



Schedule a meeting in Teams

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:

Select **Schedule a meeting** in a chat (below the box where you type a new message) to book a meeting with the people in the chat.

Go to **Calendar** on the left side of the app and select **New meeting** in the top right corner.

Select a range of time in the calendar. 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.

New meeting Details **Scheduling Assistant**

Time zone: (UTC-08:00) Pacific Time (US & Canada) ▾

Mar 10, 2020 4:00 PM ▾

Mar 10, 2020 4:30 PM ▾ 30m

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.