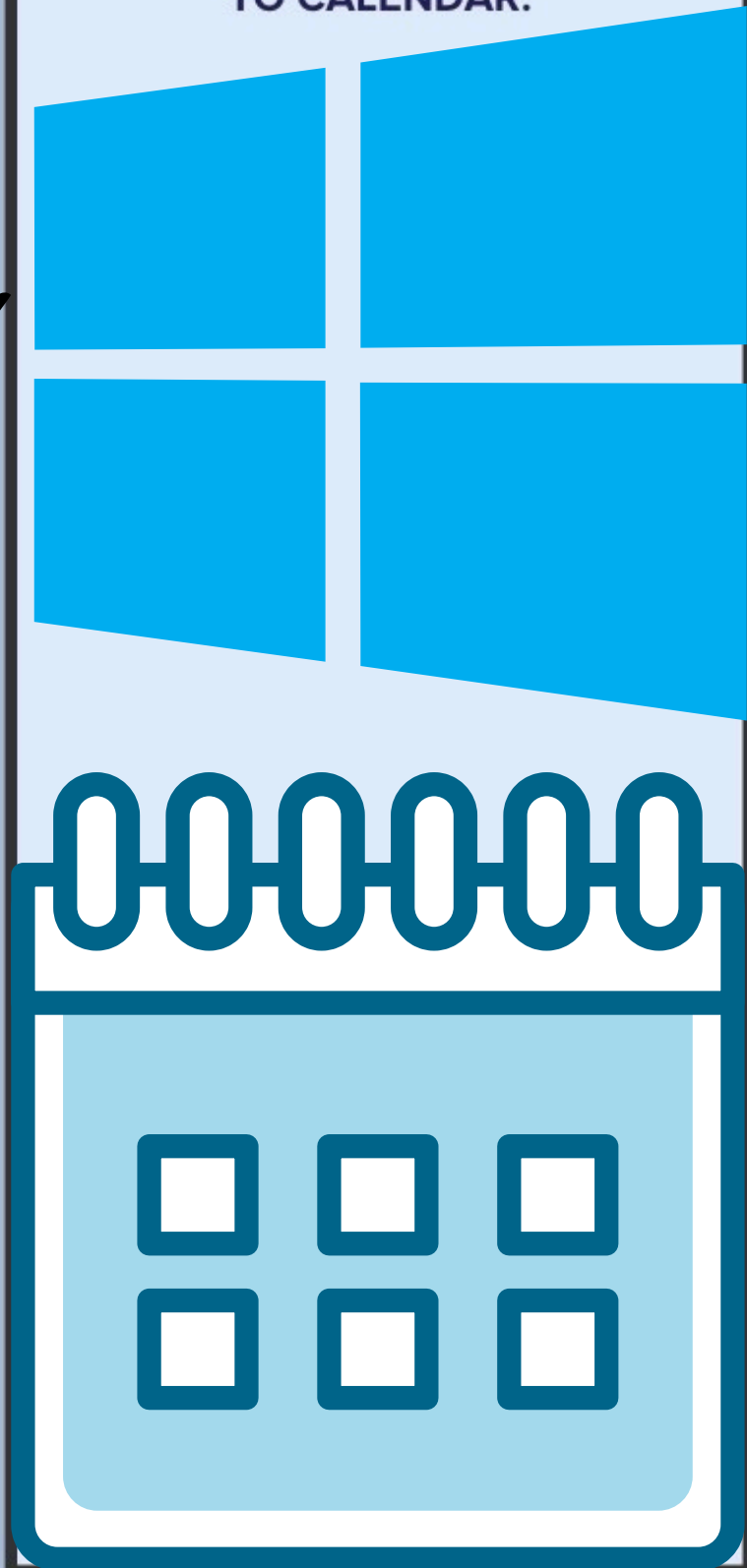


HOW TO CREATE A TEAMS MEETING USING OUTLOOK

STEP 1:

FOR OUTLOOK ON DESKTOP,
FIRSTLY OPEN OUTLOOK, AND GO
TO CALENDAR.



Step 3: clicking send

after clicking send not only do your participants receive the invitation they also receive the direct teams meeting link, this means all participants can easily connect to the meeting.



Step 2: select 'new teams meeting' and add the following.

- Meeting title
- Attendees
- Time & date

A screenshot of the Outlook 'New Teams Meeting' form. The form is dark-themed and contains the following fields: 'Add title' with a pencil icon, 'Add participants' with a group of people icon and a right arrow, a list of attendees with a yellow circle containing 'AB' and the name 'Adriana Bajraktari' and 'Unknown', 'All day' with a clock icon and a toggle switch, 'Start' with the date '26 Nov at 3:00 pm', 'End' with the date '26 Nov at 3:30 pm', and 'Repeat' with a circular arrow icon and the text 'Never' and a right arrow.