



What is the Best Way to Schedule a Meeting?

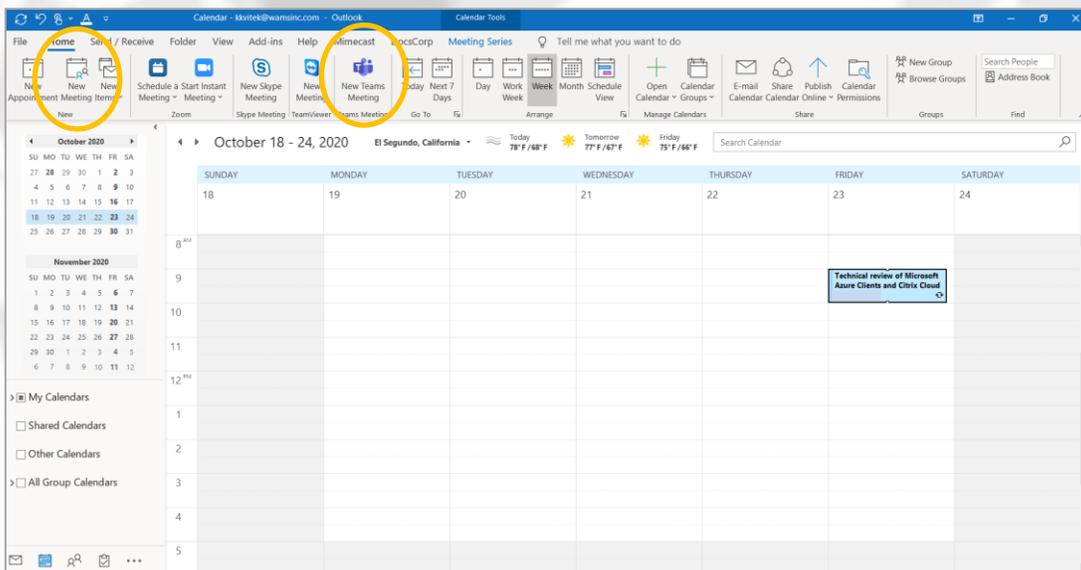
There are many ways to start and schedule a Teams meeting, however using Outlook may be the most efficient method, since you have access to your Contacts and Recent Email List.

-  You can start or schedule a meeting directly from Teams chat, Teams Channels and Teams Calendar
-  Just enter the names of the people you want to invite from your organization. But for people outside your organization, you will need to type or copy their email address.
-  If you create the meeting from Outlook, you will get the best of both worlds because you can schedule a meeting, send an invitation **and** have access to your Contacts

Where is the Teams Meeting Option in Outlook?

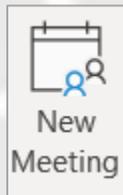
 You must go to your Outlook Calendar to see the Teams meeting. You will not see the Teams button from your Inbox

1. Go to your Outlook Calendar click the date for your meeting and then choose the Outlook New Meeting button **not** the New Teams Meeting

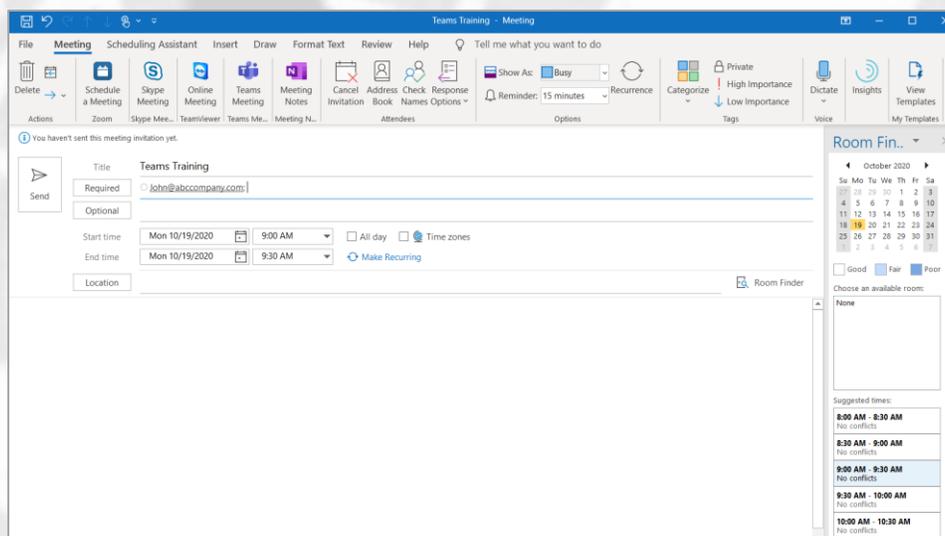




2. You get a couple of convenient options in your Outlook Meeting, if you start by selecting the date on your calendar
 - a. The calendar appointment will automatically have the date you selected filled into the meeting
 - b. From the Month View, the time of day will default to the nearest half hour
 - c. From the Week View, you can click the start time on your calendar
3. Note: from the Month view, if you start by choosing the Teams Meeting button, the meeting will be set to 24 hours!
4. If you click the date, then choose the Outlook Calendar button, you won't have to make as many changes to the date and time



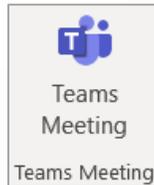
5. Enter the Title and the Required and Optional attendees



6. Remember the benefit of scheduling through Outlook is your Contacts and Frequent Contacts will be available
7. If you start your meeting in the Teams Calendar, you will not have access to your Contacts



8. Now click the Teams Meeting button



Join Microsoft Teams Meeting

+1 925-400-3040 United States, Concord (Toll)

Conference ID: 187 328 589#

Local numbers | [Reset PIN](#) | [Learn more about Teams](#) | [Meeting options](#)

9. Your meeting information will appear in the Calendar appointment notes

10. Click Send!