Microsoft Teams for Faculty: Scheduling a Microsoft Teams Meeting

1. Go to teams.microsoft.com



2. Sign in to your account

Everyone together in Teams	
Stay connected and organized across work, school, and life.	
Sign in	
Join a meeting	

3. Click on Calendar on the left side of the screen

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4. Click on New meeting at the top right

			Turn on
	# Join with an ID	C Meet now	+ New meeting ~
		You're up to	date! 🖻 Work week 🗸
05 Thursday		06 Friday	

5. Set the meeting title and other details.

Stay in th	Stay in the know. Turn on desktop notifications.						
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6. Add required attendees by typing in their names

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7. Set a start and end date and time

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8. Add any details for the meeting, and attach an agenda if needed. (optional)

Add required attendees + Optional Image: Sector Sect	Teams			
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			Add an agenda	

9. Click on Send, or Save if no invitees are listed.

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		Options		
meeting				

You can go to your Calendar and join the meeting when it's time.