



## Microsoft Teams Meetings User Guide

### [View meetings](#)

- Select **Calendar** to view your appointments and meetings for the day or work week.

These appointments stay synchronized with your Outlook calendar.

- Select a meeting invite to see what the meeting's about, who's attending, and to respond to the meeting.

### [Schedule a meeting](#)

1. Select **New meeting**.
2. Type in a meeting title and enter a location.

An online meeting is created by default.



3. Choose a start and end time, and add details if needed.
4. Enter names in the **Invite people** box to add them to the meeting.

**Note:** To invite someone outside your organization, type in their email address and they'll get an invite to join as a guest — even if they don't have Microsoft Teams.

5. See everyone's availability in the **Attendees** list and, if needed, choose a suggested time or select **Scheduling assistant** to see more available times in a calendar view.
6. Under **Select a channel to meet in**, select the drop-down arrow to manage your meeting's privacy settings:
  - Select **None** to keep your meeting private.
  - Select a channel to open the meeting to team members.



## [Start an Instant Meeting](#)

1. To start a meeting, do one of the following:
  - Select  in a new conversation.
  - Select  in an existing conversation to keep all that conversation's context.
2. In your video preview, enter a name for the meeting, and select **Meet now**.
3. Select the names of the team members you want to invite to the meeting. You can also type a phone number, a good way to add people outside your organization that aren't using Teams.

## [Join a Teams meeting on the web](#)

Don't have the Teams app? You can still join a Teams meeting.

1. In your email invite, select **Join Microsoft Teams Meeting**.

You can also use a dial-in number and conference ID from the email to call in.



2. You have two choices:
  - **Download the Windows app:** Download the Teams app.
  - **Join on the web instead:** Join a Teams meeting on the web.
3. If you select to join via web, type in your name and select **Join now**.

If you have a Teams account, select **sign in** to view the meeting chat and more.

4. Choose the audio and video settings you want.
5. Depending on meeting settings, you'll go to a lobby where attendees can admit you.



## [Screen Share](#)

- Select **Share** .
- Select what you want to share:
  - **Desktop** lets you show everything on your screen.
  - **Window** lets you show a specific app.
  - **PowerPoint** lets you show a presentation.
  - **Browse** lets you find the file you want to show.
- After you select what you want to show, a red border surrounds what you're sharing.
- Select **Stop sharing** to stop showing your screen.
- Select more options icon  to record the meeting. You'll be emailed when the video is ready so you can view, edit, and share with others.

## [Join a Teams meeting from the app](#)

1. In a Teams meeting invite, select **Join**.
2. You have two choices:
  - **Join Microsoft Teams Meeting**: Enter a meeting from your Teams meeting invite.
  - **Dial-in number and conference ID**: Use these if you need to call into the meeting.
3. Choose the audio and video settings you want.
4. Select **Join now**.



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## Teams Meeting Buttons

