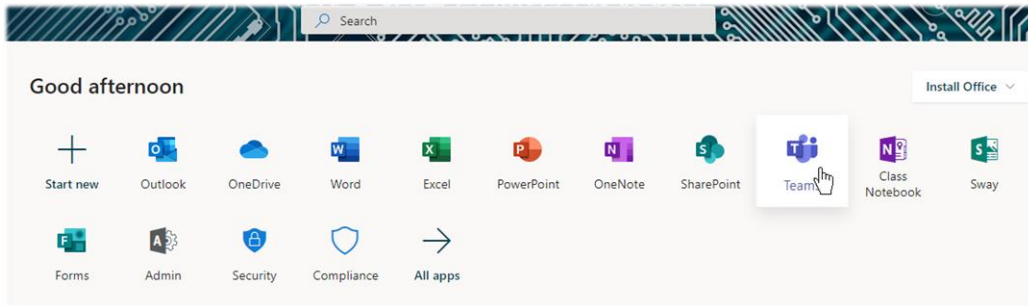
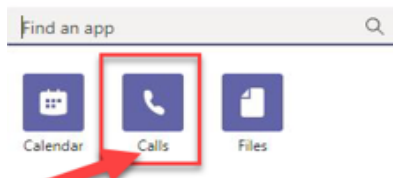


Using Teams to schedule an online meeting

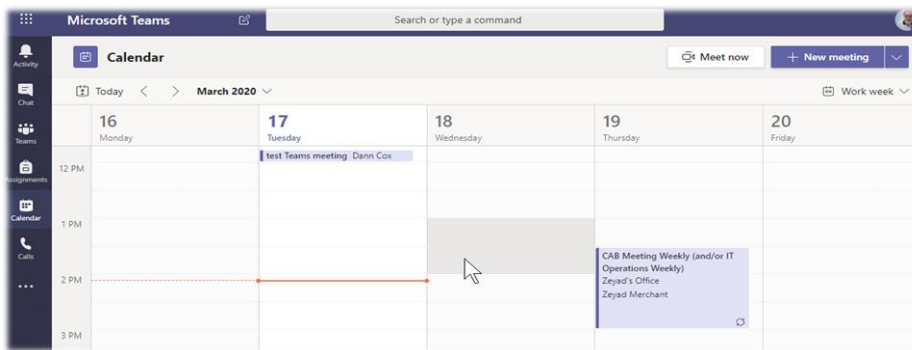
1. Open the Teams application. (A home computer or an older district computer might not have the Teams app installed. In that case you can use the Teams Web Client. Here are the steps to do that)
 - a. Open Chrome or Edge and connect to portal.office.com. Logon with your district email address and password.
 - b. In the Office Portal click on Teams to open the Web App: *(you may not see **all** these icons)*



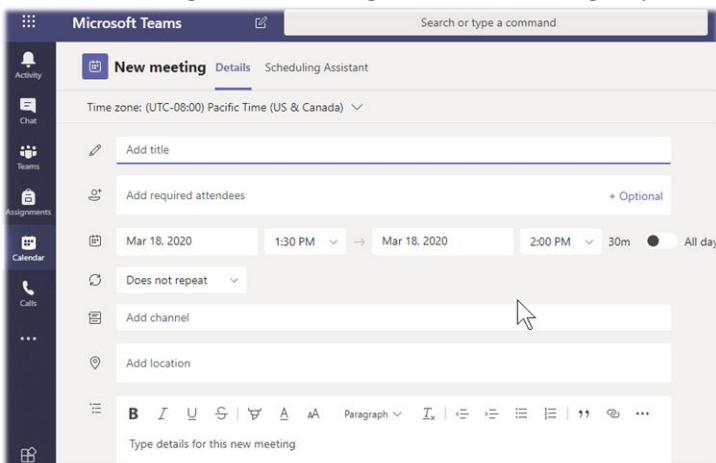
2. On the left-hand edge, click on Calendar. If you don't see Calls in that left column, click on the three dots, and then in the Find an App screen that opens, click on Calls. Repeat twice and add Calendar and Files while you're there.



3. Find and highlight the time period for your meeting:



4. Edit the meeting details, adding a title, and adding required attendees by typing their email address:



5. Click Send (upper right)