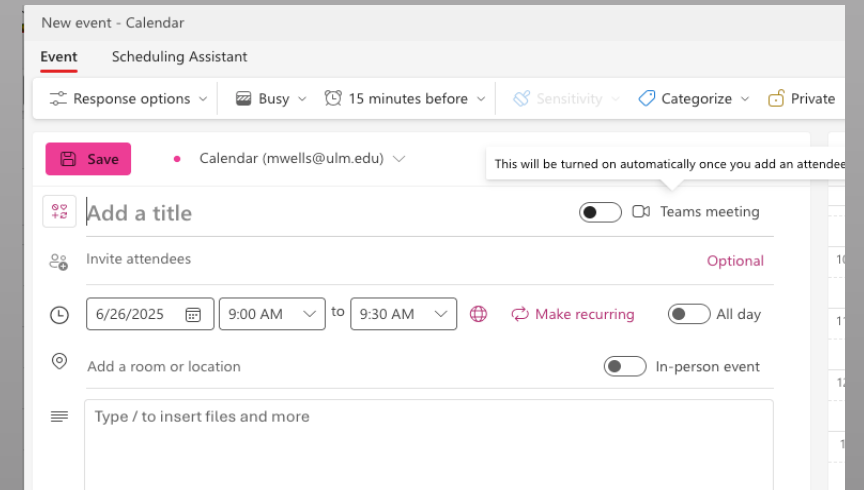
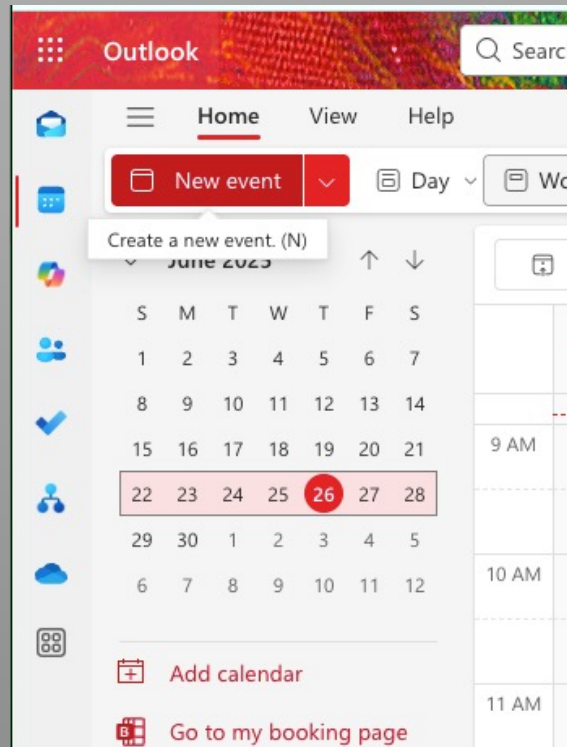
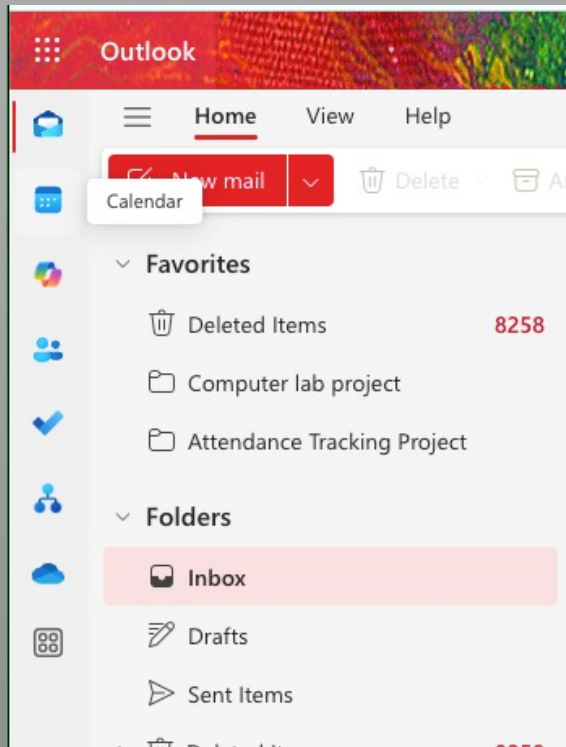


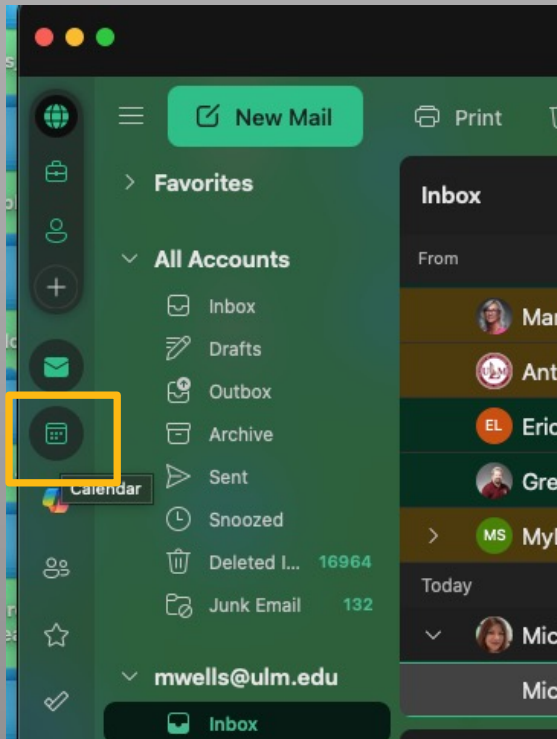
Schedule Team Meeting in Outlook (Web or PC)

- Select Calendar
- Select New Event
- Schedule Meeting
 - Teams button will automatically toggle on when invited attendee is entered.

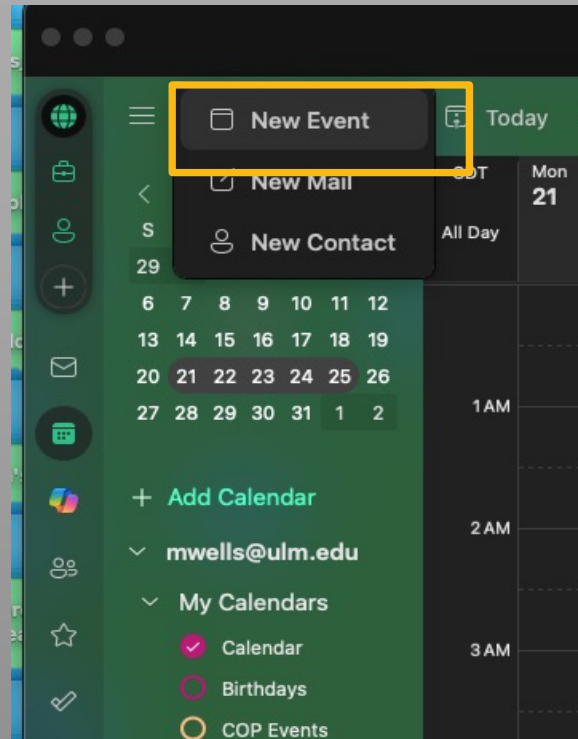


Schedule Team Meeting in Outlook (Mac)

- Select Calendar



- Select New Event



- Schedule Meeting

- Teams button will automatically toggle on when invited attendee is entered.

