MS Teams Scheduling w/Outlook

Background

As part of Bethel's Office 365 subscription we have available Microsoft Teams. MS Teams is a suite of numerous capabilities, but the capability discussed here is creation and participation in conferences scheduled via MS Outlook. This capability is available from any Outlook application, e.g., desktop client, web browser, iOS device, or Android device. Participants can choose to connect to these conferences using full video capability or by audio-only.

## Scheduling an MS Teams Conference

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. Each person having a xxxxx@bethellutheran.net email address[1] can schedule an MS Teams meeting by creating a 'New Teams Meeting' within their Calendar account within MS Outlook.

NOTE: the first time you attempt to schedule a meeting you may be asked to download and activate the MS Teams application.

Desktop and Web

To schedule a meeting, open Outlook and switch to the Calendar View.

1. Click **New Teams Meeting** at the top of the view.
2. Add your invitees to the **Required** or **Optional** field(s)—you can even invite entire contact groups (formerly known as distribution lists).
3. Add your meeting title, location, start time, and end time.
4. Create your message.
5. Then click **Send**.
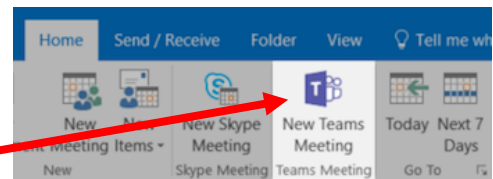
iOS and Android (phones and tablets)

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 (e.g., People attending, Date/Time, Description, etc.), and then tap the check mark in the top right.
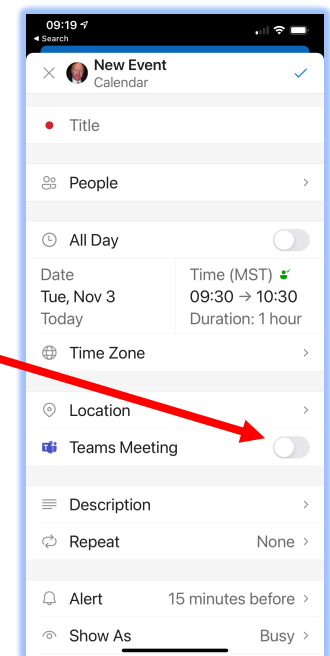
Note: In all cases the conference links, dial-in phone numbers, and conferencing IDs are added to the meeting invite automatically.

Figure 1 iOS Screen Shown

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[1] If you have multiple accounts defined in your Outlook client, ensure you are in your xxxxx@bethellutheran.net account to issue the invitation.