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Informatics Merseyside

Schedule a Teams Meeting

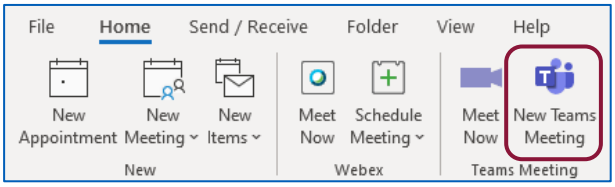
This documentation will support the user to schedule and send a Teams meeting invitation from Outlook, either from the Calendar or from within an Appointment.

Quick Reference Guide

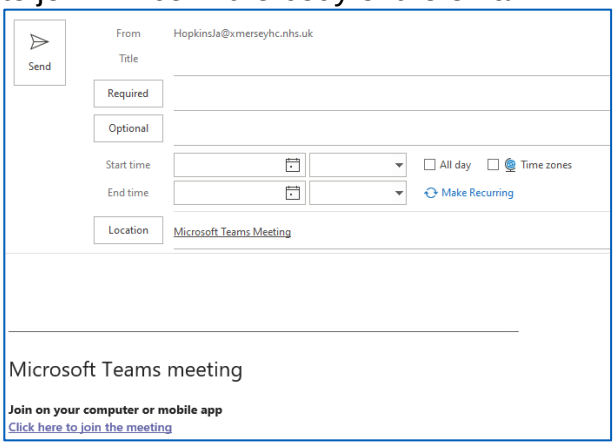
Schedule a Meeting via the Calendar

- Open the Calendar in Outlook.

- Click New Teams Meeting icon on the ribbon.



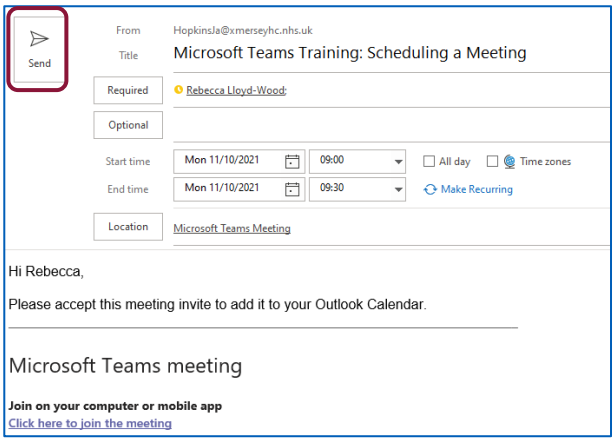
A Meeting invitation will open and the link to join will be in the body of the email.



- Add the Title.
- Add the Required and Optional Attendees.

Location should be listed as Microsoft Teams Meeting.

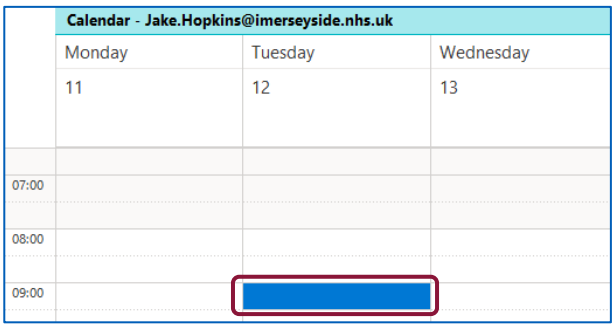
- Add Meeting Start/End Date and Time.
- Add Text to the body of the invitation, if required.
- Check the invitation → click Send.



The meeting invitation will be sent as an email and saved in both the sender's and the recipient's Outlook Calendar.

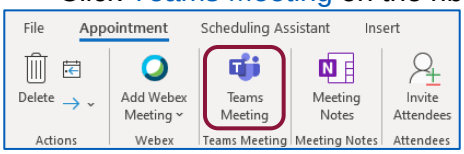
Schedule a Meeting from within an Appointment

- Double click on the required date and time in the Calendar.



An Appointment will open with the date and time prepopulated

- Click Teams Meeting on the ribbon.



- Complete the fields as outlined in previous instructions → click Send.

To book training or speak to a trainer, please get in touch via:
training@imerseyside.nhs.uk