



How to create a new Teams Meeting?

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Schedule a meeting from chat

1. Select **Chat**  in Teams.
2. Select **More chat options***** at the top of the chat.
3. Select **Schedule a meeting** .
4. Add meeting details.
5. Select **Send**.

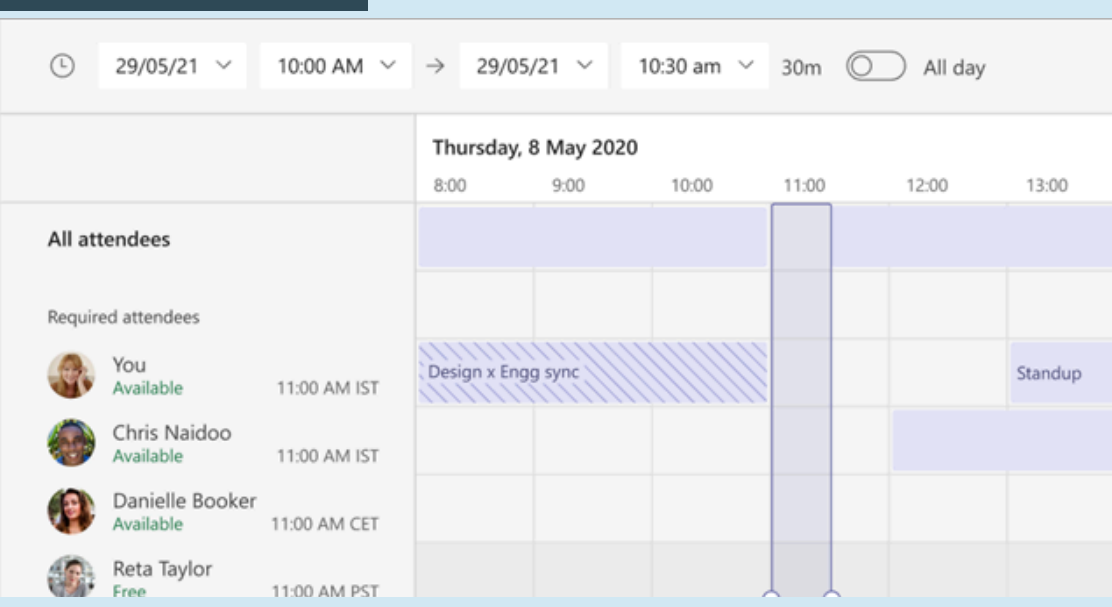
Schedule a channel meeting

1. Select **Teams**  in Teams.
2. Select the team you want to schedule a meeting in.
3. Next to **Meet now** , select the dropdown arrow.
4. Select **Schedule a meeting** .
5. Add other attendees who are outside the team.
6. Select **Send**.

Scheduling Assistant

In **Scheduling Assistant**, view other attendees' time zones, schedules, and availability during different timeslots. The Scheduling Assistant grid will show each attendee's schedule.

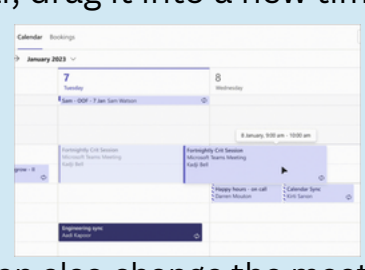
- Shaded areas show when attendees are busy or have tentative meetings.
- Unshaded areas show when attendees are free.
- To use Scheduling Assistant in the classic calendar, select Scheduling Assistant at the top of your meeting details.
- To use Scheduling Assistant in the new calendar, select **Scheduler** in your meeting details.



After you fill out the details, select **Send** to close the scheduling form and invite attendees to the meeting.

Reschedule a meeting

Reschedule meetings and events from your Teams calendar. To quickly update a meeting time, select a meeting in your Teams calendar, drag it into a new timeslot, and drop it.



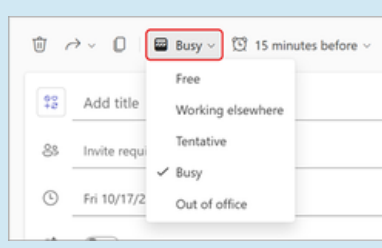
You'll be notified of invitees' availability before you update the meeting time.

You can also change the meeting time by opening the meeting details, choosing a new time, and selecting **Send update**. Attendees will automatically receive a notification with the updated time.

Change Show as status

As an organizer, you can set the **Show As** status of the meeting in the action bar. When participants RSVP, their status will automatically reflect the status the organizer set. To set a meeting's **Show as** status:

In the new calendar, select your current **Show as** status to open the dropdown menu. Select the status you want attendees to have while they're in the meeting.



In the classic calendar, select **Show as** in your meeting details. Select the status you want attendees to have while they're in the meeting.

Participants can choose a different **Show as** status by right-clicking the meeting in their Teams calendar, hovering over **Show as**, and selecting a status. The default **Show As** value for all meetings is **Busy**.

Notes:

When you have a meeting in a channel, everyone in the team will be able to see it and join it in that channel. This feature isn't available in private channels.

Invitees outside your org won't have access to the channel calendar.

Include a dial-in number and conference ID so that participants can call in to the Teams meeting. If you schedule the meeting from Outlook, the dial-in number and conference ID automatically appear in the scheduled meeting invite.

Channel meetings can't be categorized.