Booking a Meeting with Teams

Faculty, staff, and students who have an active Office 365 account can use Microsoft Teams to schedule an online audio/video meeting. This article describes how to schedule a meeting in the Teams app and in Outlook.

Scheduling a Meeting in the Teams App

1. Open Microsoft Teams.
2. On the sidebar to the left, click on Meetings.
3. In the bottom left corner, click on the purple button that says Schedule a Meeting.

4. Fill out the title, and add the attendees to the Invite People.
5. Be sure to add the room you are trying to book in the Invite People.
6. Utilize the **Scheduling Assistant** in order to find when a room is available, or when all attendees are available.

![New meeting page](image)

7. Finish filling in details such as Start and End time, and then click **Schedule** to book the meeting.

8. You should receive a confirmation email when this is complete.

**Scheduling a Teams Meeting in Microsoft Outlook**

1. Open Microsoft Outlook.
2. Open up the **Calendar** tab at the bottom left.
3. Click on **New Teams Meeting** in the top toolbar.

4. Book the meeting as normal for Microsoft Outlook, by completing the following steps.
5. Add any attendees to the **To** Field, as well as the room you are trying to book.
6. Utilize **Scheduling Assistant** to determine when the room and attendees are all available.

7. Complete other fields (Subject, Start and End Time) and then click **Send** to book the meeting.

8. You should receive a confirmation email.

**Related Articles**

- Connecting using Web RTC (superseded by WebEx)
- Installing Microsoft Teams
- Microsoft Teams
- Joining a Skype Meeting in the Web App
- Opening Teams Online