
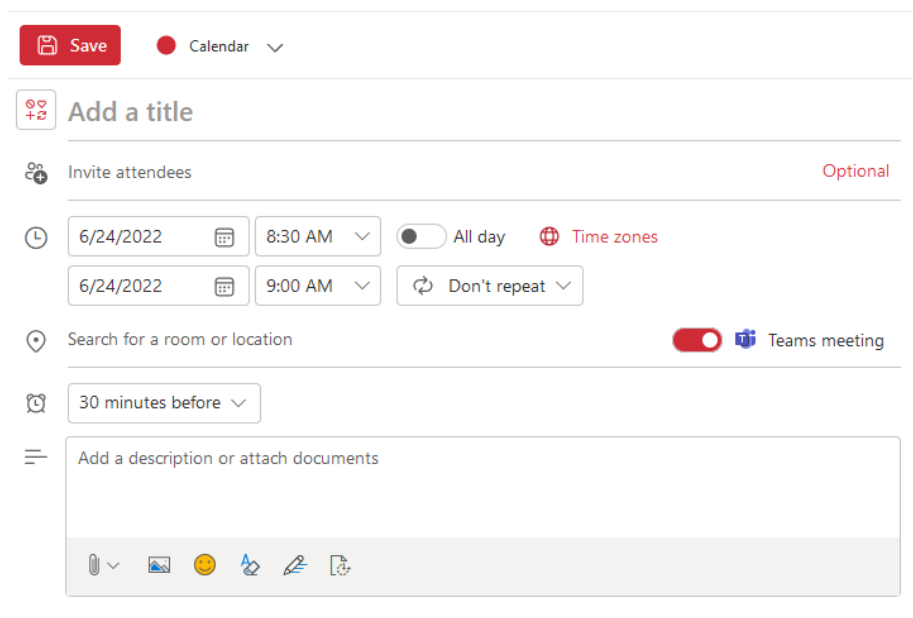




Create a Teams Meeting in Outlook

Outlook on the Web

- From your Calendar, select **New Event** 
- Next to the *Search for a room or location* field, toggle the **Teams Meeting** button to ON. The Teams Meeting link will be added when the Meeting is sent.



Outlook Desktop Client

- From your Calendar, select **New Meeting**  under the *Home* tab
- Select **Teams Meeting**  under the *Meeting* tab
- *Microsoft Teams Meeting* will be added to the Location and the Teams Meeting link will be added to the body.

