

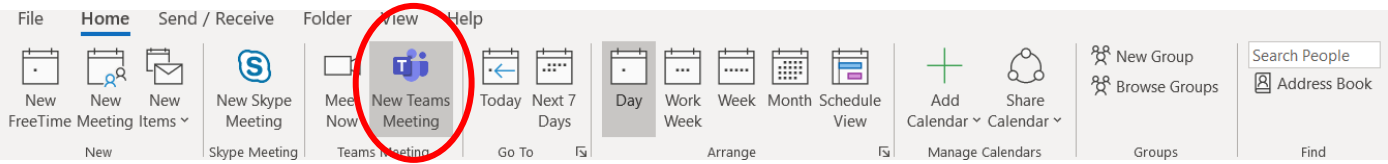
Microsoft Teams – Lesson 5: Several options for starting a video meeting.

This tutorial indicates where to click to schedule/start a meeting and includes basic instructions.

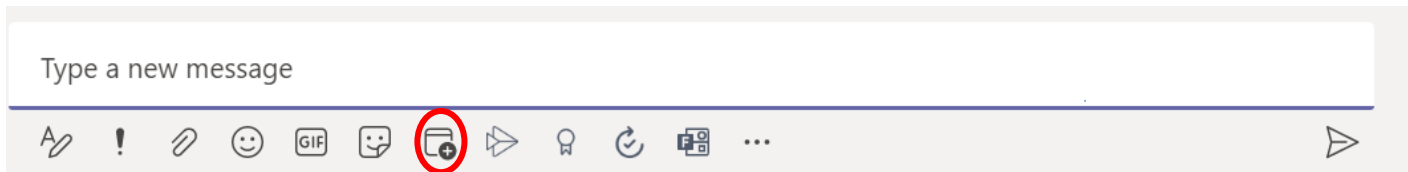
Supporting Video: <https://www.youtube.com/watch?v=Y44n1QHbdZk>

Scheduled meetings

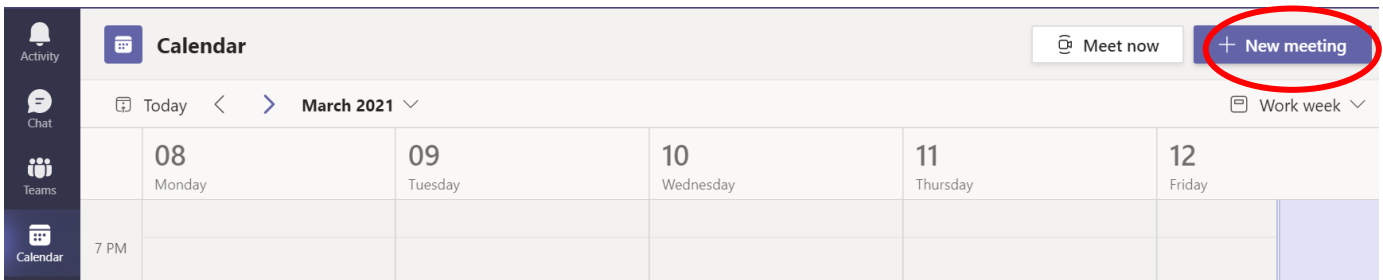
1. **Schedule using Outlook:** Open **Outlook**. > Click the **Calendar**. > Click **New Teams Meeting** or double click a **timeslot** on the calendar and click the **Teams Meeting** button.
Give the meeting a **Title**, pick **required** attendees. > Set the **date, time** and click **Send**. Everyone will find a link inside the invite for the scheduled meeting.



2. **Schedule using Teams Chat:** Open **Teams**. > Click **Chat**. > Select an existing chat history or start a chat with a new individual or group. > While in the compose field at the bottom of a chat, click **Schedule a meeting**. Everyone will find a link inside the invite for the scheduled meeting.

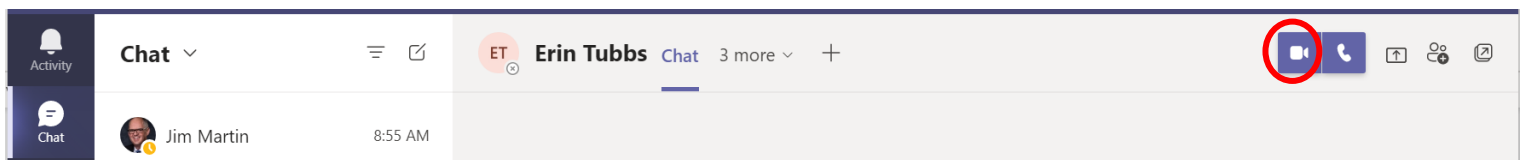


3. **Schedule using Teams Calendar:** Open **Teams**. > Click **Calendar**. > Click **+ New Meeting** button or double click a timeslot on the calendar. > Give the meeting a **Title**. Pick **required** attendees > Set the **date, time** and click **Save or Send**.



Spur of the moment meetings

4. **Video Call using Teams Chat:** Open **Teams**. > Click **Chat**. > Select an existing chat history or start a chat with a new individual or group. > Click the **Video Call** button in the upper right corner.



5. **Meet Now using Teams Calendar:** Open **Teams** or **Outlook**. > Click **Calendar**. > Click **Meet now**. > (You'll learn how to set background and video/audio equipment in the next lesson) **Join Now** > Type a name in the **Type a Name** field to add participants.

