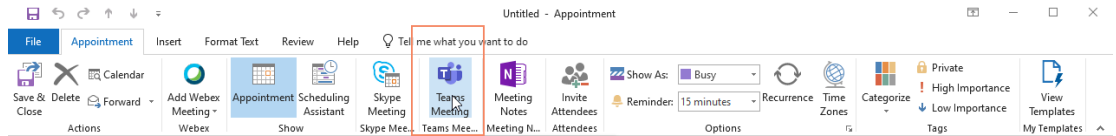
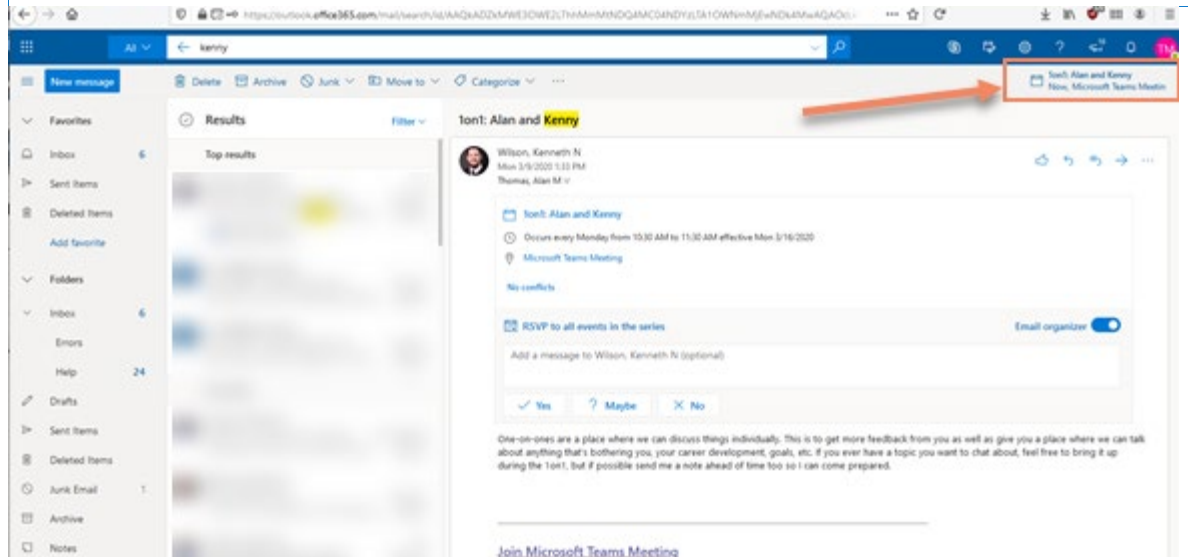
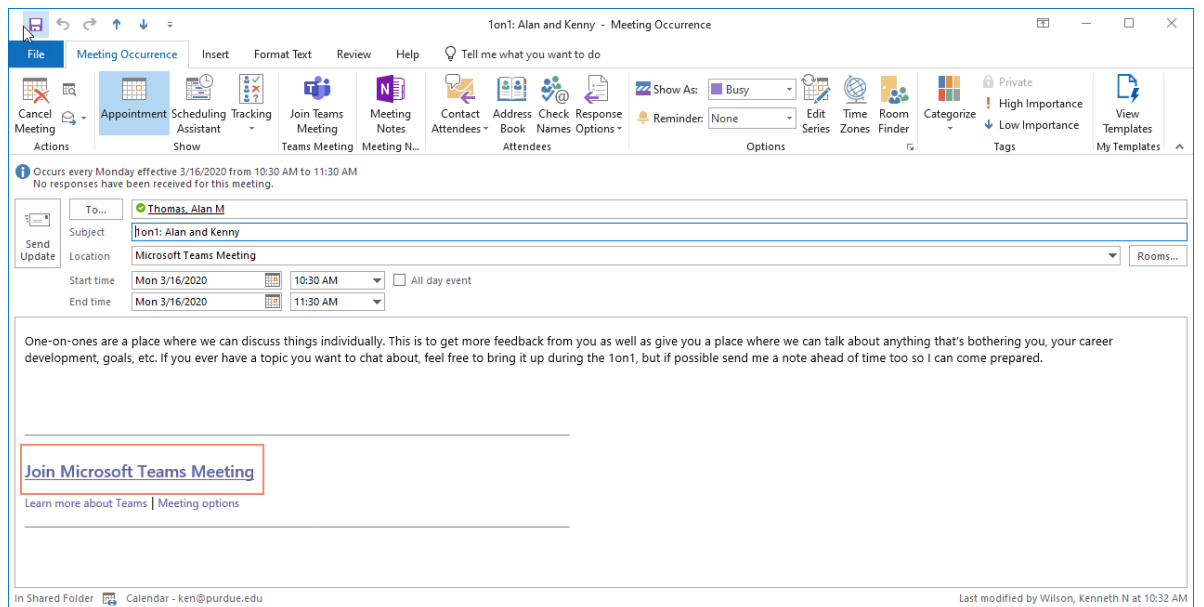


Scheduling and Meeting Remotely with Teams

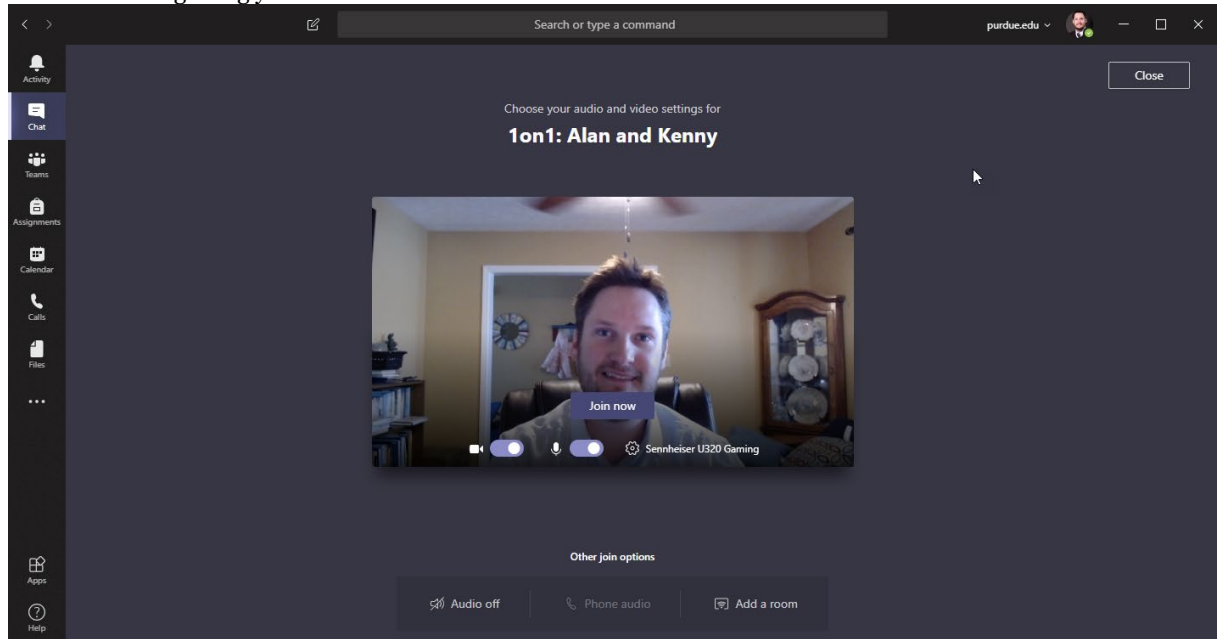
1. Within Outlook, if you have Teams installed, you will have a **Teams Meeting** button. Click that button to have Teams dynamically create a meeting room for you and the individuals you invite.



2. Attendees and the organizer can join the meeting by clicking on the **Join Microsoft Teams Meeting** link within the invite. Outlook online also provides handy callouts that automatically launch Teams.



3. Join the meeting using your selected video and audio devices.



4. Once you have joined the meeting, clicking on the **Chat** button in the left menu will allow you to share files, collaborate using a whiteboard, see meeting details, and take collaborative notes.

