

Create a Teams Meeting in Outlook

Outlook on the Web

- From your Calendar, select **New Event** 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.

The screenshot shows the 'New Event' form in Outlook on the Web. At the top, there is a 'Save' button and a 'Calendar' dropdown. Below this is the 'Add a title' field. The 'Invite attendees' field is marked as 'Optional'. The date and time section shows '6/24/2022' at '8:30 AM' with an 'All day' toggle and 'Time zones' link. Below this, the date is '6/24/2022' at '9:00 AM' with a 'Don't repeat' dropdown. The 'Search for a room or location' field has a 'Teams meeting' toggle turned on. The '30 minutes before' dropdown is visible. The description field has a placeholder 'Add a description or attach documents' and a toolbar with icons for adding attachments, images, emojis, links, and text.

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.

The screenshot shows the 'New Meeting' form in the Outlook Desktop Client. The 'Location' field contains 'Microsoft Teams Meeting'. The body of the meeting shows the 'Microsoft Teams meeting' text and a link to join the meeting. The 'Join on your computer or mobile app' text is also visible, along with a link to 'Click here to join the meeting'. At the bottom, there are links for 'Learn More' and 'Meeting options'.