How to Schedule a Teams Meeting?

Teams meetings can be scheduled both through Microsoft Outlook and Teams app on the computer, Microsoft Outlook and Teams app on the phone and tablet. **If you are a faculty and trying to setup your Fall 2020 course meetings refer to “Scheduling Teams Meeting Outlook App” on page 3.**

Scheduling Teams Meeting in Teams App

1. Launch the Teams app and click on the Calendar tab at the left navigation bar.

2. Fill out your meeting details on the next screen.
3. Add your attendees by typing in their email addresses. Click **send** when you are satisfied.

**Please note** that you can add a channel in the meeting and all the members of that channel will be the meeting attendees and will get an email invitation – in that case you do not need to add individual attendees. This is very useful if you want to schedule a meeting with a team channel member, simply add the name of the team channel.

4. After clicking **send**, you will be taken to your calendar, where you see the meeting has been added to it. The meeting will also be visible in your calendar from your Outlook email.

When the time for the meeting has arrived, select the meeting by clicking on it in the calendar view, click the **Join** button in the top right. This will join the meeting.
5. You will be prompted to the audio and video setup screen below. The Join now window allows you to preview your camera as well as to mute or unmute your camera and microphone, before joining the meeting. You can click PC Mic and Speakers to choose which devices you would like to use as a camera and microphone should you have more than one on your computer. You can also join with no audio by clicking the Audio off button. Once you are satisfied, click the Join now button. You will then be entering the meeting.

Scheduling Teams Meeting in Outlook App (Recommended)

1. Open your Outlook mail app, click on the Calendar icon at the lower right corner.

2. Click on the New Teams Meeting.
3. You will be presented with the below screen, where you can give title for your meeting, choose a date and time as well as add your meeting attendees by putting their email addresses.

If you are a faculty member and trying to setup your Fall 2020 semester Teams real-time remote meetings with your students, you should setup a recurring meeting for the entire semester. So instead of many teams meeting invitations, you will setup only one invitation with one link for the entire semester.

To setup recurring Teams meeting, click on **Recurrence** and select the days and times your class runs. For example, if you are teaching BU111-R1 and your class runs every MWF from 09:00 AM – 10:05 AM your selection would look some like the screenshot below:
4. Click send when you are satisfied with your selections to send the meeting invite to attendees, the meeting will be added to your calendar.