Setting Up a Teams Meeting

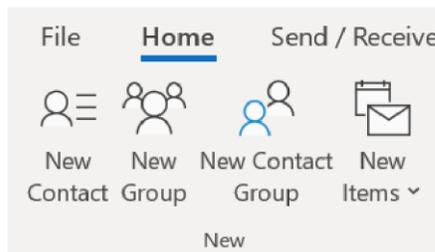## Option 1: Using MS Outlook

While using Outlook to create a Teams meeting is straightforward, it does require the meeting organizer to add all participants to the meeting each time a meeting is created. You can simplify this task by creating a contact group.

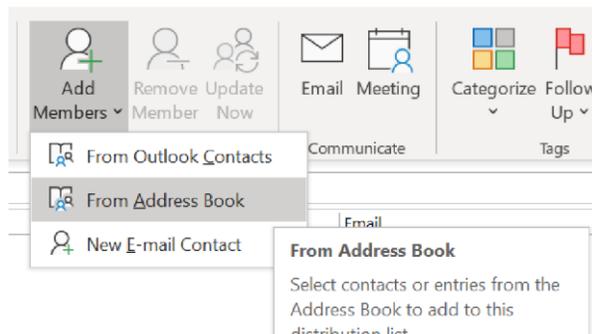### Creating a Contact Group in Outlook

- Open Outlook and select the people icon at the left-hand side or bottom left corner of the window.
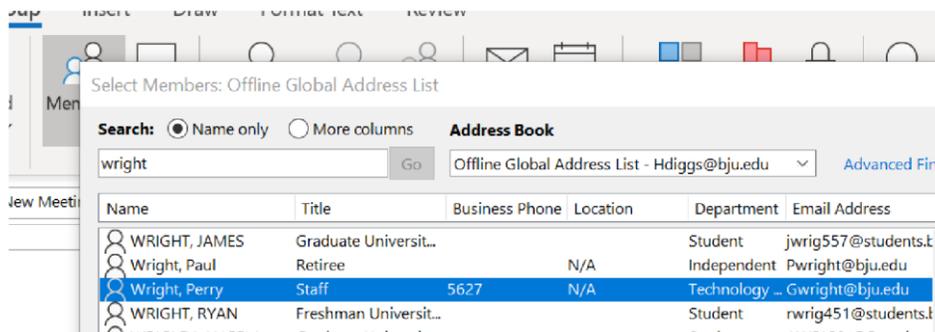

- In the menu ribbon, select **New Contact Group**.

- Enter a name for your Contact Group.

- Click **Add Members** and select **From Address Book** to find and add members.
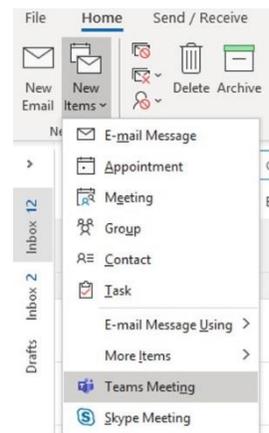
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- Be sure to **Save and Close**.

Creating a Teams Meeting in MS Outlook

In Outlook for Windows:

1. Select the new items dropdown from the menu bar and choose **Teams Meeting** to open a meeting invitation.

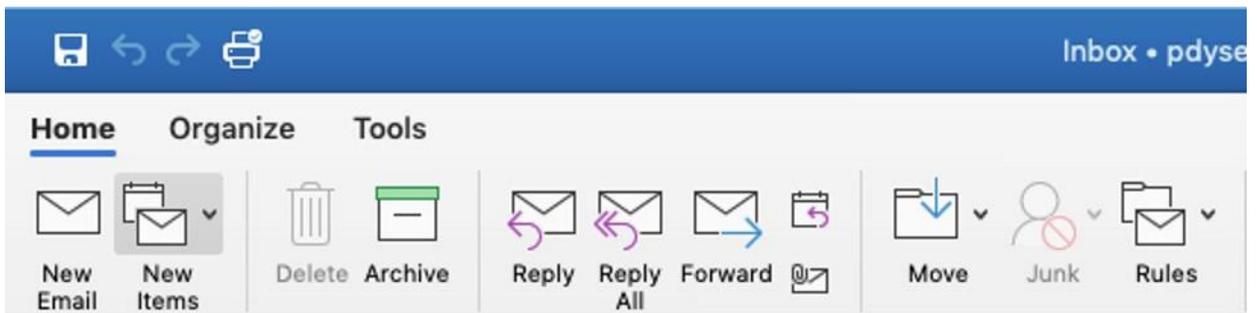2. The body of the meeting invitation includes a "Join Microsoft Teams Meeting" link.

Join Microsoft Teams Meeting
Learn more about Teams | Meeting options

3. Add either the contact you created or individual users as meeting attendees, and click **Send**.
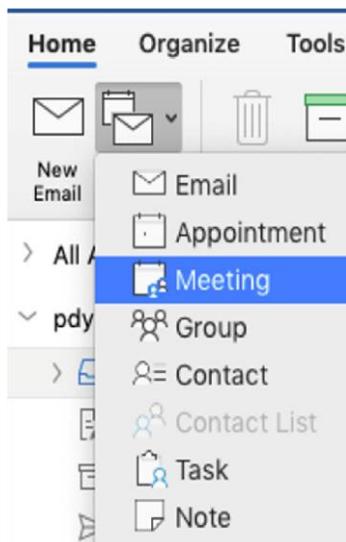
In Outlook for Mac:

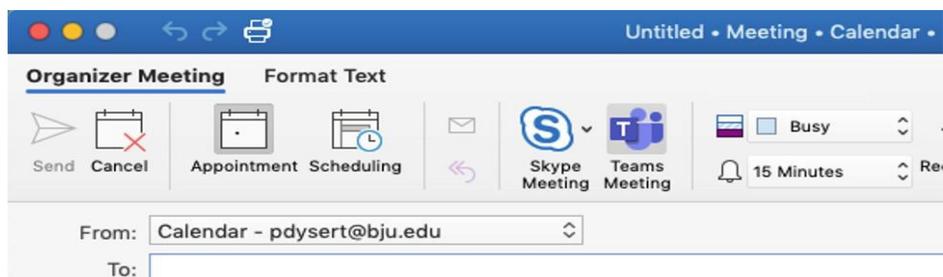1. Select the new items dropdown from the menu bar.

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2.   Select **"Meeting"** from the dropdown list.

3.   On the menu bar, click the **"Teams Meeting"** option to open a meeting invitation.

4.   Add either the contact group you created or individual users as required attendees, and then click **Send**.

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Option 2: Using Teams

1. In Teams, click the **Calendar** icon in the left-menu bar.

2. Select the **New Meeting** button:

3. Enter the meeting details. If this meeting is tied to a work/class team in Teams, then select the add channel field to add the team to the channel. **Save** your meeting.

Joining a Meeting

Meeting participants will be able to click the link and join the meeting. If attendees don't have the app installed, they can use the web client (which may have some reduced functionality).