# Using Microsoft Teams for Meeting

## Start Your Scheduled Meeting

Scheduled meeting could be started using one of the following ways:

### A. Microsoft Teams

- 1. Login to Microsoft Teams.
- 2. Click "Calendar" on the left menu.
- 3. Search and right-click on the scheduled meeting.
- 4. Click "Join online".





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#### B. Microsoft Outlook (Desktop)

- 1. Open the Microsoft Outlook desktop application.
- 2. Click the calendar icon.
- 3. Right click on the scheduled meeting item and click "Join Teams Meeting".



#### C. Microsoft Outlook (Web Mail)

- 1. Login to your webmail.
- 2. Click the calendar icon.
- 3. Click the meeting item in the calendar and click "Join Teams meeting".

My calendars	12	13	14	15 16 17 18 Calendar
<ul> <li>Calendar</li> <li>United States holidays</li> <li>Birthdays</li> </ul>				Meeting     Tup 4/21/2020 11/00 AM - 11/20 AM
	19	20	21 🔆 Meeting	Join Teams meeting
	26	27	28	(Cc. ITSC invited you. You accepted.
2	20	-1	25	$\checkmark$ Yes, I'll attend $\checkmark$



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Once Microsoft Teams starts

- 1. Verify your video and audio settings.
- 2. Click "Join now".



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