

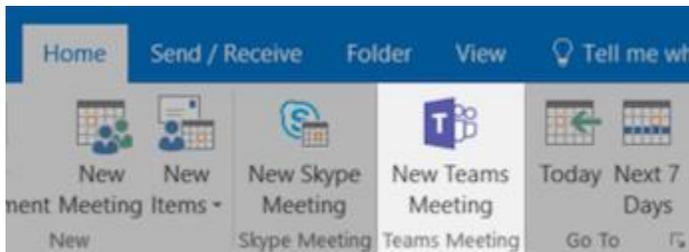
Schedule a Teams meeting from Outlook

Desktop 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.

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

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.

Web Outlook

Open your Outlook calendar, click on **New Event** (top left), choose “**Teams meeting**” from the drop-down menu in the room scheduler:

