Answering a Teams Meeting Request

If you are invited to a scheduled Teams meeting, it will show up on your calendar in Outlook, like any other meeting request. Open the meeting request and click on Join Teams Meeting:

| I | 回りひ | ↑ ↓ & - - | te | st - Meeting | | | Ē | -// 6/// | × | | March 2020 | • | |
|----|---|---|-----------------------------|--------------|----------|--------|---------|-----------|---|--|----------------------------------|------------------------|--|
| I | File Meeti | ing Scheduling Assistant | Tracking | Insert For | mat Text | Review | Help | Q Tell me | п | SU MO 23 24 | 25 26 27 | FR SA 28 29 | |
| ļ | Delete | | ✓ Accept • ? Tentative • | |] 🔂 | Tags | Dictate | | 1 | | 3 4 5 10 11 12 | 6 7 13 14 | |
| рі | Actions T | Meeting Notes eams Meeting Meeting Notes | X Decline • | New Time * * | * | * | Voice | | ~ | 22 23 29 30 | 24 25 26 31 1 2 | 20 21 27 28 3 4 | |
| ĩе | i Accepted on test | Join Teams Meeting Click to join the meeting in Microsoft Teams | . 8 | | | | | - | | Today 3:51 PM | test your office/my | office | |
| | Organizer | Aaron Arnold | | | | | | | | – Tomorrow | | | |
| nt | Time | | | | | | | | | 9:00 AM OCIO information sharing 888-952-9304 x 65783 | | | |
| | Ime March 17, 2020 3:51 PM-4:21 PM Location your office/my office | | | | | | | | 11:00 AM Invitation: Druva // Schoo https://druva.zoom.us/i/98 | | | | |
| | | | | | | | | | Thursday | 111193.77 41 414.2 | oonnus, j, 50 | | |
| | Response 🗸 Accepted Change Response | | | | | | | | | 1:30 PM CAB Meeting Weekly (an Zeyad's Office | | | |
| | This is a test meeting | | | | | | | | Monday | | | | |
| | | 0 | | | | | | | | 11:00 AM | Office 365 Can Microsoft Tean | ada Comm 15 Meeting | |

This will open the Teams client and present you with a few options to choose before joining the meeting:



When you're ready, click Join now.