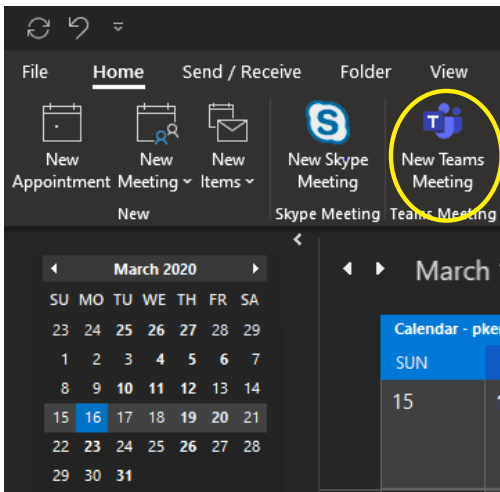


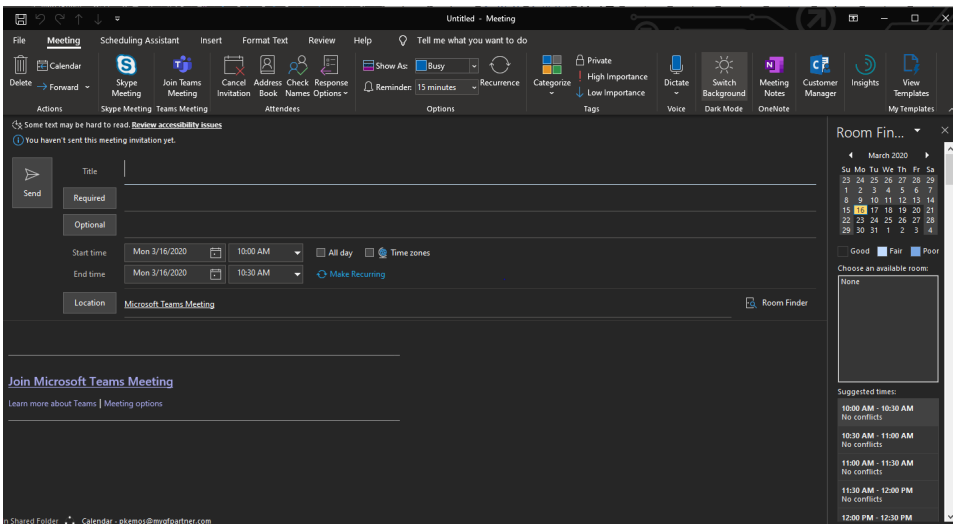


How to Setup a Teams Meeting

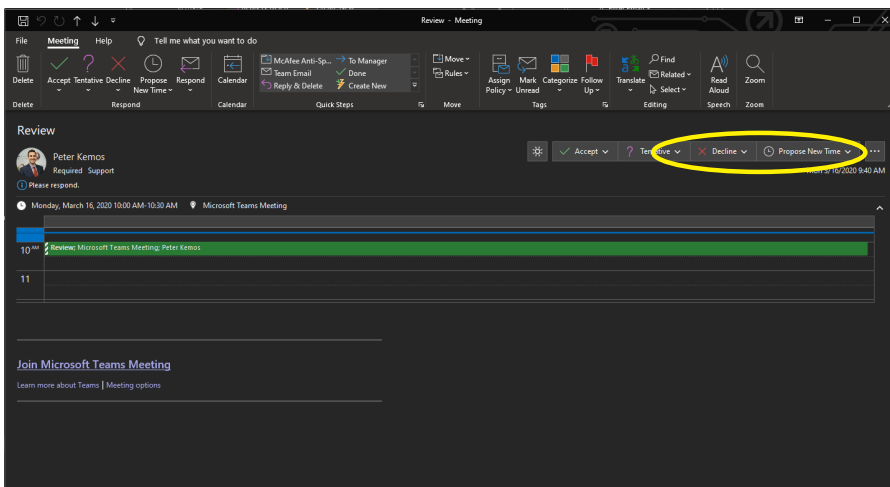
In your Outlook calendar, select “New Teams Meeting”



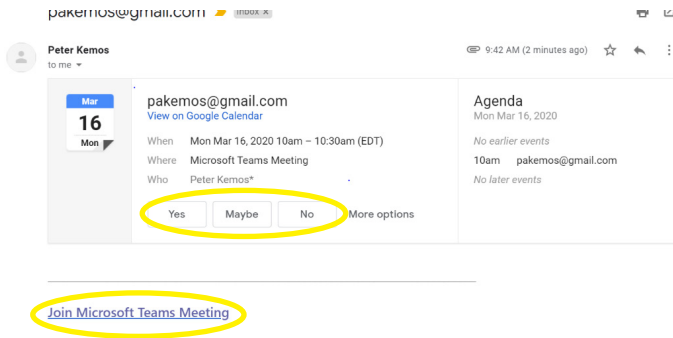
Enter details of your meeting (Recipients, Title, Start and End time. Etc.) and send.



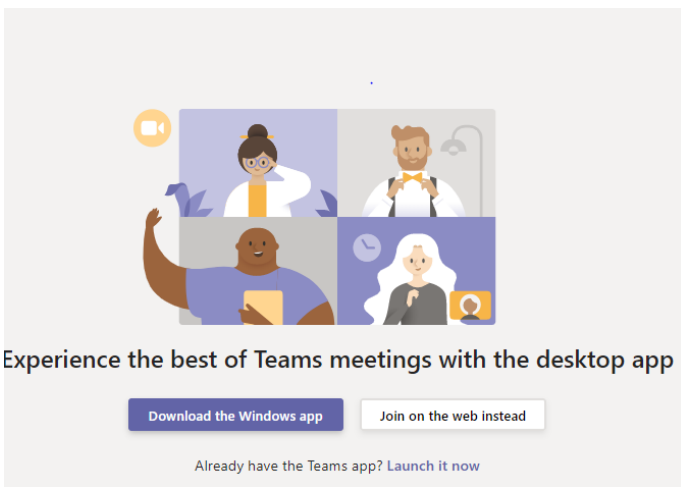
This is how it looks in Outlook. Click “Accept” “Decline” or “Tentative” to add to your



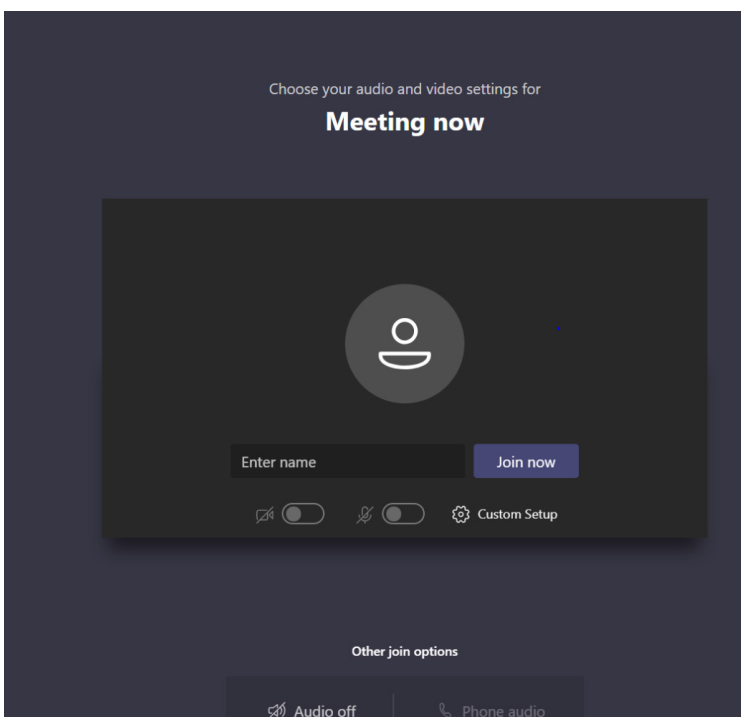
Recipient clicks “Join Microsoft Teams Meeting” Recipient can respond to “Yes” “No” or “Maybe” to add the meeting to their calendar.



If the recipient does not have Teams download, have them click the “Download the Windows App” or “Join on the web instead”



Once they have chosen either web or application based Teams, the recipient will enter in their name and press “Join Now” toggling their camera or microphone or both.





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