

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

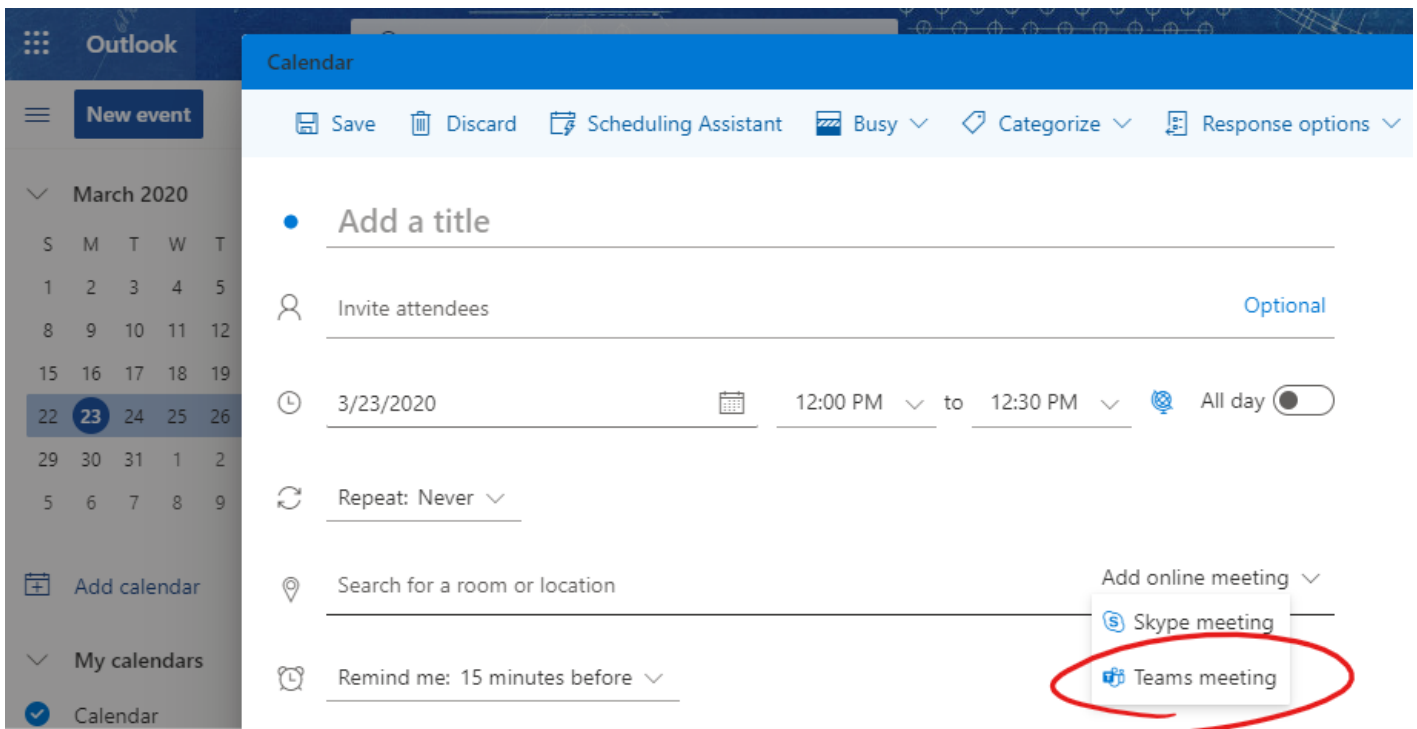
In the **To** field add your invitees - here you can add search for and add your Team you can also add other teams, groups, or individuals. Add your meeting subject, location, start time, and end time. Then click **Send**.

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**.

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iOS/Android Outlook App

1. In Outlook, tap on the calendar icon in the bottom right of the app, then tap **Add button** Tap here to find 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.

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