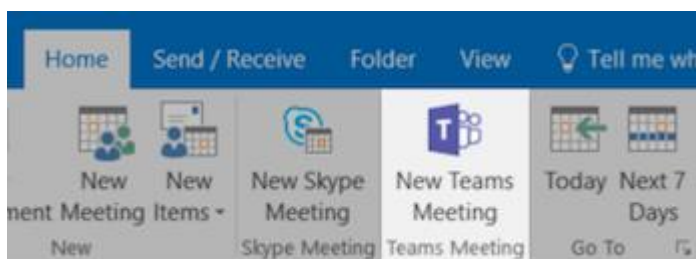


How to Schedule and Join Microsoft Teams Meeting

Note: It is assumed you have Teams installed on your machine to **SCHEDULE** a Teams meeting. Log a call if indeed you require Teams.

You do not need Teams installed to **JOIN** a Teams meeting. Choose Web if prompted when joining.

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

- To **join** a meeting, open the meeting. Click on Join Microsoft Teams Meeting.

Start time	Fri 27/03/2020	12:30 PM
End time	Fri 27/03/2020	1:00 PM

[Join Microsoft Teams Meeting](#)

[Learn more about Teams](#) | [Meeting options](#)

- **Play this YouTube Video Tutorial for complete example of a Team meeting**

- **Note that PetroSA does not use the telephone functionality.**
- <https://www.youtube.com/watch?v=9qS4ZspmZwU>