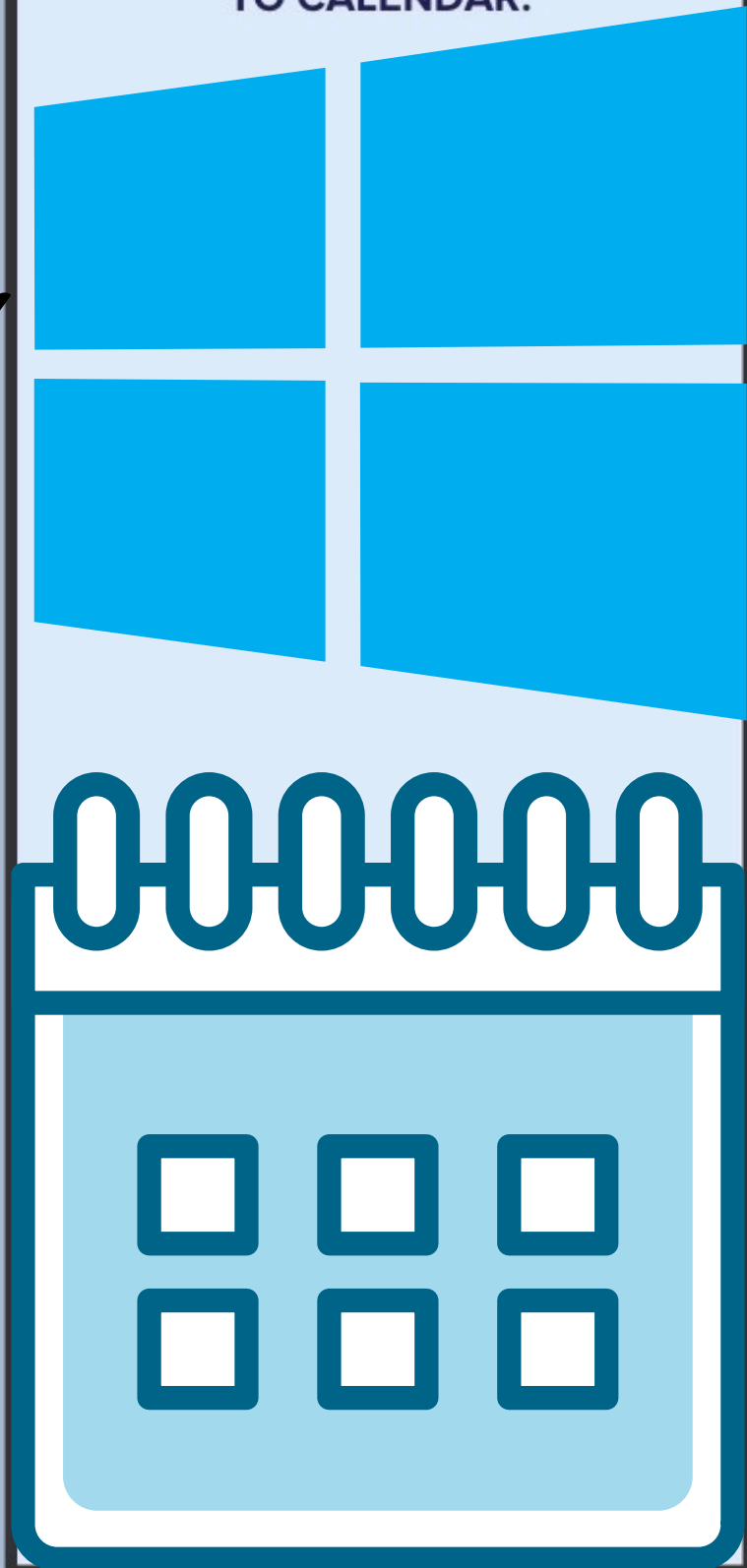


HOW TO CREATE A TEAMS MEETING USING OUTLOOK

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. It has a dark background with white text. The form includes fields for 'Add title', 'Add participants' (with a right arrow), a list of attendees (showing 'Adriana Bajraktari' with a yellow 'AB' icon and 'Unknown' status), an 'All day' toggle switch (currently off), 'Start' and 'End' time fields (both set to '26 Nov at 3:00 pm' and '26 Nov at 3:30 pm' respectively), and a 'Repeat' section with a 'Never' option and a right arrow.