**IOWA** | Information Technology Services

Microsoft Teams
# How to: Schedule a Meeting

In Microsoft Teams, you can schedule a Meeting from a Team, Channel, or the Calendar. After creating the meeting and clicking "send", attendees will be notified of the meeting. When attendees accept the meeting, the meeting will appear on both your and your attendees' Teams Calendar and Office365 Outlook Calendar.

→ 1. SCHEDULE MEETING

When viewing a team in Microsoft Teams, click the down arrow next to "Meet" in the top right corner. Click "meet now" to start a meeting immediately, or click "schedule a meeting" to send invitations to other attendees.
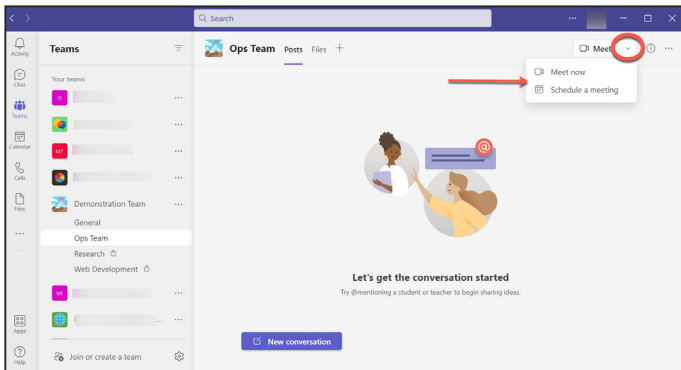
You can also schedule a meeting as illustrated above from a channel or the calendar. To create a meeting from the calendar in Microsoft Teams, which is your Microsoft Office365 calendar, first click on an open timeslot. The meeting invitation settings will automatically open set to that time.
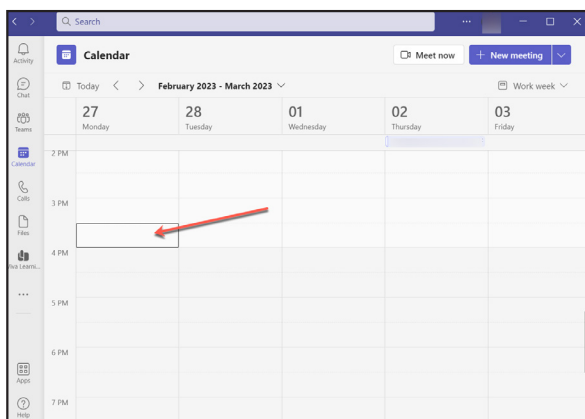
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→ 2. MEETING INVITATION SETTINGS

1. Response options allow you to select if responses are required or if forwarding is allowed.

2. Add a title (name) for the meeting.

3. Type the names or email addresses of people you would like to invite to the meeting.

4. Choose the start and end time for the meeting.

5. If the meeting will be recurring, choose this option to set the interval at which it will repeat.

6. If you would like the meeting to appear in a specific channel, type the channel name here.

7. If the meeting is hybrid, add the meeting room here.

8. Add meeting details such as agenda or other information that is helpful to attendees.

Click "send" when done.