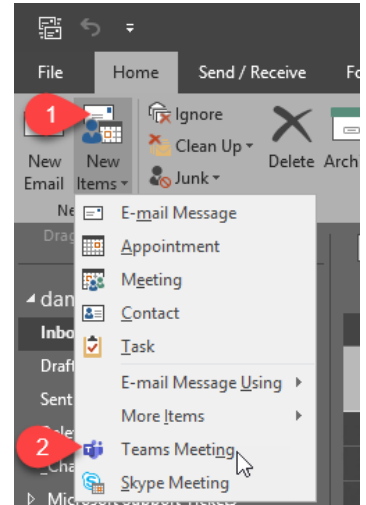


# Scheduling Teams Meeting with Outlook

Teams meetings can be scheduled directly in the Teams app, but that method is less powerful than scheduling from Outlook, and many of us already know how to use Outlook's meeting requests. Using Outlook is especially helpful when scheduling meetings for large groups within your team, because Outlook can utilize our existing Distribution Groups.

## Getting Started

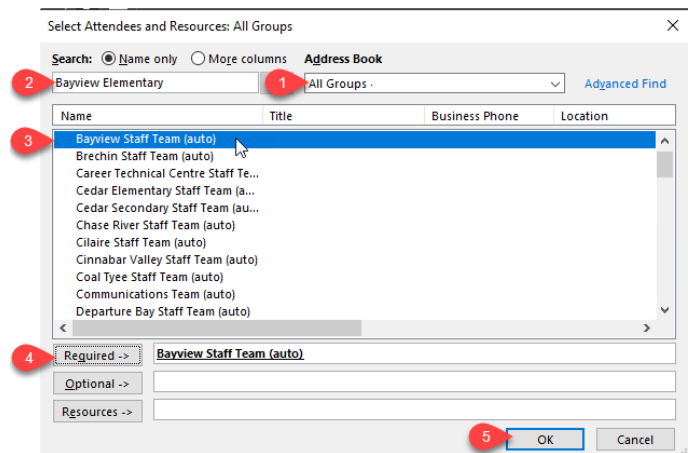
1. Open Outlook, and click on the drop-down for **New Items**. You may have a **Teams Meeting** option, but if you don't you can click on **Meeting** instead.
  - a. If you clicked on **Meeting**, in the new meeting request you should see a **Teams Meeting** button in the ribbon. Click on it to set the meeting location to "Microsoft Teams Meeting".  
(these options should become available after you start using the Teams client on this computer. If neither are available it is possible you still have an older version of Outlook. Contact HelpDesk)
2. You can now title your meeting in the **Subject** field, and then click on the **To...** button to start selecting your attendees. This will open the **Select Attendees and Resources** dialog. Of course, if you are inviting a small number, you can enter them in directly.



## Scheduling a meeting for the entire Team

In the **Select Attendees and Resources** dialog, in the drop-down under **Address Book**, select **All Groups**. In the **Search** box type the name of your school. This will make it easy to find your Team name. Highlight the team name and click **Required**. You can continue to add other Teams. When complete, select **OK**.

You can also search for a team name to invite a team from outside your school



## Scheduling a meeting for a group

In the **Select Attendees and Resources** dialog, in the drop-down under **Address Book**, select **All Distribution Lists**. In the **Search** box, type the name of your school, or something that will help you find the distribution group you wish to invite.

Once you have selected your attendees complete the meeting request as usual, setting date and time, special instructions or notes, etc.

