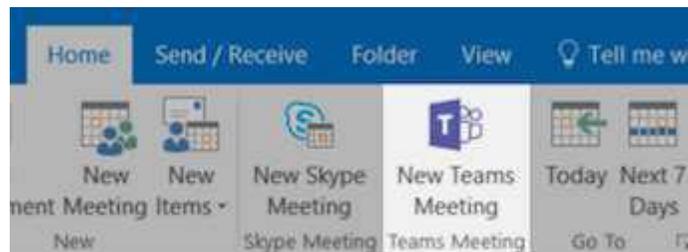


## Sending MS Teams Meeting invites from Outlook

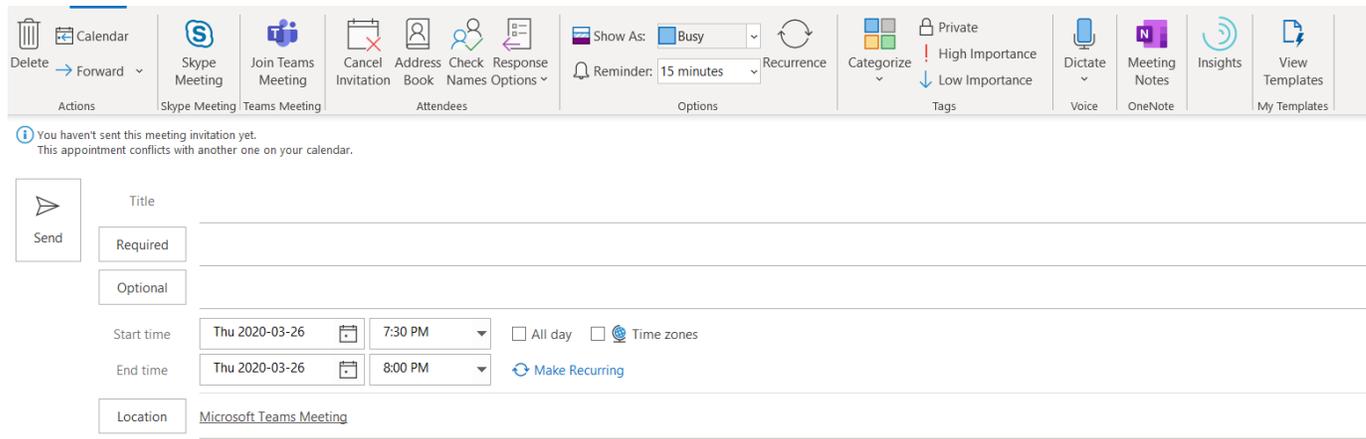
Microsoft Teams includes the Outlook add-in, which lets you create new Teams meetings directly from Outlook. It also lets people view, accept, or join meetings in either app.

To schedule a meeting, open Outlook and switch to the calendar view. Click **New Teams Meeting** at the top of the view.



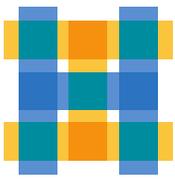
Add your invitees to the **To** field—you can even invite entire contact groups (formerly known as distribution lists). Add your meeting subject, location, start time, and end time. Then click **Send**.

**You can also invite people from outside your organization from Outlook. Just be sure to add them as guests before the meeting starts or they will have to join anonymously.**

A screenshot of the Outlook meeting creation form. The ribbon at the top shows various options like 'Skype Meeting', 'Join Teams Meeting', 'Cancel Invitation', 'Address Book', 'Check Names', 'Response Options', 'Reminder: 15 minutes', 'Recurrence', 'Categorize', 'Private', 'High Importance', 'Low Importance', 'Dictate', 'Meeting Notes', 'Insights', and 'View Templates'. Below the ribbon, there is a warning message: 'You haven't sent this meeting invitation yet. This appointment conflicts with another one on your calendar.' The form fields include: 'Title' (with a 'Send' button), 'Required' (empty), 'Optional' (empty), 'Start time' (Thu 2020-03-26, 7:30 PM), 'End time' (Thu 2020-03-26, 8:00 PM), and 'Location' (Microsoft Teams Meeting). There are also checkboxes for 'All day' and 'Time zones', and a 'Make Recurring' link.

[Join Microsoft Teams Meeting](#)

[Local numbers](#) | [Reset PIN](#) | [Learn more about Teams](#) | [Meeting options](#)



## Sending MS Teams Meeting invites from Outlook

Calendar ▾

Save Discard Scheduling Assistant Busy ▾ Categorize ▾ Response options

• Add a title

Invite attendees Optional

2020-03-26 8:00 PM to 8:30 PM All day

Repeat: Never ▾

Search for a room or location

Remind me: 15 minutes before ▾

Add a description or attach documents

Teams meeting ▾  
Skype meeting  
Teams meeting  
None

Click the drop down option of Teams meeting

### Smartphone - iPhone/Android

Microsoft Teams includes the Outlook add-in, which lets you create new Teams meetings directly from Outlook. It also lets people view, accept, or join meetings in either app.

**Note:** Currently, you can schedule Teams meetings from Outlook, but not choose a channel to have them in.

1. In Outlook, tap on the calendar icon in the bottom right of the app, then tap +.
2. Scroll down to **Teams Meeting** and turn the toggle switch on.
3. Fill out your meeting details, and then tap the check mark in the top right of the app.

Add your invitees to the **To** field—you can even invite entire contact groups (formerly known as distribution lists). Add your meeting subject, location, start time, and end time. Then click **Send**.