

Have a Meeting Instantly with Microsoft Teams

From the **Microsoft Teams** app



On the Web/Desktop App:

From **Calls**

- Click the **Calls** icon  which is located in the left sidebar
- Click on **Make a call** 
- Add one or more names and click on the **Audio call**  or **Video call**  button

From **Calendar**

- Click the **Calendar** icon 
 - Click **Meet Now**  **Meet now** located in the upper right corner
 - At the popup window, you can click **Get a link to share**  which will create a meeting link that you can then email or copy into a Chat
- <https://teams.microsoft.com/j/meetup...> 
- Share via email 
- Click **Start meeting** to begin

On the Mobile App:

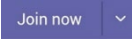
Note: You will need to allow Microsoft Teams access to your camera and microphone on your mobile device.

From **Calls**

- **Calls** is located along the bottom (you may need to select More)
- Click the **phone icon**:  (iOS)  (Android)
- Enter one or more names and click the **Audio call**  or **Video call**  button

From **Calendar**

- **Calendar** is located along the bottom (you may need to select More)
- Click the **Meet now**  button

- Click **Start meeting**  on iOS or **Join now**  on Android

- To invite others click **Add participants** or **Share meeting invite**

