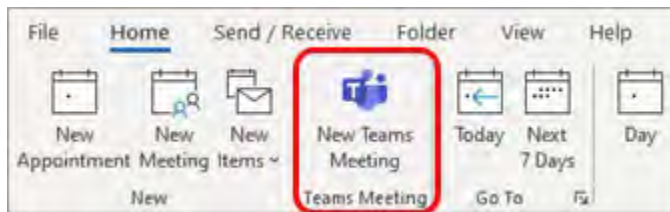


Outlook on the desktop

Note: You will need to have Teams Meeting add-in install with the Outlook client

Download Link: <https://docs.microsoft.com/en-us/microsoftteams/teams-add-in-for-outlook>

1. Open Outlook and switch to the calendar view.
2. Select **New Teams Meeting** at the top of the view.



Note: Even if you begin by selecting **New Meeting** or **New Appointment**, you can make it a Teams meeting by selecting **Teams Meeting** at the top of the new event form.

3. Add your invitees to the **Required** or **Optional** field(s)—you can even invite entire contact groups (formerly known as distribution lists).
4. Add your meeting subject, location (if applicable), start time, and end time.
5. Create your message.
6. Select **Send**.