

How to use Microsoft Teams for Video Calls

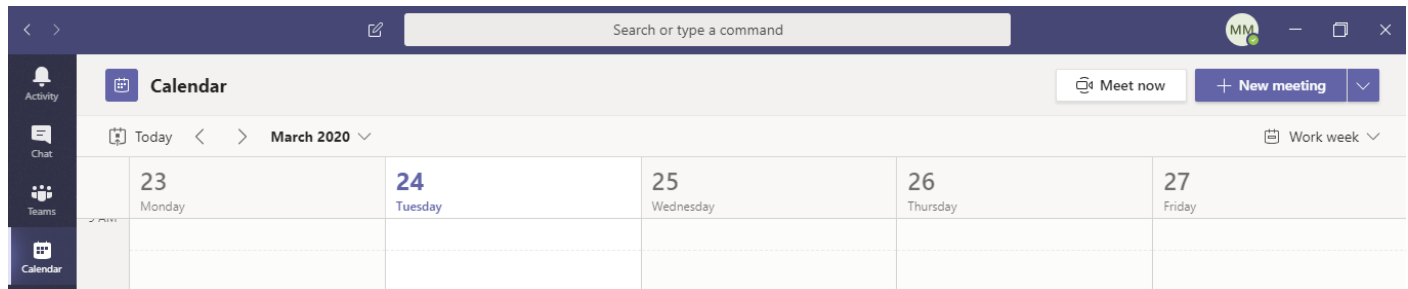


*Microsoft Teams is available to those with Microsoft Business Premium or greater Microsoft Office packages.

Your calendar in Teams is connected to your Exchange calendar. In other words, when you schedule a meeting in Outlook, it'll show up in Teams, and vice versa. Every meeting scheduled in Teams is automatically made into an online meeting.

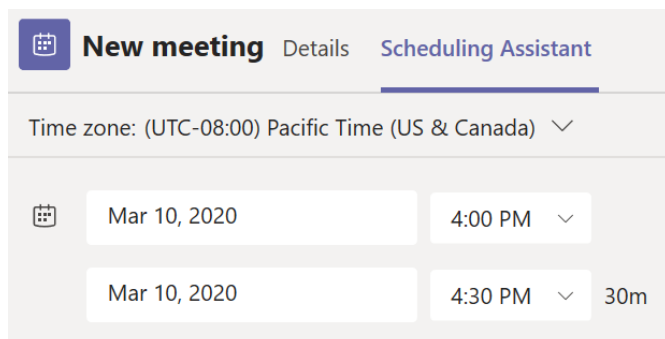
Schedule a meeting

There are several ways to schedule a meeting in Teams. This is our favourite:



- Go to Calendar on the left side of the app and select New meeting in the top right corner.
- A scheduling form will pop open.

The scheduling form is where you'll give your meeting a title, invite people, and add meeting details. Use the Scheduling Assistant to find a time that works for everyone.



Once you're done filling out the details, select Save. This will close the scheduling form and send an invite to everyone's Outlook inbox.

Invite people outside your organization

Teams lets you invite people outside your organization, including those who don't have a Teams license. You'll need their full email address to invite them.

- Go to where it says Add required attendees. If anyone is an optional attendee, select Optional instead.
- Type the person's full email address (ex: Joe@example.com).
- Select Invite. They'll receive an email with a link to the meeting.
- On desktop they can choose the option to join online & follow the instructions on screen.
- On mobile they will need to download the app & follow the instructions on screen.

To learn more about Microsoft Teams go to <https://support.office.com/>

**Adapted from Microsoft