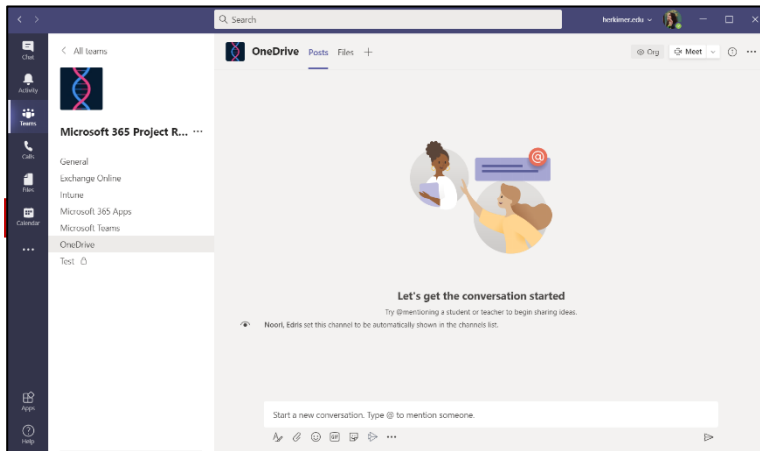


How to Schedule a Teams Meeting?

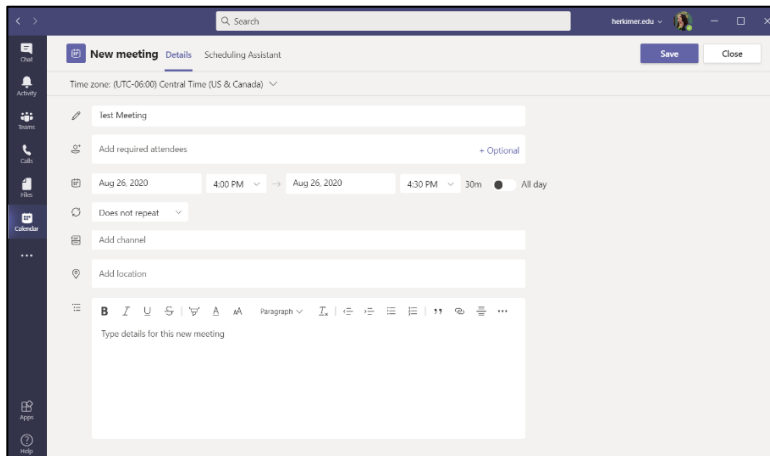
Teams meetings can be scheduled both through Microsoft Outlook and Teams app on the computer, Microsoft Outlook and Teams app on the phone and tablet. **If you are a faculty and trying to setup your Fall 2020 course meetings refer to “Scheduling Teams Meeting Outlook App” on page 3.**

Scheduling Teams Meeting in Teams App

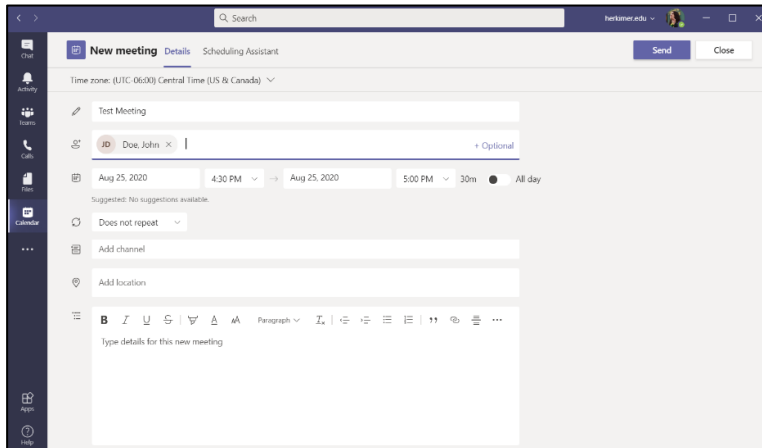
1. Launch the Teams app and click on the **Calendar** tab at the left navigation bar.



2. Fill out your meeting details on the next screen.

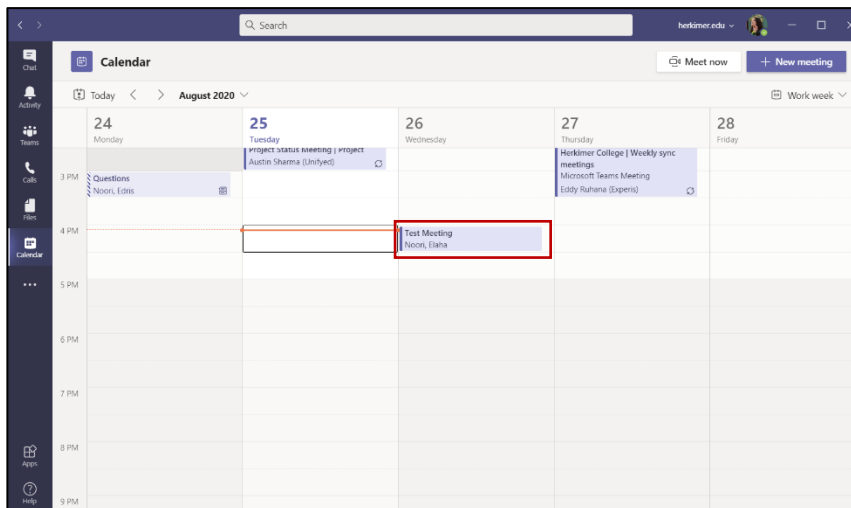


3. Add your attendees by typing in their email addresses. Click **send** when you are satisfied.

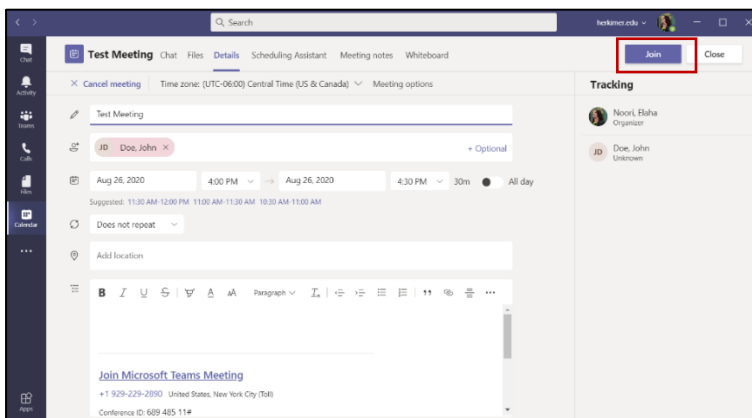


Please note that you can add a channel in the meeting and all the members of that channel will be the meeting attendees and will get an email invitation – in that case you do not need to add individual attendees. This is very useful if you want to schedule a meeting with a team channel member, simply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

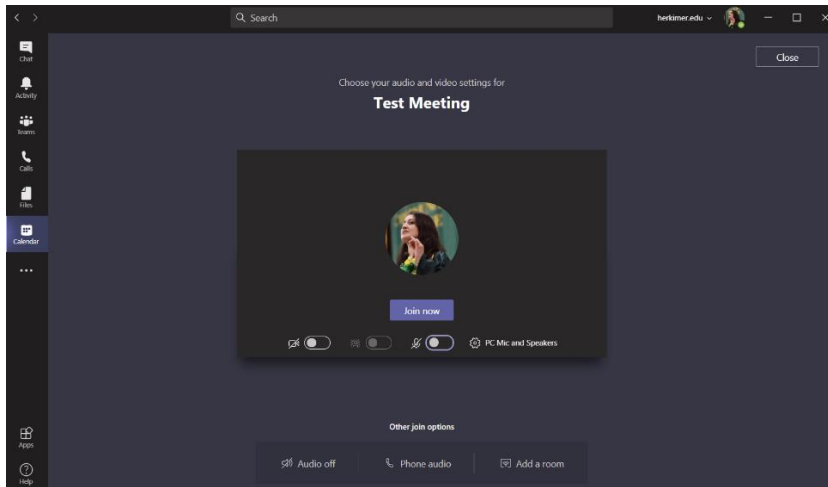
4. After clicking **send**, you will be taken to your calendar, where you see the meeting has been added to it. The meeting will also be visible in your calendar from your Outlook email.



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.

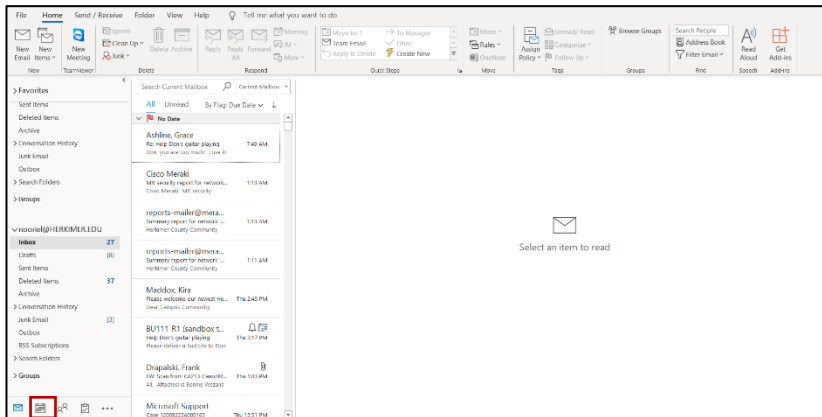


- You will be prompted to the audio and video setup screen below. The **Join now** window allows you to preview your camera as well as to mute or unmute your camera and microphone, before joining the meeting. You can click **PC Mic and Speakers** to choose which devices you would like to use as a camera 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.

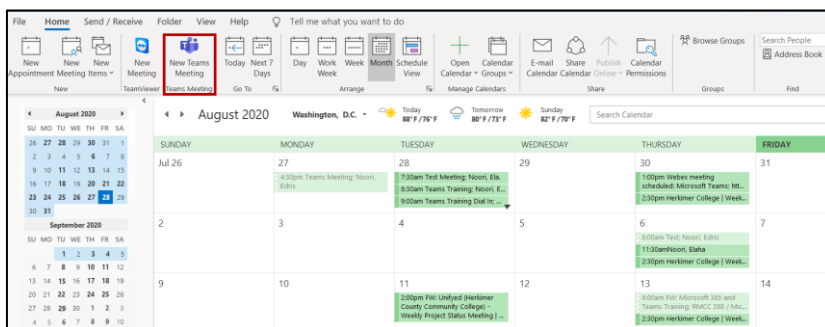


Scheduling Teams Meeting in Outlook App (Recommended)

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

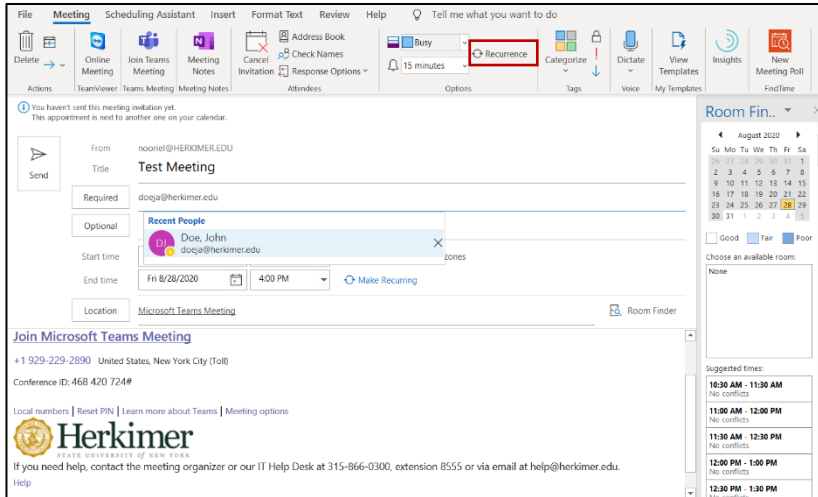


- Click on the **New Teams Meeting**.

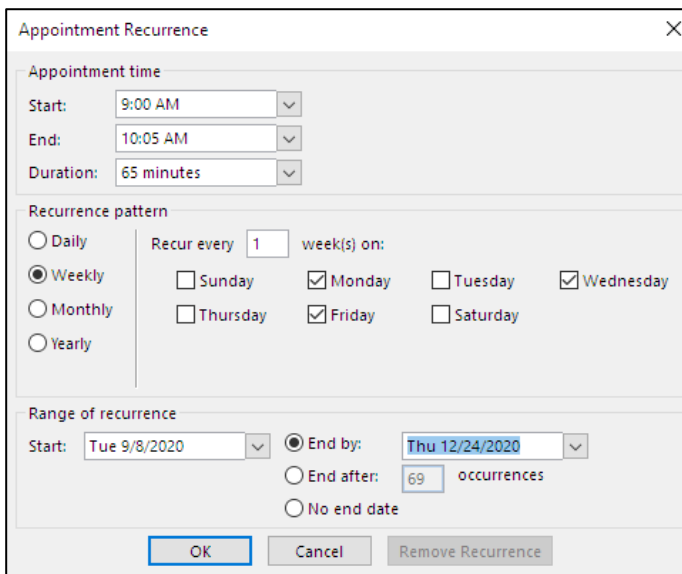


3. You will be presented with the below screen, where you can give title for your meeting, choose a date and time as well as add your meeting attendees by putting their email addresses.

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:



- Click send when you are satisfied with your selections to send the meeting invite to attendees, the meeting will be added to your calendar.

File Meeting Scheduling Assistant Insert Format Text Review Help Tell me what you want to do

Actions TeamViewer Teams Meeting Meeting Notes

You haven't sent this meeting invitation yet. This appointment is next to another one on your calendar.

Send

From noorie@HERKIMER.EDU

Title Test Meeting

Required Doe, John

Optional

Start time Fri 8/28/2020 3:00 PM All day Time zones

End time Fri 8/28/2020 4:00 PM Make Recurring

Location Microsoft Teams Meeting Room Finder

Join Microsoft Teams Meeting

+1 929-229-2890 United States, New York City (Toll)

Conference ID: 468 420 7248

Local numbers | Reset PIN | Learn more about Teams | Meeting options

Herkimer
STATE UNIVERSITY OF NEW YORK

If you need help, contact the meeting organizer or our IT Help Desk at 315-866-0300, extension 8555 or via email at help@herkimer.edu.

Help

Room Fin...
August 2020
Su Mo Tu We Th Fr Sa
26 27 28 29 30 31 1
2 3 4 5 6 7 8
9 10 11 12 13 14 15
16 17 18 19 20 21 22
23 24 25 26 27 28 29
30 31 1 2 3 4 5
 Good Fair Poor
Choose an available room:
None

Suggested times:
10:30 AM - 11:30 AM
No conflicts
11:00 AM - 12:00 PM
No conflicts
11:30 AM - 12:30 PM
No conflicts
12:00 PM - 1:00 PM
No conflicts
12:30 PM - 1:30 PM
No conflicts

File Home Send / Receive Folder View Help Meeting Tell me what you want to do

Open Calendar Exchange Meeting Meeting Notes Add or Remove Attendees Contact Attendees Tracking Show As Busy Recurrence Category High Importance Low Importance Tags

August 2020 Washington, D.C. Sun 8/27/20 Mon 8/27/20 Tue 8/27/20 Wed 8/27/20 Thu 8/27/20 Fri 8/27/20 Sat 8/27/20

Aug 26 27 28 29 30 31 Aug 1

2 3 4 5 6 7 8

9 10 11 12 13 14 15

16 17 18 19 20 21 22

23 24 25 26 27 28 29 30 31

Other Calendars

Shared Calendars

United States - ...

United States - ...

All Group Calendars

Business with message

Information Technology

BU111-11 Sandbox team...

Test Meeting

Start: 8/28/2020 3:00 PM
End: 8/28/2020 4:00 PM
Organizer: Noorie, Noorie
Location: Microsoft Teams Meeting
Reminder: 15 minutes