

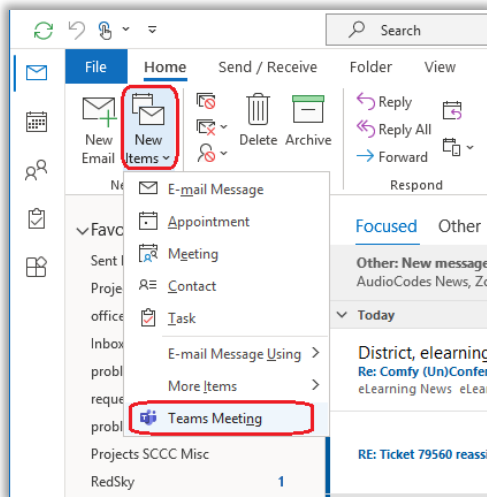


# Schedule a meeting in Microsoft Teams

Your calendar in Teams is connected to your Exchange calendar. In other words, when you schedule a meeting in Outlook, it'll show up in Teams, and vice versa.



## Schedule a Teams meeting in Outlook

You can also schedule a Teams meeting in Outlook by selecting "New Items" from the menu ribbon and then selecting "Teams Meeting".

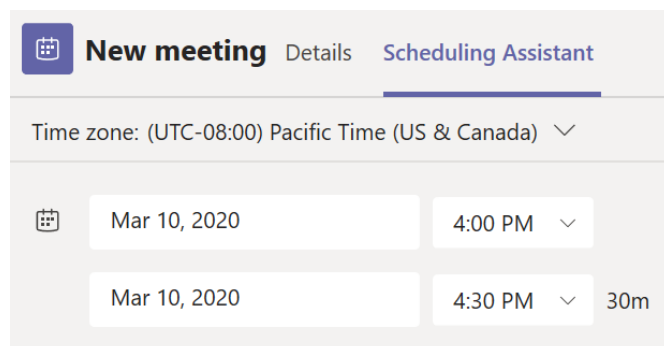


## Schedule a meeting within Teams

There are several ways to schedule a meeting in Teams:

- Select **Schedule a meeting**  in a chat (below the box where you type a new message) to book a meeting with the people in the chat.
- Go to **Calendar**  on the left side of the app and select **New meeting** in the top right corner.
- Select a range of time in the calendar. A scheduling form will pop open.

The scheduling form is where you'll give your meeting a title, invite people, and add meeting details. Use the **Scheduling Assistant** to find a time that works for everyone.



Once you're done filling out the details, select **Save**. This will close the scheduling form and send an invite to everyone's Outlook inbox.

## Assign categories to a meeting

Color code your calendar with categories. Just like in Outlook, you can assign one or more categories to each meeting in your calendar. There are a couple ways to assign categories:

1. Right-click an event in your calendar and select **Categorize**, then pick a color.
2. When scheduling a meeting, select **Category** at the top of the scheduling form.

## Invite people outside your organization

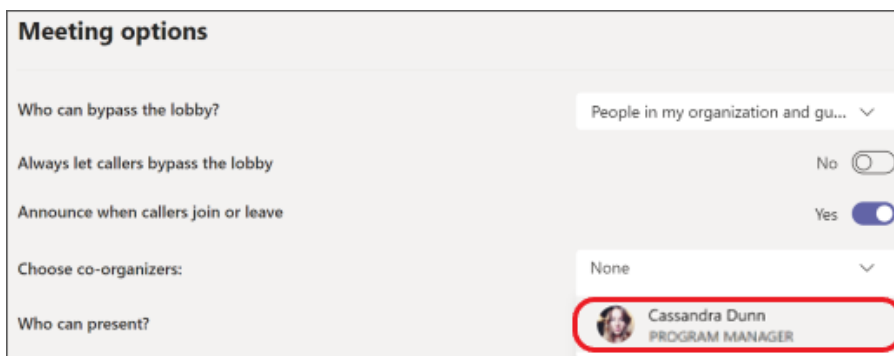
Teams lets you invite people outside your organization, including those who don't have a Teams license. You'll need their full email address to invite them.

1. Go to where it says **Add required attendees**. If anyone is an optional attendee, select **Optional** instead.
2. Type the person's full email address (ex: Joe@example.com).
3. Select **Invite**. They'll receive an email with a link to the meeting.

## Add a co-organizer

After you've invited people to your meeting, you can add up to 10 co-organizers to help manage your meeting. Before adding co-organizers, make sure the people you want to add are already added as required attendees and then follow the steps below:

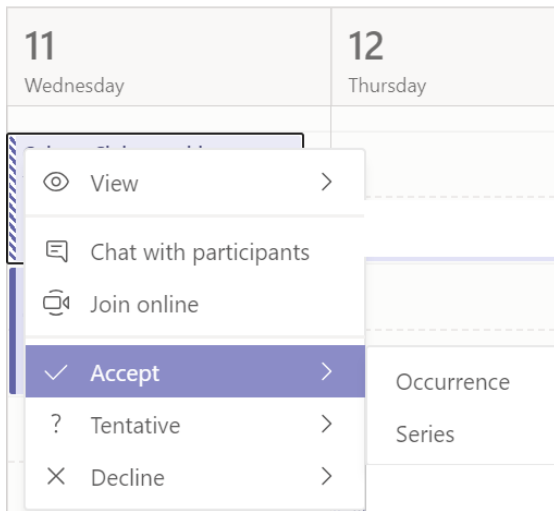
1. Select your meeting and then select **Edit**.
2. Select More options \*\*\* > **Meeting options**.
3. On the meeting options page, next to **Choose co-organizers**, select the down arrow and choose the name of the co-organizer.



4. Select **Save** at the bottom of your screen.

## More options after scheduling

Right-click an event in your calendar to RSVP, remove it if it's canceled, or open the invitation to view the meeting details. If the event is a Teams meeting, you'll also get options to **Join online** and **Chat with participants**.



Teams meetings will show a join button on an event in your calendar five minutes before the start of a meeting. Once someone joins the meeting, the event will change colors to let you know they're online.

Select **Join** to open the meeting settings window to confirm your preferred camera and mic settings before joining the online meeting.

**Note:** If you have overlapping meetings in your calendar, the join button won't be available. But you can still right-click the event and select **Join online**.

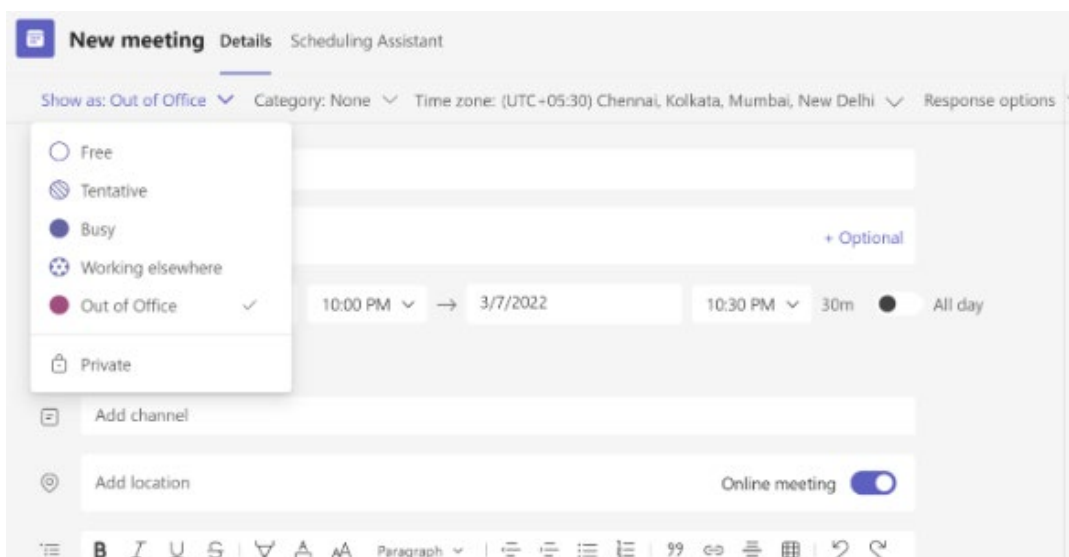
## Set your Show As status in a Teams meeting

As an organizer, you can set the Show As status of the meeting in the action bar. When participants RSVP, their status will automatically reflect the status the organizer set.

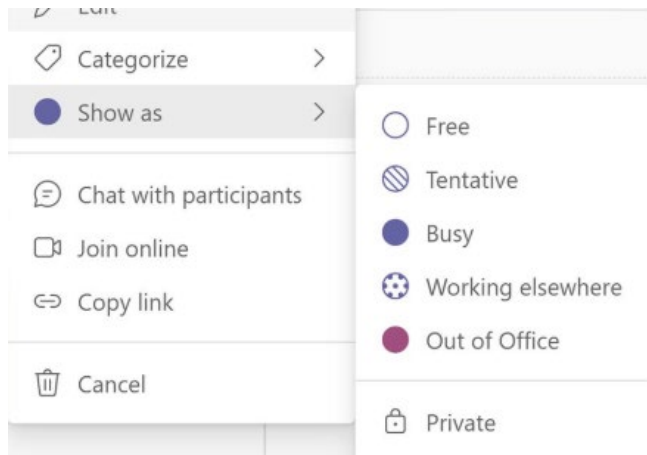
As a participant, you can choose to set your individual status for the meeting through Show As. The updated status will reflect on your calendar. The default Show As value for all the meetings an organizer schedules is **Busy**.

You can set your Show As status in several ways:

- **On the Scheduling Form Details page**



• On your Peek of the meeting (from Microsoft Surface)



• On the Details view of the meeting (as a participant)

