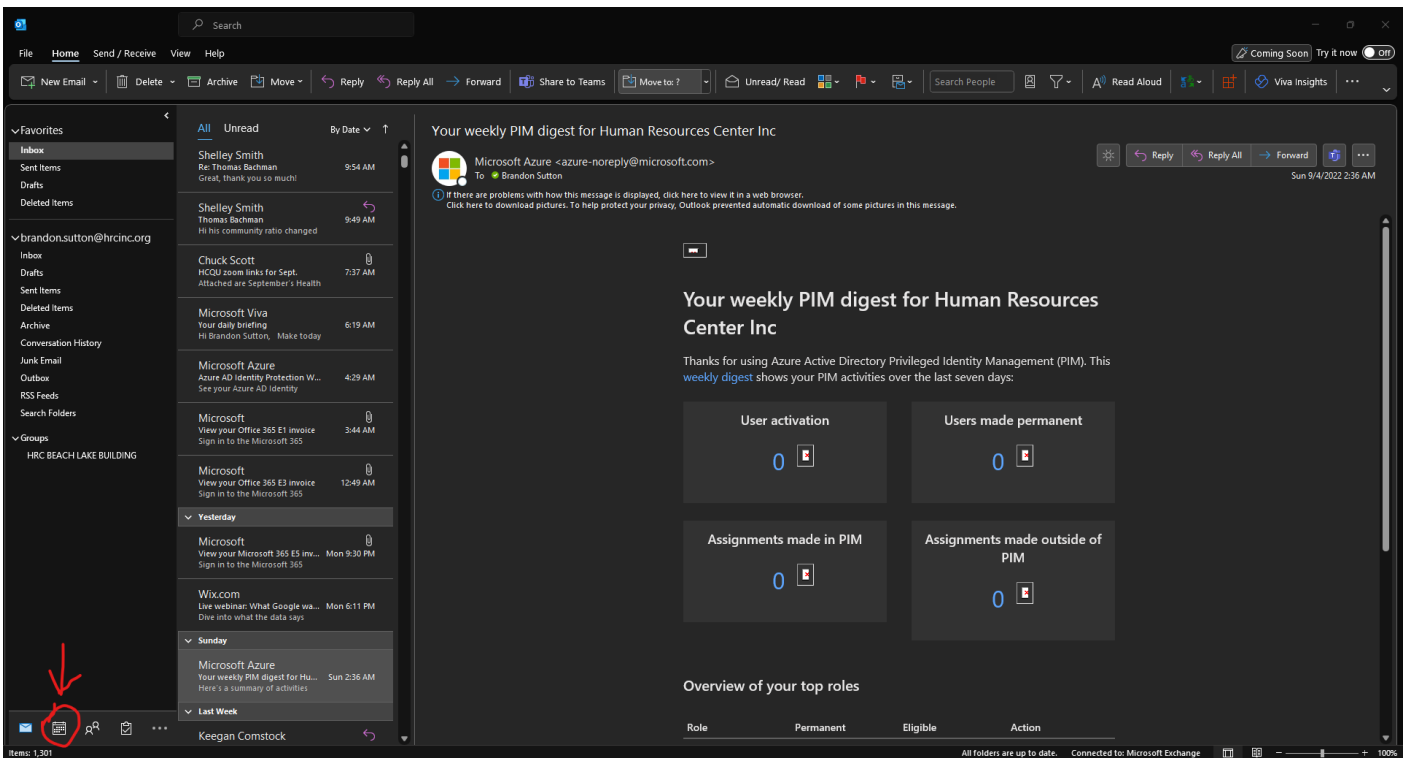


# Create a Teams Meeting in Outlook

Microsoft Teams is a great app for arranging meetings between yourself and colleagues here at HRC or with outside parties. It takes only a few steps to schedule a video meeting and invite participants.

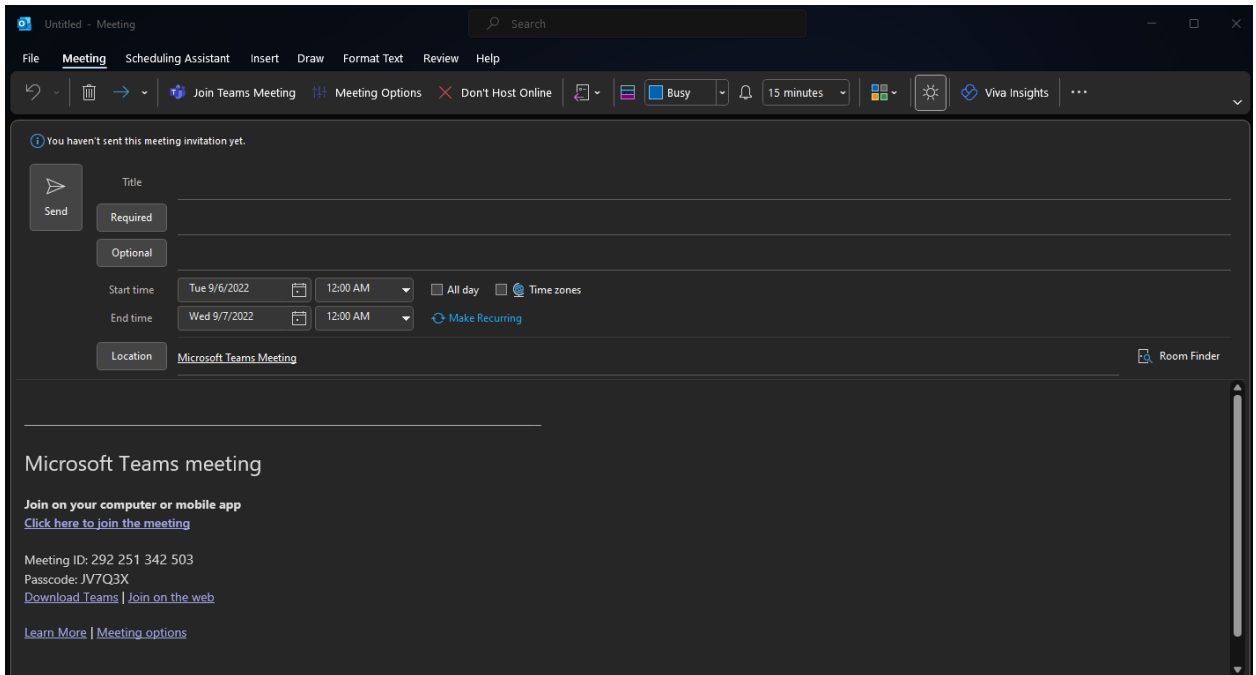
- 1) Open Outlook
- 2) Open "Calendar" view.



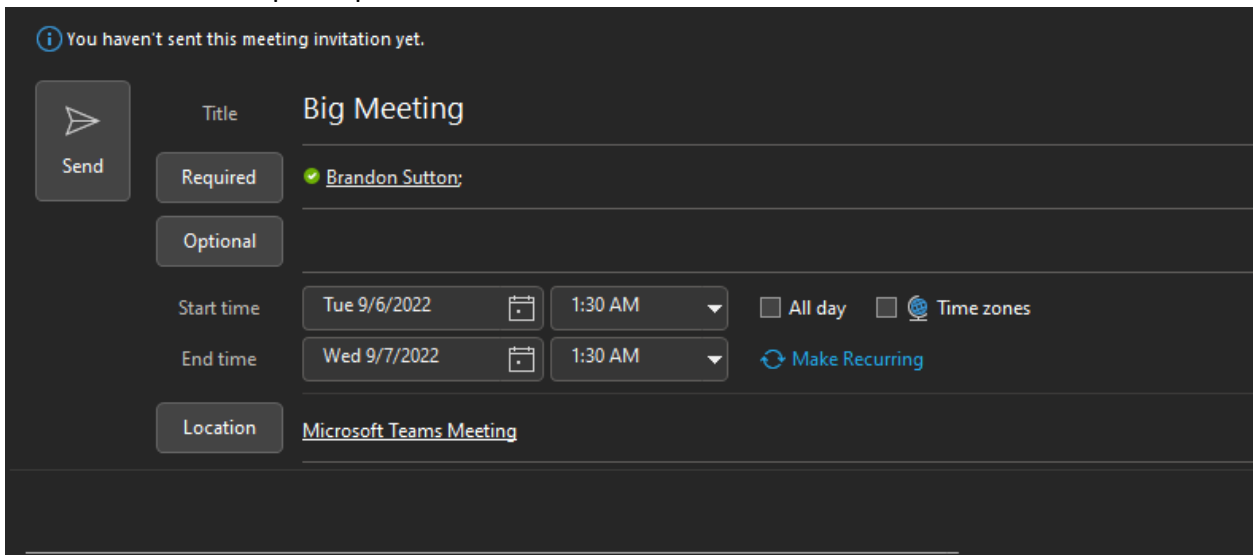
3) Click "New Teams Meeting" on the top banner

The screenshot displays the Microsoft Outlook calendar interface. At the top, the navigation bar includes 'File', 'Home', 'Send / Receive', 'View', and 'Help'. Below this, a secondary bar contains several buttons: 'New Appointment', 'New Meeting', 'Meet Now', 'New Teams Meeting', 'Today', 'Next 7 Days', 'Day', 'Work Week', 'Week', and 'Month'. The 'New Teams Meeting' button is highlighted with a red circle. Below the navigation bar, the main calendar area shows a grid for September 2022. A red arrow points to the 'September 2022' header. On the left side, there are two monthly calendars for September and October 2022. Below these, a 'My Calendars' section is visible, with 'Calendar' checked. At the bottom left, there are icons for mail, calendar, search, and a menu. The status bar at the bottom indicates 'Items: 2'.

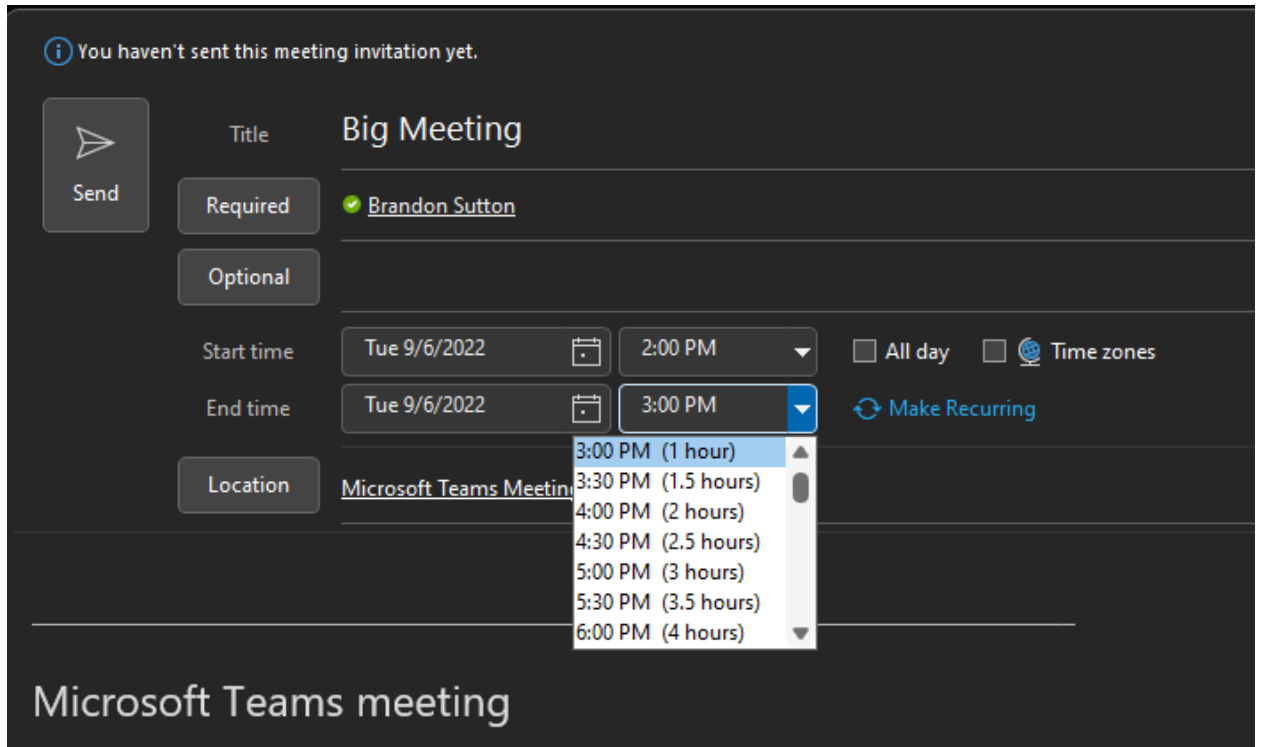
#### 4) The Meeting Invitation screen will open



#### 5) Fill out title and add participants

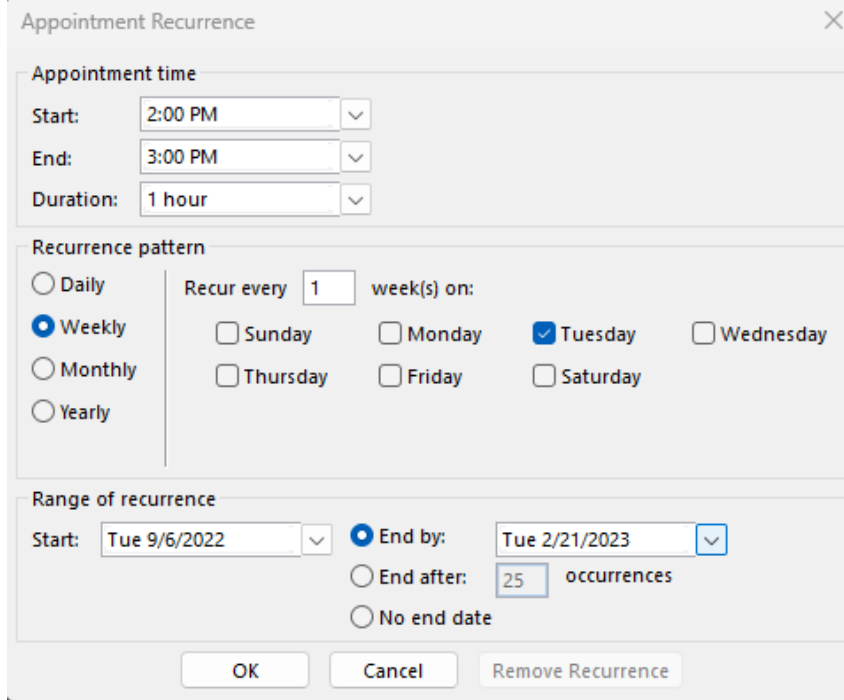


6) Set the Start and End times



We've created a one-time meeting on 9/6 from 2-3PM.

OPTIONAL: Is this a recurring meeting...? Select "Make Recurring"



Let's make this meeting occur on the First Tuesday every month for the rest of 2022:

### Change recurrence pattern to Monthly

Appointment Recurrence

Appointment time

Start: 2:00 PM

End: 3:00 PM

Duration: 1 hour

Recurrence pattern

Daily

Day 6 of every 1 month(s)

Weekly

Monthly

Yearly

The first Tuesday of every 1 month(s)

Range of recurrence

Start: Tue 9/6/2022

End by: Wed 9/6/2023

End after: 13 occurrences

No end date

OK Cancel Remove Recurrence

### Change key for recurrence

Appointment Recurrence

Appointment time

Start: 2:00 PM

End: 3:00 PM

Duration: 1 hour

Recurrence pattern

Daily

Day 6 of every 1 month(s)

Weekly

Monthly

The first Tuesday of every 1 month(s)

Yearly

Range of recurrence

Start: Tue 9/6/2022

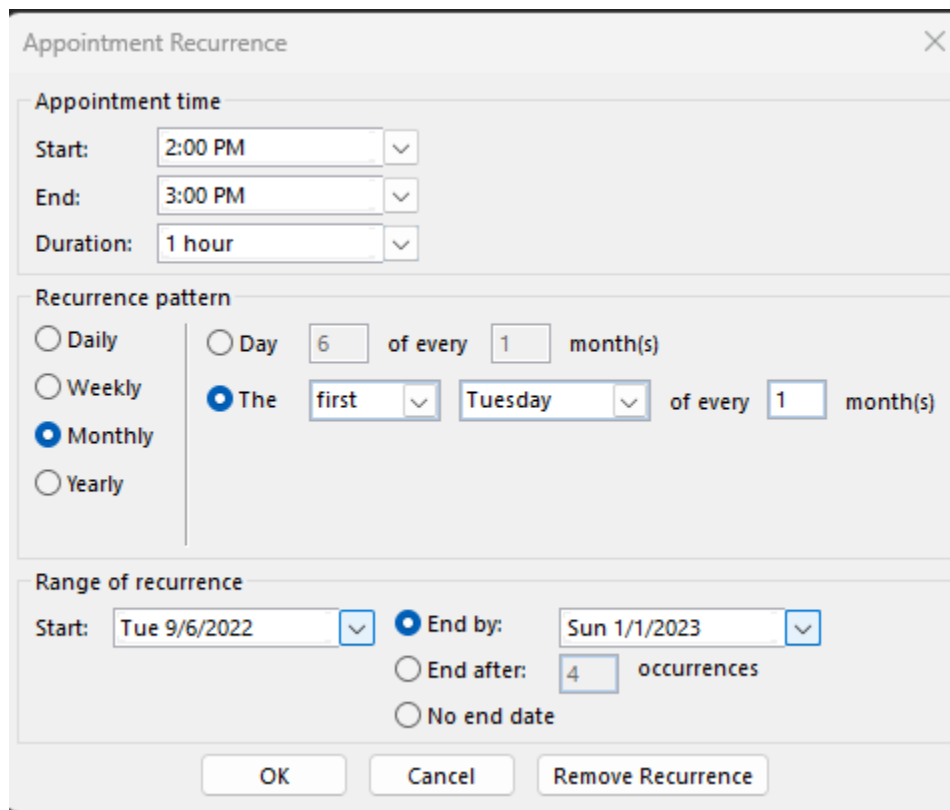
End by: Sun 1/1/2023

End after: 4 occurrences

No end date

OK Cancel Remove Recurrence

Change range of recurrence:



The image shows a dialog box titled "Appointment Recurrence" with a close button (X) in the top right corner. It is divided into three main sections:

- Appointment time:** Contains three dropdown menus. "Start:" is set to "2:00 PM", "End:" is set to "3:00 PM", and "Duration:" is set to "1 hour".
- Recurrence pattern:** Contains radio buttons for "Daily", "Weekly", "Monthly", and "Yearly". The "Monthly" option is selected. To the right, there are fields for "Day" (set to "6"), "of every" (set to "1"), and "month(s)". Below these, there are three more fields: "The" (set to "first"), a day dropdown (set to "Tuesday"), and "of every" (set to "1") followed by "month(s)".
- Range of recurrence:** Contains a "Start:" dropdown set to "Tue 9/6/2022". To its right, there are three radio button options: "End by:" (selected), "End after:", and "No end date". The "End by:" option has a date dropdown set to "Sun 1/1/2023". The "End after:" option has a numeric field set to "4" followed by the text "occurrences".

At the bottom of the dialog box, there are three buttons: "OK", "Cancel", and "Remove Recurrence".

Here we selected End by: 1/1/2023

This will make a meeting every first Tuesday until 2023. Click OK.

Back at the Invitation screen, add message content:

*i* You haven't sent this meeting invitation yet.

**Send**

Title **Big Meeting**

**Required**  **Brandon Sutton**

**Optional**

Start time **Tue 9/6/2022**  **2:00 PM**  **All day**  **Time zones**

End time **Tue 9/6/2022**  **3:00 PM** [Make Recurring](#)

**Location** **Microsoft Teams Meeting**

Hi Team,


Please accept this invitation to our Monthly Meeting.

Thank you,  
Brandon

**Microsoft Teams meeting**

**Join on your computer or mobile app**  
[Click here to join the meeting](#)

Meeting ID: 292 251 342 503  
Passcode: JV7Q3X



Click "Send" to send you invitation!

This is how it will appear to meeting members:

The screenshot shows a Microsoft Teams meeting invitation interface. At the top, it displays the meeting title 'Big Meeting' and the organizer's name 'Brandon Sutton' with a profile picture. Below this, there are controls for the meeting, including a search icon, a 'No Response Required' button, and a 'Tj' icon. A notification states: 'As the meeting organizer, you do not need to respond to the meeting.' The meeting details section shows the date and time: 'Tuesday, September 6, 2022 2:00 PM-3:00 PM' and the location: 'Microsoft Teams Meeting'. A calendar view shows the meeting scheduled for Tuesday, September 6, 2022, from 2:00 PM to 3:00 PM. The meeting title 'Big Meeting' and details 'Microsoft Teams Meeting' and 'Brandon Sutton' are visible in the calendar entry. Below the calendar, the invitation text reads: 'Hi Team, Please accept this invitation to our Monthly Meeting. Thank you, Brandon'. The bottom section is titled 'Microsoft Teams meeting' and provides instructions to join on a computer or mobile app, with a link to join the meeting. It also lists the Meeting ID: 292 251 342 503 and Passcode: JV7Q3X, along with links for downloading Teams, joining on the web, learning more, and meeting options.

You will be prompted to open the meeting at the appropriate time!

Please never hesitate to contact IT with any questions!