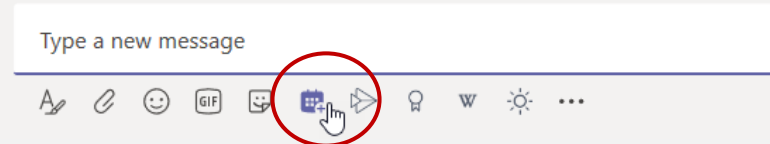## Scheduling an Online Meeting

There are various ways to schedule a meeting, the steps below show you how to schedule a meeting using the Chat feature and Calendar options in Teams.

Schedule a meeting using Chat

- From the Chat window, click the **Schedule a meeting** option

Type a new message

- This opens the Schedule a meeting window similar to the screen below. Complete the relevant fields then click **Send**.

1. Click the Chat icon

2. Type the email address of your attendees, this can include any external attendees
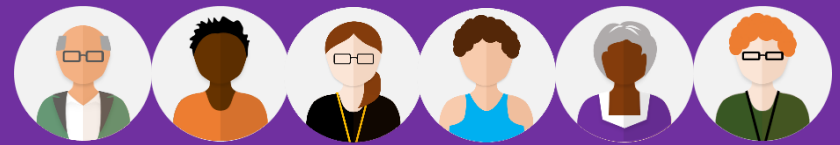
3. Complete relevant fields i.e. date, time etc.

4. Click **Send** to send a meeting invite

NOTE: If you are looking to schedule a meeting using Teams within Outlook the **Microsoft Teams Meeting Add in for Microsoft Office** needs to be setup from the Outlook Options menu, Add-ins screen.
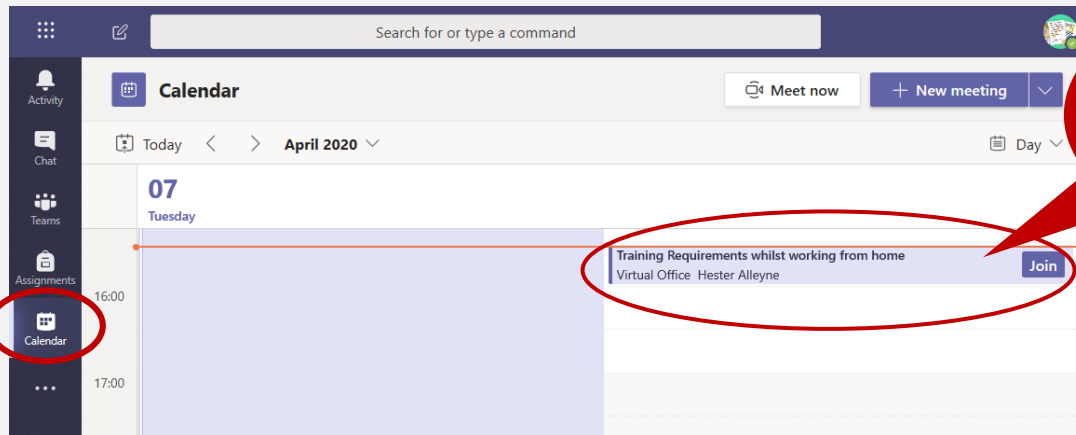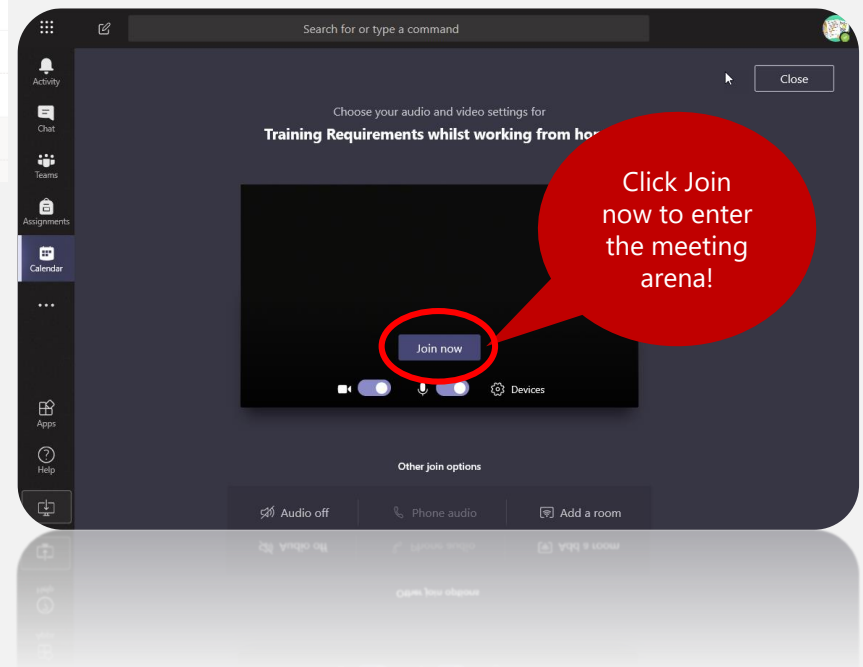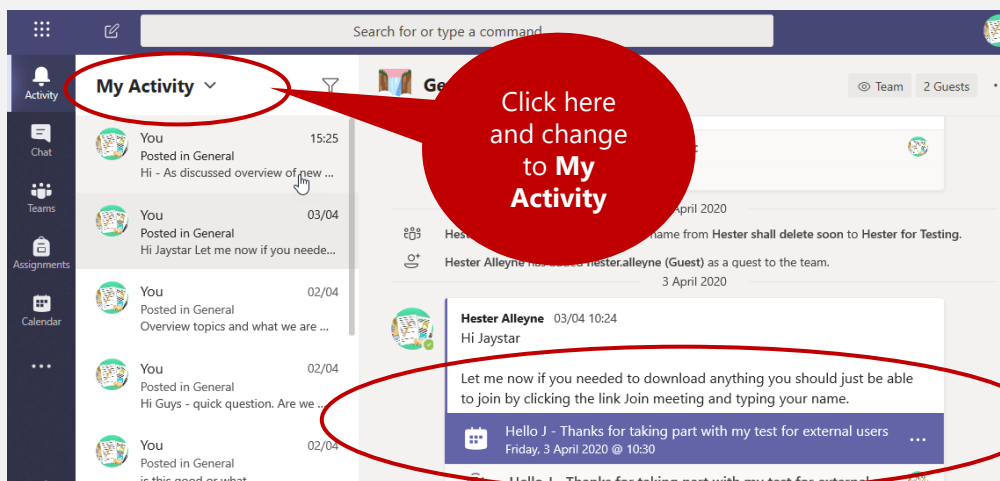
Schedule a meeting using Chat continued…

- To view a meeting use the **Calendar** icon. Click to open the meeting, or the **Join** button to start the meeting.

*Click to open the meeting to edit. Or click the **Join button** to open the Join window.*

Click Join now to enter the meeting arena!

- The meeting schedule can also be viewed from your **My Activity** area:

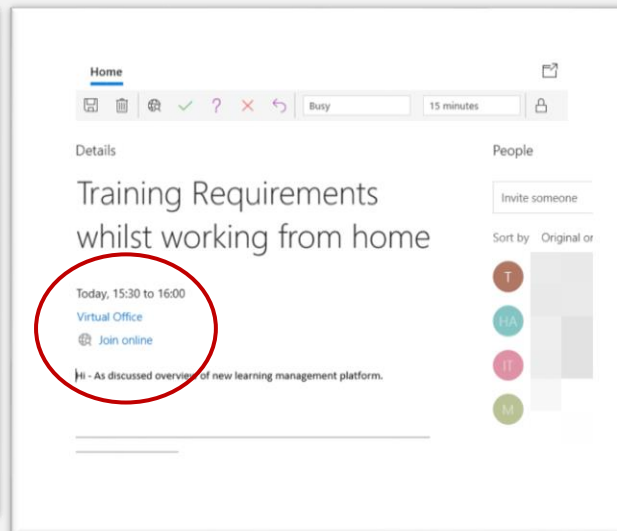*Click here and change to **My Activity***

2.

Schedule a meeting using Chat - *Guest User instructions & sample screens*
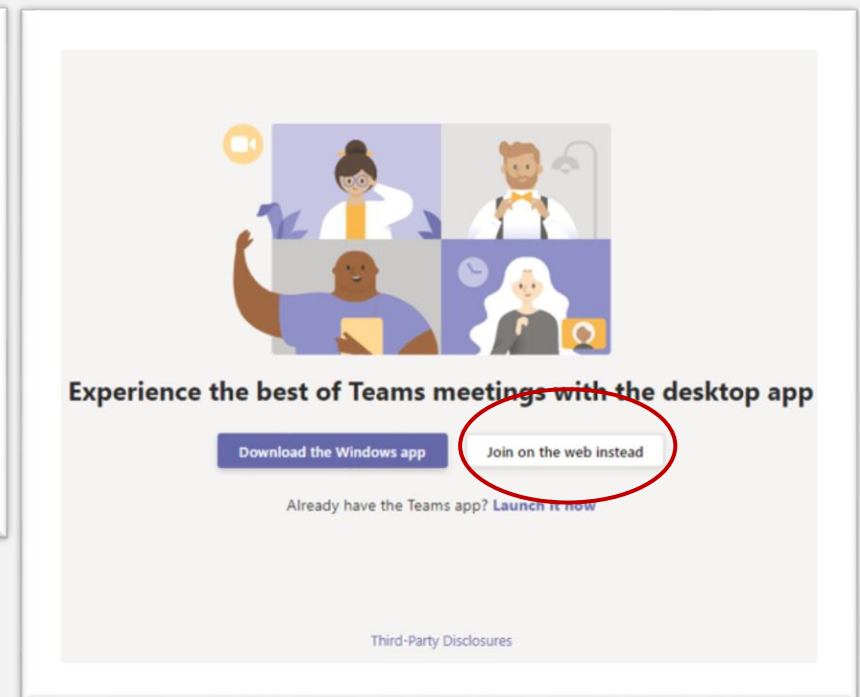
The screens below are typical screens that appear when joining a Teams meeting as a guest user:
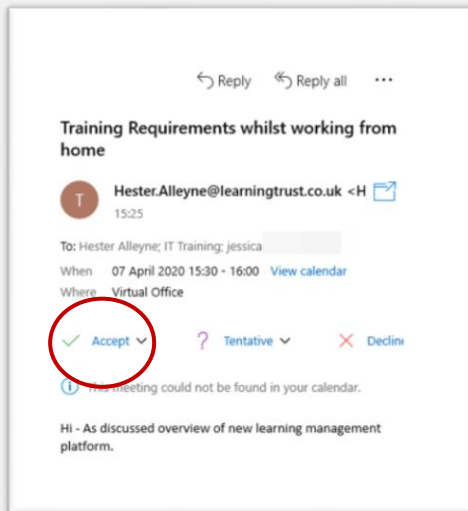
1. To join a meeting as a recipient click the **Accept** option in the meeting invite
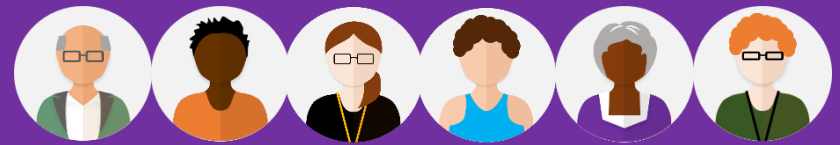

2. Click **Join Online** to open the join screen

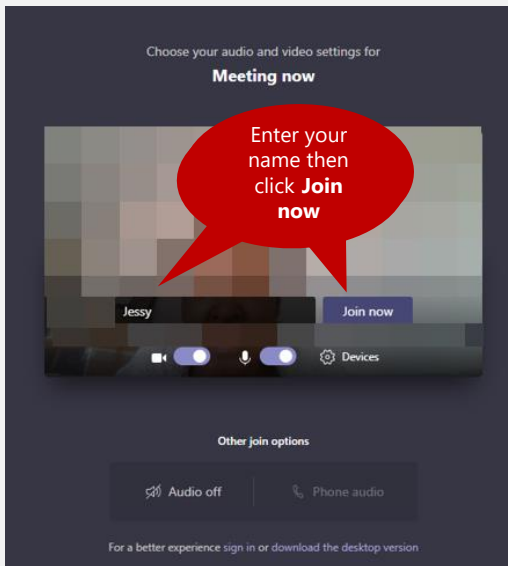**3**. Click **Join on the web** instead, without the need to download the Windows apps.
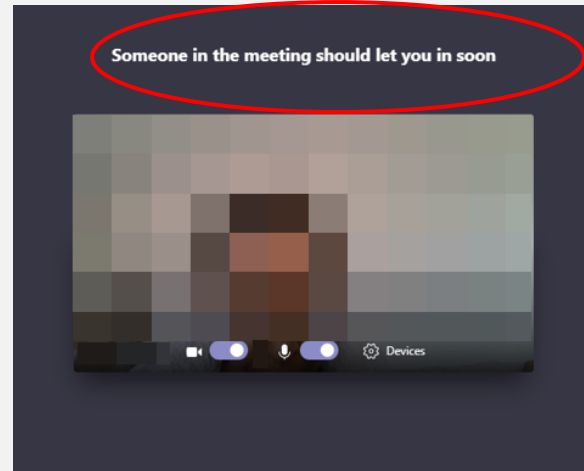
Guest User

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3.

Schedule a meeting using Chat - *Guest User instructions & sample screens*
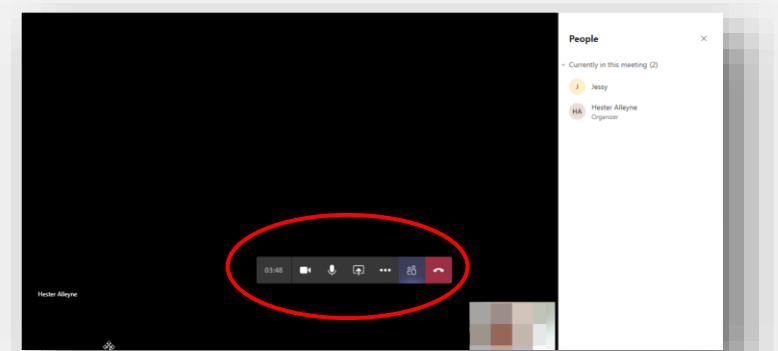
Enter your name then click **Join now**

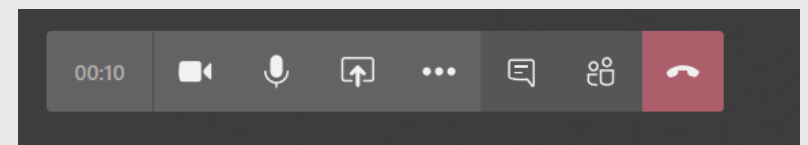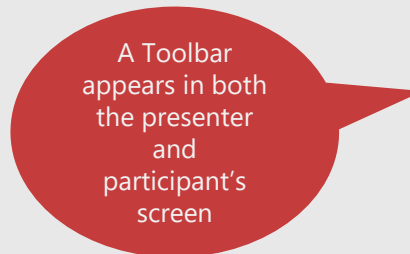**4.** Enter your name and click the Join **now** button

5. Wait for the presenter to let you in!

6. button to *switch on/off the camera, sound,* Once you have joined the meeting use the *share screens, view participants* and *end the call*

A Toolbar appears in both the presenter and participant's screen

Guest User

4.

## Schedule a meeting using Chat - *Guest User instructions & sample screens*

From the Organiser's screen you can choose to view participants and guests in the lobby area of the screen as well as click the **Admit** button when ready to start the meeting.
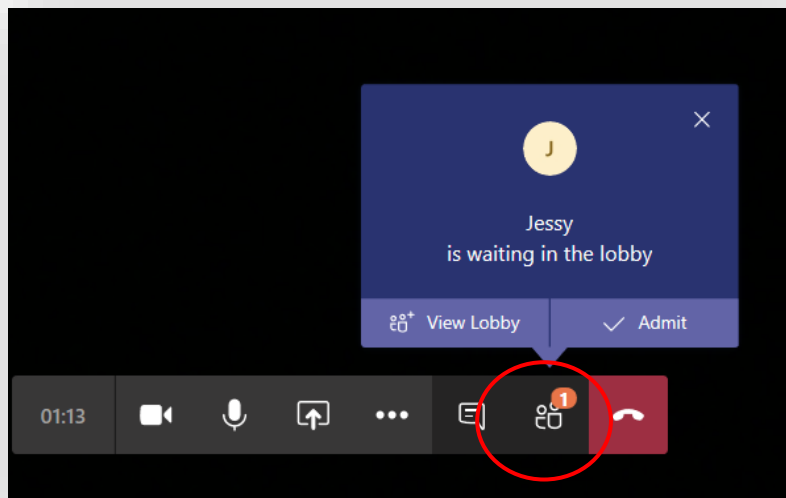
Participants are held in a lobby area until the Meeting Organiser clicks the **Admit** button permitting a participant to join the conference.
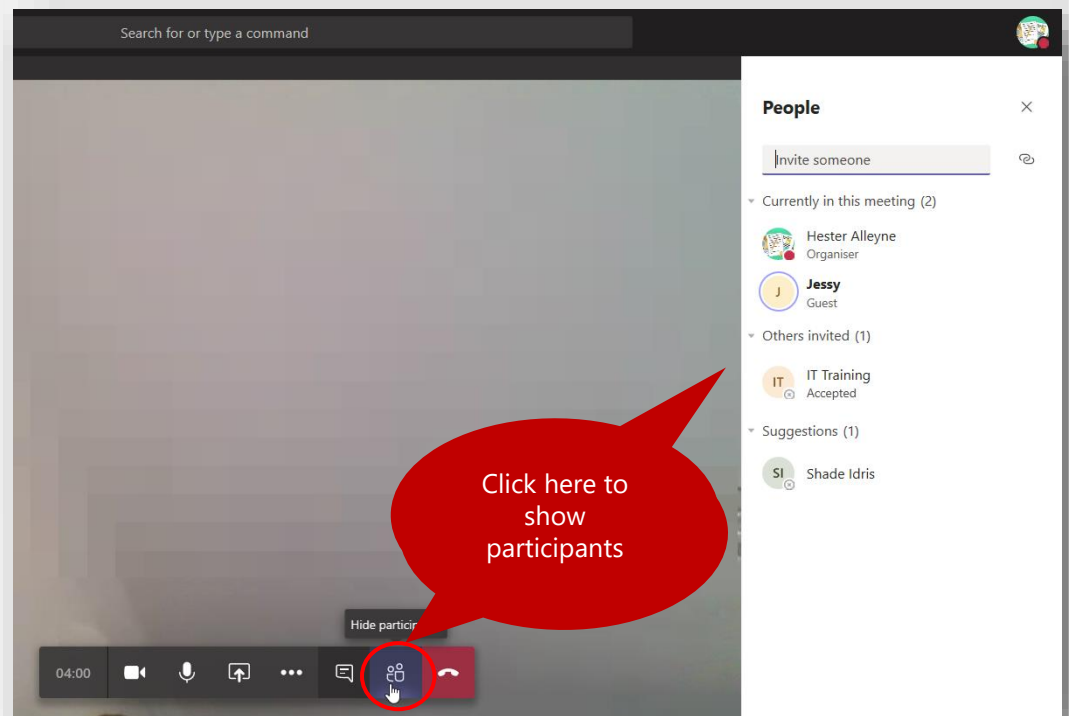
The Participants buttons opens the Lobby area where you can see a list of participants

Guest User

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5.

Scheduling an Online Meeting Toolbar

Click to add another participant

People

Invite someone

Currently in this meeting (1)

HA Hester Alleyne
Organizer

Suggestions (1)

H hestera (Guest)

Participants. External participants are added as a *Guest*

Click buttons to manage your conference

Turn Camera Off

Share

Share conversation

Hang Up

02:12

Mute

More Actions

Hide Participants

You can learn more from our series of HLT Microsoft Teams Quick Sheets.
For customised training & support email: ittraining@learningtrust.co.uk

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6.