





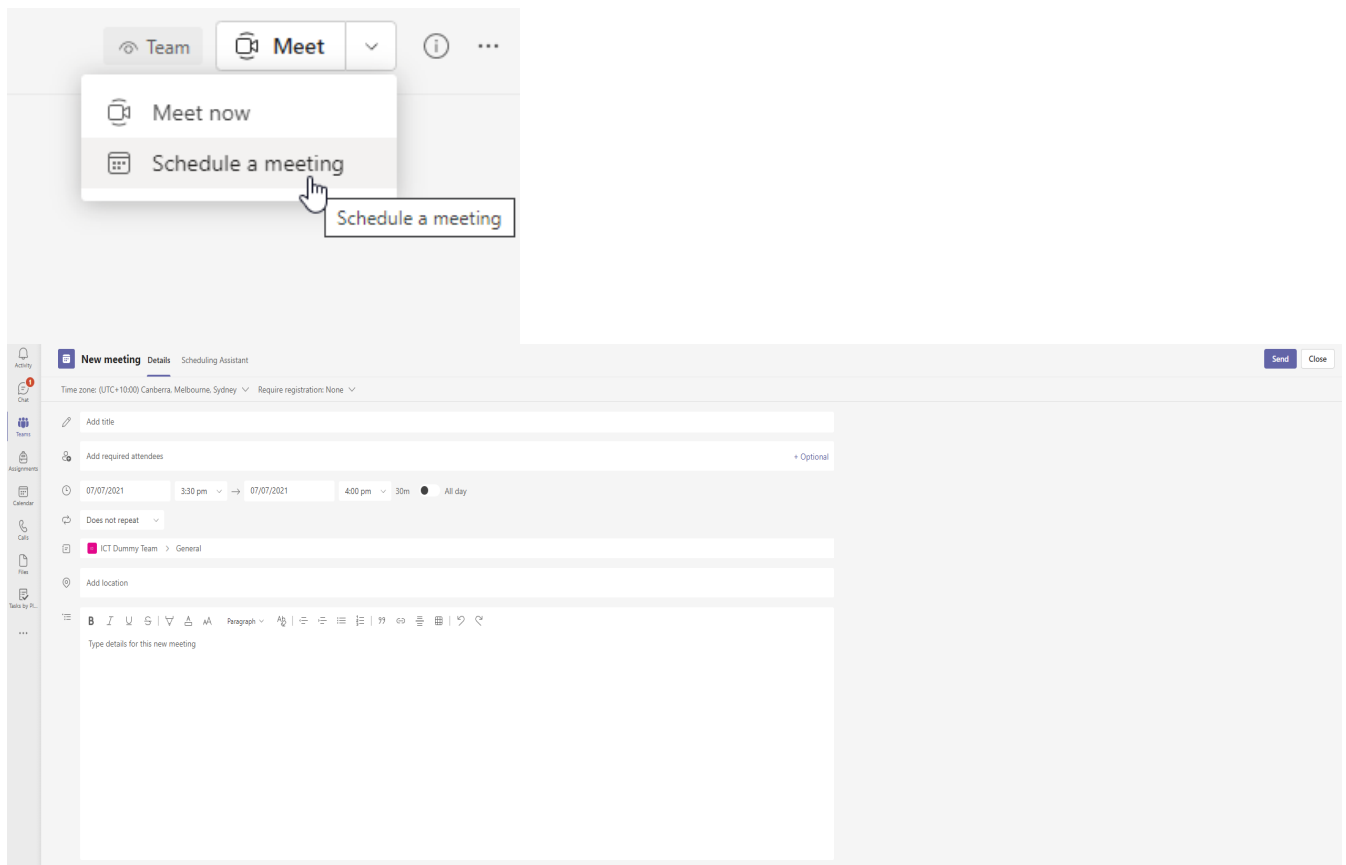
# Scheduling a Meeting in Microsoft Teams

## Scheduling a Meeting:

There are several ways to schedule a meeting in Teams:

- Select **Schedule a meeting**  from the drop-down menu when you are in the appropriate **Team** (this option is positioned at the top right corner of your screen) to book a meeting with all members of this class.
- Go to **Calendar**  on the left side of the application and select **New Meeting** in the top right corner.
- Select a range of time in the calendar. A scheduling form will pop open.

The scheduling form allows you to give your meeting a title, invite people, and add meeting details. Use the **Scheduling Assistant** to ensure you are scheduling a meeting for the correct date and time.



Once you are done filling out the details, select **Send**. This will close the scheduling form and send an invite to everyone's Outlook inbox (only individuals who are a member of the specific Team).