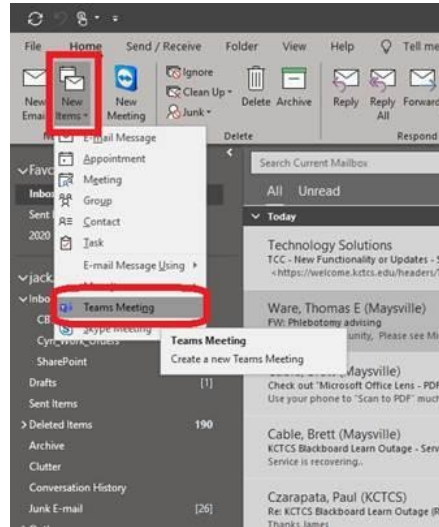
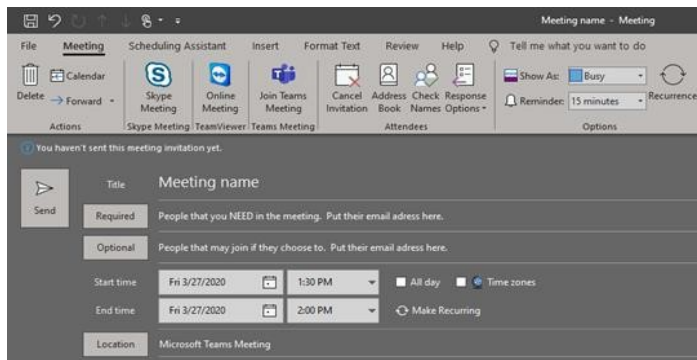


Here is a brief tutorial on how to create a Microsoft Teams meeting in Outlook and webmail.

1. Open Outlook and click “New Items” at the top left. Then click “Teams Meeting”.



2. A window will pop-up and you will have to enter all the normal meeting information and click “Send” when finished.



Brief summary of what the meeting will be about:

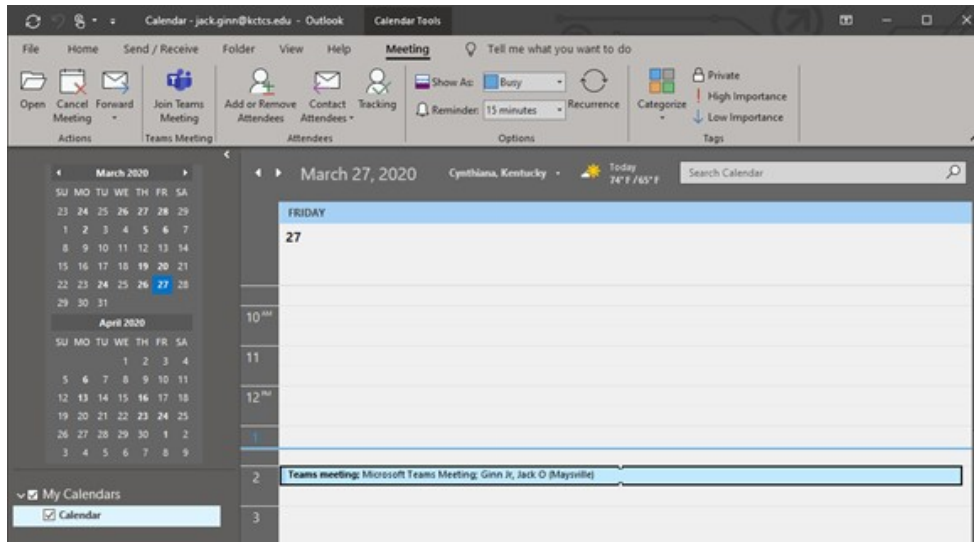
[Join Microsoft Teams Meeting](#)

+1 859-286-5834 United States, Lexington (Toll)

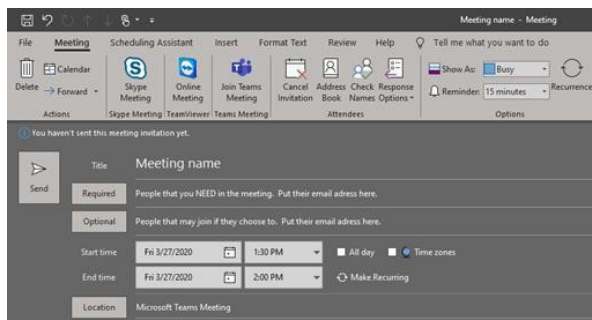
Conference ID: 919 507 265#

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

3. Once people have accepted your meeting, it will show up in their Outlook calendar. (and yours)



4. The meeting can be joined by double-clicking the meeting in your calendar and then clicking the "Join Microsoft Teams Meeting" link.



Brief summary of what the meeting will be about.

[Join Microsoft Teams Meeting](#)

+1 859-286-5834 United States, Lexington (Toll)

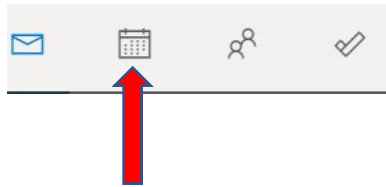
Conference ID: 919 507 265#

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

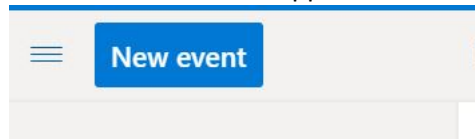


The process to create a Teams meeting through webmail is just as simple.

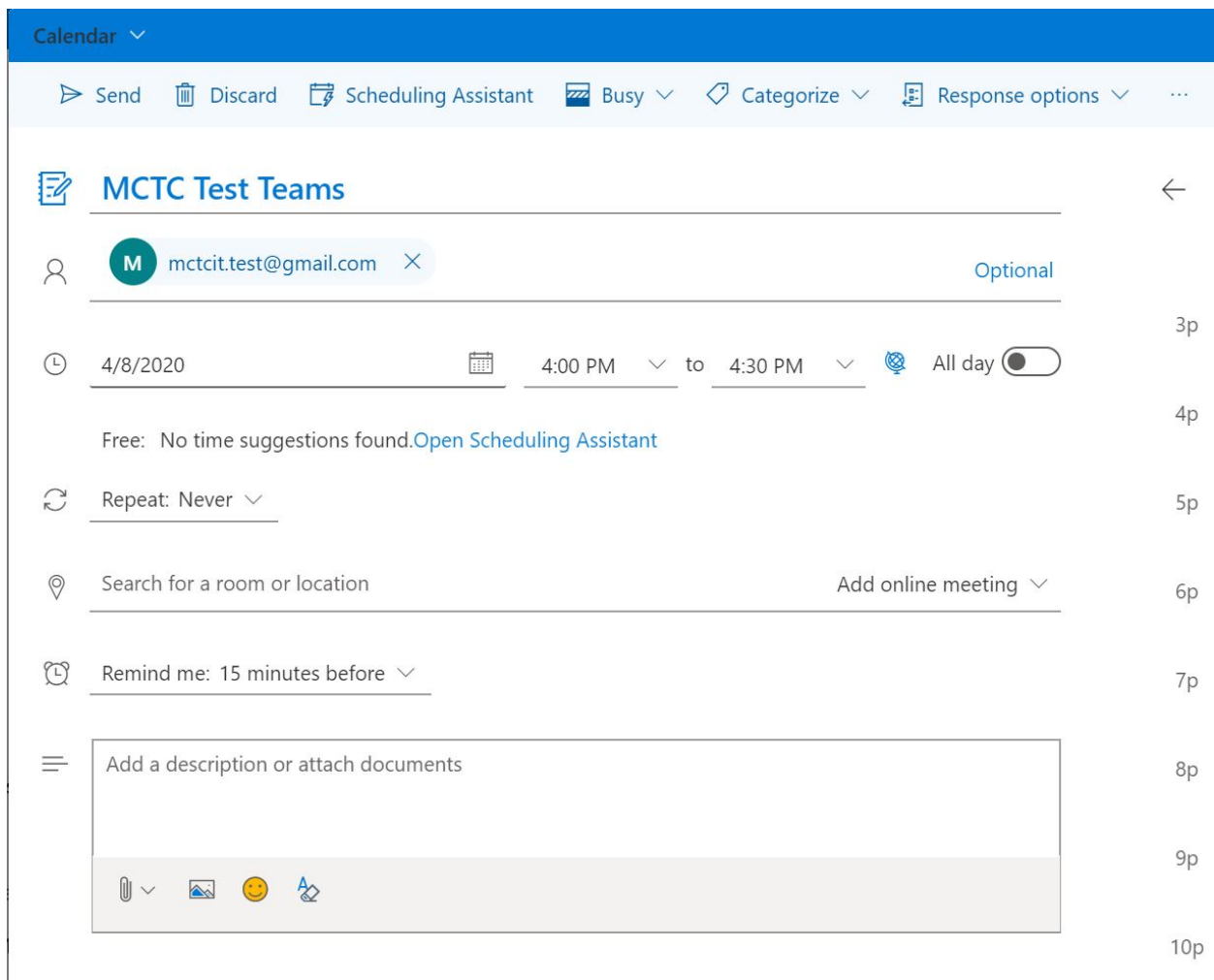
1. While in your webmail, find the calendar icon in the bottom left and click it.



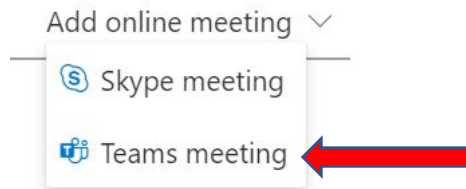
2. Next, click the “New Event” button located on upper left of the calendar page.



3. This will bring up the New Event page, enter you invitees, date, and time.

A screenshot of a webmail "New Event" page. The page has a blue header with "Calendar" and a dropdown arrow. Below the header is a toolbar with icons for "Send", "Discard", "Scheduling Assistant", "Busy", "Categorize", "Response options", and a menu icon. The main content area is titled "MCTC Test Teams" and includes a list of invitees: "mctcit.test@gmail.com" with a green profile icon and the word "Optional" to its right. Below the invitees, there are fields for date ("4/8/2020"), time ("4:00 PM" to "4:30 PM"), and an "All day" toggle. A "Free" section contains the text "No time suggestions found. Open Scheduling Assistant". There is a "Repeat: Never" dropdown, a "Search for a room or location" field with an "Add online meeting" dropdown, and a "Remind me: 15 minutes before" dropdown. At the bottom, there is a large text area for "Add a description or attach documents" with icons for attachments, images, emojis, and text formatting. A vertical time scale on the right side of the page ranges from 3p to 10p.

4. Midway down the invitation page, click the “Add Online Meeting” icon. This brings up a drop-down list. Click “Teams Meeting”. Then send your invitation.



If you need any assistance with this, please submit a work order. You can do that and more at the MCTC IT Resource page. <https://maysville.kctcs.edu/faculty-staff/it-resource-page.aspx>