
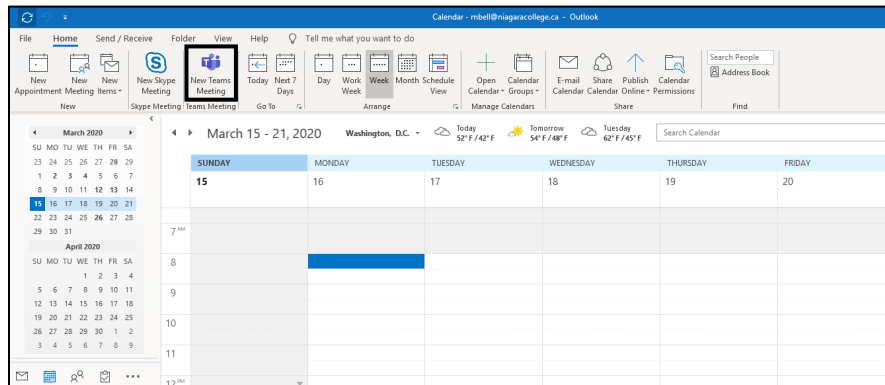


# Microsoft Teams Meetings

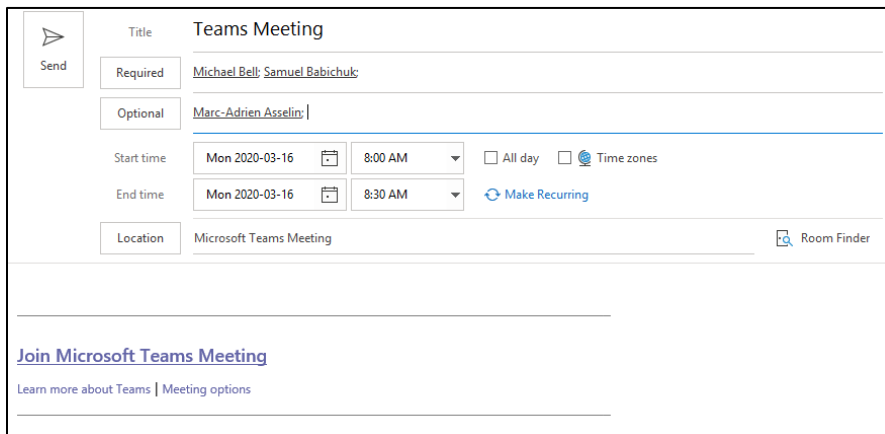
## Book a Meeting

You can book a Teams meeting using your Outlook calendar.

1. Select the Calendar icon in the bottom-right 
2. Choose a time and date in your calendar, and select **New Teams Meeting**



3. The Teams Meeting screen will pop up, where you can type in a meeting Title, set the start and end time, invite the participants, and set a location (if required).

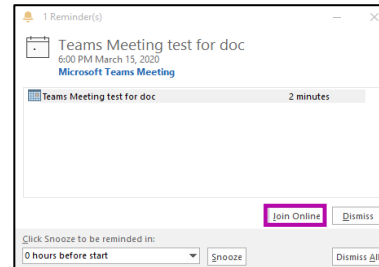
A screenshot of the 'New Teams Meeting' dialog box in Outlook. The dialog has a 'Send' button on the left. The 'Title' field contains 'Teams Meeting'. The 'Required' field lists 'Michael Bell, Samuel Babichuk'. The 'Optional' field lists 'Marc-Adrien Asselin'. The 'Start time' is set to 'Mon 2020-03-16' at '8:00 AM'. The 'End time' is set to 'Mon 2020-03-16' at '8:30 AM'. There are checkboxes for 'All day' and 'Time zones'. The 'Location' field contains 'Microsoft Teams Meeting' and a 'Room Finder' button. At the bottom, there is a 'Join Microsoft Teams Meeting' link and a link to 'Meeting options'.

4. Click **Send** when you're complete, and all the participants you invited will get the invitation in Outlook (via email) with the link to Join Microsoft Teams Meeting.

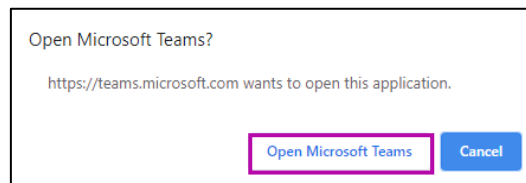
## Join a Meeting

You can join a Teams meeting that you were invited to through Outlook.

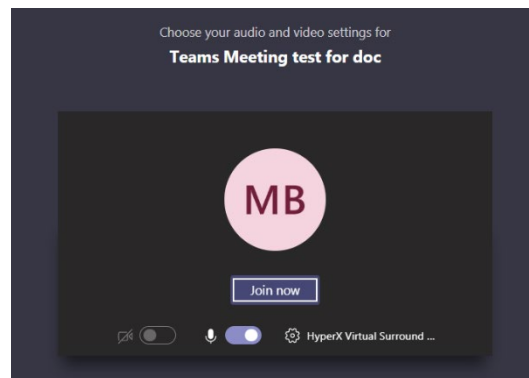
1. You will get a link to **Join Microsoft Teams Meeting** via email and in your Outlook calendar when someone invites you to a meeting. You may also get a reminder that allows you to **Join Online** when the meeting is about to begin.



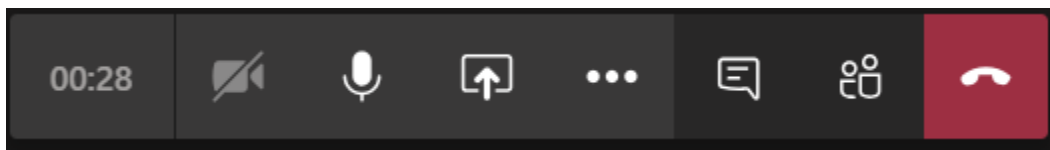
2. Click **Join Microsoft Teams Meeting** from the meeting invite or **Join Online** from the reminder to launch Teams or ask if you'd like to launch Teams through your web browser.



3. When Teams opens, your Teams meeting will open and you'll have the option to choose your audio and video settings, and to **Join now**.



4. Once in the meeting, your controls will appear along the bottom of your screen. From left to right they are; duration, video on/off, microphone on/off, share screen, more (...), toggle chat view, toggle participant view, end call.



The video feed will automatically appear in the meeting if someone else is sharing video or sharing their screen.