Using Microsoft Teams for Meeting

Join a Scheduled Meeting as a Participant

Once the meeting schedule has been accepted by the attendees, they can join the meeting from their Outlook or Teams calendar.

A. Microsoft Outlook

- 1. Start your Outlook (web or desktop application)
- 2. Click the calendar icon
- 3. Right click the meeting item in the calendar and click "Join Teams meeting"

🗄 Add calendar						
✓ My calendars	12	13	14	15 16 17 18 Calendar	2	
Calendar				Meeting		
O United States holidays	19	20	21	Tue 4/21/2020 11:00 AM - 11:30 AM		
			Meeting	Doin Teams meeting		
				C. ITSC invited you.		
2	26	27	28	✓ Yes, I'll attend ✓		
					Œ	

B. Microsoft Teams

- 1. Start your Microsoft Teams (web or desktop application)
- 2. Click the calendar icon on the left menu
- 3. Click the "Join" button in the meeting item

 Activity	Ē	🗉 Calendar	
E] Today $<$ $>$ April 2020 \vee	
Teams		20 21 Tuesday	
assignments			
E Calendar	11:00 2	3 Meeting ITSC	Join
C alls	12:00		

-- End --



Last Modified: 11 May 2020