

## How to Setup a Teams Meeting

In your Outlook calendar, select "New Teams Meeting"

Ð	y k	9	Ļ								
File		н	om	e	Se	nd /	' Rec	eive	Fold	ler V	'iew
F	<u>.</u>	٦_		r=-;	Ę	R		1	S		
l				<u>г</u> х,	~				-		
	Nev		. N.	New		Ne			v Skype		Teams
Appo	sint	ment		eetin	g~	item	s۳	IVIe	eeting	Me	eting
			Ne	w				Skype	Meetin	g Teams	Meeting
								<			
	•		Ma	rch 2	020		►		•	► M	arch 1
	su	мо	τu	WE	тн	FR	SA				
	23	24	25	26	27	28	29			Calend	lar - pken
		2	3	4	5	6				SUN	ľ
	8	9	10	11	12	13	14			15	1
	15	16	17	18	19	20	21				
	22	23	24	25	26	27	28				
	29	30	31								

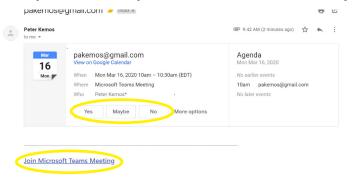
Enter details of your meeting (Recipients, Title, Start and End time. Etc.) and send.

<b>E</b> 991						Untitled - Meeti	g					
File Meeting	Schedu	uling Assistant In:	ert Format T	ext Review	Help 🖓	> Tell me what you want	o do					
🗍 🔣 Calendar	, 🔤 🤇	3 👘	ti 🛛	x8 🗐	Show As		. Private	. 🛛 📮	žč:	N <b>I</b> C	2 3	
$\frac{\text{Delete}}{\text{-}} \rightarrow \text{Forward}$	→ Skj Mee	ype Join Teams eting Meeting	Cancel Addres Invitation Book	s Check Respon: Names Options	Reminde	en 15 minutes v Recurre	ice Categorize I High Impor	Dictate	Switch Background	Meeting Custo Notes Man		View Templates
Actions	Skype I	Meeting Teams Meeting	Atte	ndees		Options	Tags	Voice	Dark Mode	OneNote		My Templates 🔨
(% Some text may be hard to read <u>Review accessbillity issues</u> (1) You haven't sent this meeting invitation yet.											in 🝷 🗵	
You haven't sent	it this meeting	a invitation yet.									▲ Man	rch 2020 🕨 🔷
⊳											Su Mo Tu	We Th Fr Sa 26 27 28 29
Send Re	equired											4 5 6 7 11 12 13 14
o	Optional										22 23 24	18 19 20 21 25 26 27 28
												1 2 3 4
Sta		Mon 3/16/2020	10:00 AM	T All a	lay 🔲 🎯 Time	e zones						Fair Poor
Er		Mon 3/16/2020	10:30 AM								Choose an av	vailable room:
Lo		Microsoft Teams Meetin								Room Finder		
	Join Microsoft Teams Meeting										Suggested tir	mes:
Learn more about Teams   Meeting options											10:00 AM - 1 No conflicts	
											10:30 AM - 1 No conflicts	
											11:00 AM - 1 No conflicts	
											11:30 AM - 1 No conflicts	
n Shared Folder 📫	Calendar - pl	kemos@mygfpartner.com									12:00 PM - 1	12:30 PM 🗸 🗸

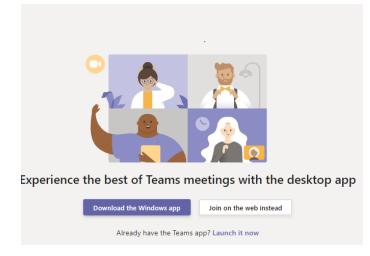
This is how it looks in Outlook. Click "Accept" "Decline" or "Tentative" to add to your

B	୨୯↑↓⊽		Review - Meeting			a – o /x/
File	Meeting Help 🗘 Tell me what you	u want to do				
Delete Delete	Accept Tentative Decline Propose Respond New Time Respond	Calendar Quick Steps	The Move *	ark Categorize Follow ead × Up→ Tags 52 Editing	ted Y Read Zoom	
Rev	iew					
0.0	Peter Kemos Required Support rase respond.			☆: ✓ Accept ✓ ? Ten stive ·	✓ X Decline ✓ ⊙ Propa	se New Time >
	ionday, March 16, 2020 10:00 AM-10:30 AM 🛛 🗣 Min	crosoft Teams Meeting				Î
11						
Join	Microsoft Teams Meeting					
Learn						

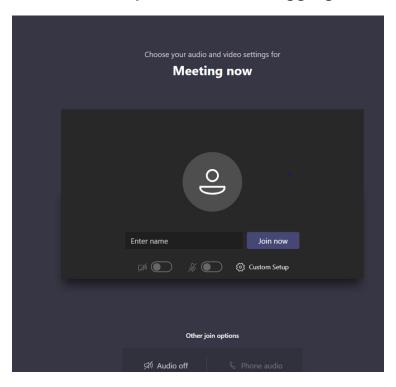
Recipient clicks "Join Microsoft Teams Meeting" Recipient can respond to "Yes" "No" or "Maybe" to add the meeting to their calendar.



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.







500 Winding Brook Dr. Glastonbury, CT 06033

860.652.4360

mygfpartner.com

for internal broker dealer use

Securities and Advisory Services offered through LPL Financial, a Registered Investment Advisor. Member FINRA/SIPC.