra required/Optional attendees.

Fill out the day, time, details, et al as normal.

## Schedule a meeting with a Team

Go to **Calendar Meetings button**  on the left side of the app and select **New meeting** in the top right corner or select a range of time in the calendar. A scheduling form will pop open.

Click in the **Add channel** field, this will give you a list of all the Teams/Channels you are a member of. Choose the Team/Channel you would like to schedule the meeting with.

**Add channel to a Teams meeting.**

If you want to invite other people who are not in your Team you can add them in the **Add required/optional attendees** field.

Once you're done filling out the details, select **Save**. This will close the scheduling form and send an invite to everyone's Outlook inbox.

# Invite people outside your organization

Teams lets you invite people outside your organization, including those who don't have a Teams license. You'll need their full email address to invite them.

1. Go to where it says **Add required attendees**. If anyone is an optional attendee, select **Optional** instead.
2. Type the person's full email address (ex: Joe@example.com).
3. Select **Invite**. They'll receive an email with a link to the meeting.

## Change the calendar view

By default, you'll be shown your work week and can be changed from the dropdown menu at the top right of your calendar. Here are your current view options:

- **Day** gives you an agenda view focused on one day at a time.
- **Work week** shows you Monday through Friday.
- **Week** shows you the entire week.

In the top left corner you'll find the month and year. Select the month to change your calendar view to any date— past or future. Select the arrows next to the month to scroll by day or week depending on your calendar view.

Select **Today** to get back to the current date.

**Note:** The calendar shows you everything that was scheduled in Teams, Exchange, or Outlook.

## Right-click for more options

Right-click an event in your calendar to RSVP, remove it if it's canceled, or open the invitation to view the meeting details. If the event is a Teams meeting, you'll also get options to **Join online** and **Chat with participants**.

Context menu of a calendar event in Teams.

Teams meetings will show a join button on an event in your calendar five minutes before the start of a meeting. Once someone joins the meeting, the event will change colors to let you know they're online.

Select **Join** to open the meeting settings window to confirm your preferred camera and mic settings before joining the online meeting.

**Note:** If you have overlapping meetings in your calendar, the join button won't be available. But you can still right-click the event and select **Join online**.

# Schedule a Teams meeting from Outlook

**Note:** Currently, you can schedule Teams meetings from Outlook, but not choose a channel to have them in.

## Desktop Outlook

Microsoft Teams includes the Outlook add-in, which lets you create new Teams meetings directly from Outlook. It also lets people view, accept, or join meetings in either app.

To schedule a meeting, open Outlook and switch to the calendar view. Click **New Teams Meeting** at the top of the view.

**New Teams Meeting** button in Outlook

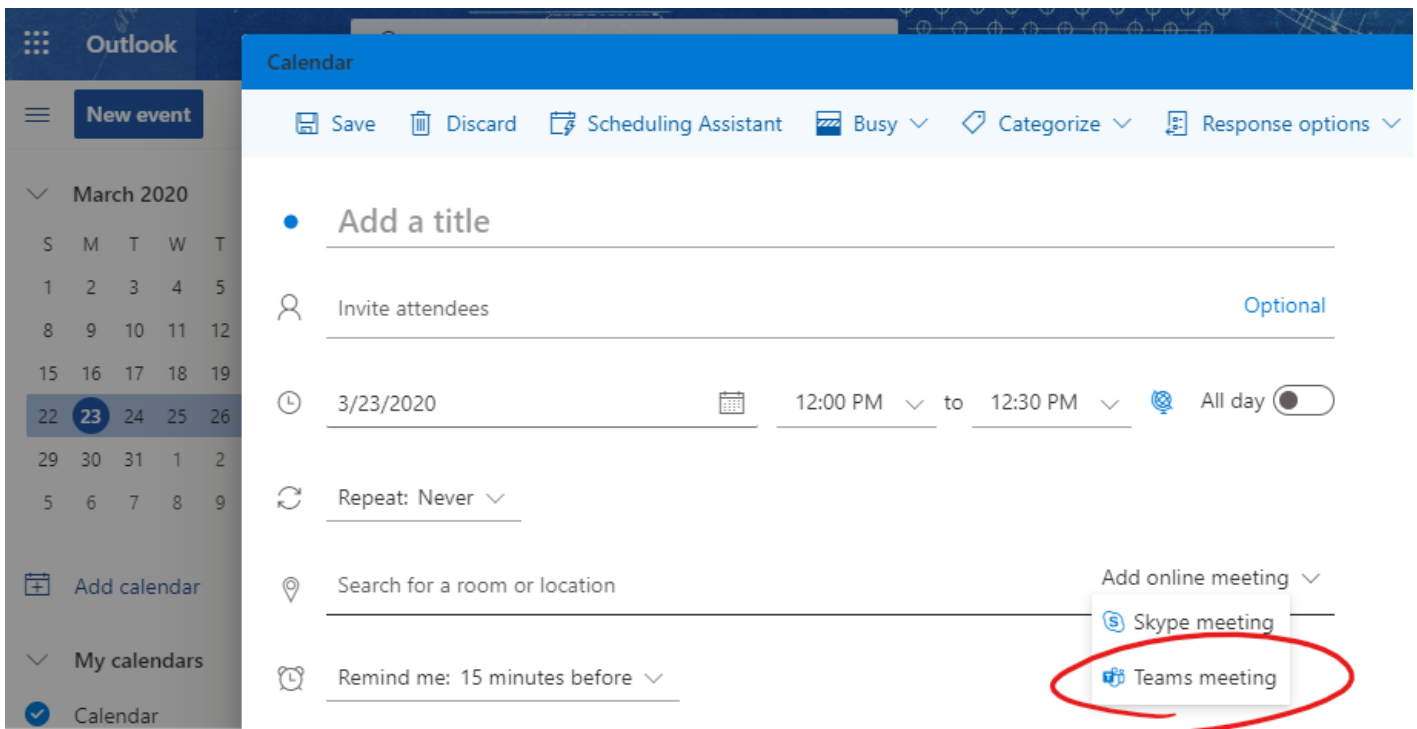
In the **To** field add your invitees - here you can add search for and add your Team you can also add other teams, groups, or individuals. Add your meeting subject, location, start time, and end time. Then click **Send**.

You can also invite people from outside your organization from Outlook. Just be sure to [add them as guests](#) before the meeting starts or they will have to join anonymously.

## Web Outlook

To schedule a meeting, open <https://outlook.office.com/> and switch to the calendar view. Click **New Event** at the top of the view.

From the **Add online meeting** dropdown choose **Teams meeting**



In the **To** field add your invitees - here you can add search for and add your Team you can also add other teams, groups, or individuals. Add your meeting subject, location, start time, and end time. Then click **Send**.

You can also invite people from outside your organization from Outlook. Just be sure to [add them as guests](#) before the meeting starts or they will have to join anonymously.

## iOS/Android Outlook App

1. In Outlook, tap on the calendar icon in the bottom right of the app, then tap **Add button** Image not found or type unknown
2. Scroll down to **Teams Meeting** and turn the toggle switch on.
3. Fill out your meeting details, and then tap the check mark in the top right of the app.

In the **To** field add your invitees - here you can add search for and add your Team you can also add other teams, groups, or individuals. Add your meeting subject, location, start time, and end time. Then click **Send**.

You can also invite people from outside your organization from Outlook. Just be sure to [add them as guests](#) before the meeting starts or they will have to join anonymously.

# Creating Teams

Microsoft Teams is the hub for teamwork. It allows for collaboration, chat, calls, meetings, and so much more. SharePoint is primarily a file management and intranet platform where you store, collaborate, and share information seamlessly across the organization, and is also part of Microsoft 365.

When you create a team (or a Microsoft 365 group), it automatically comes with a SharePoint site for storing team files. You can customize the site to add lists, images, and other info to help the team work together. You can access and share team files and open the team's SharePoint site right from Teams.

Watch this video to learn more

**Video:** [When to use Teams and SharePoint](#)