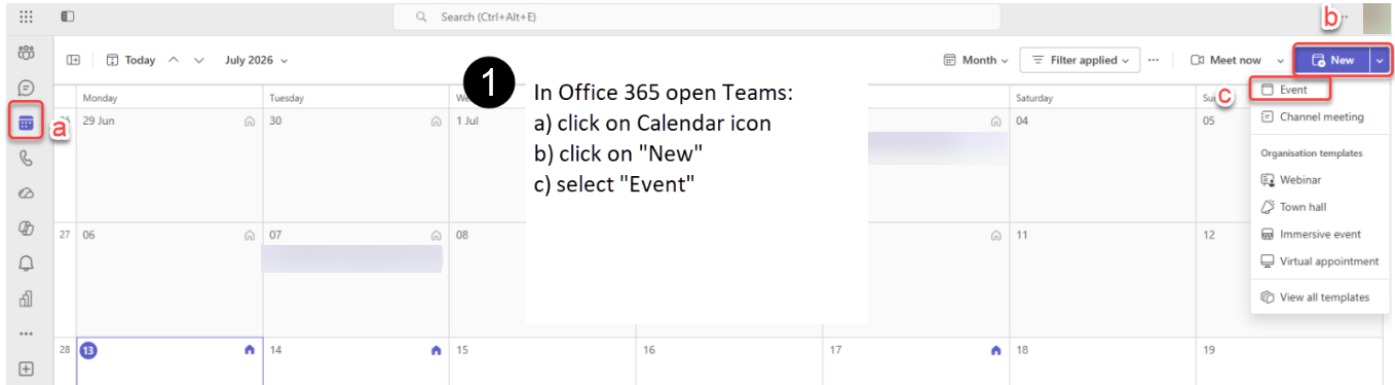


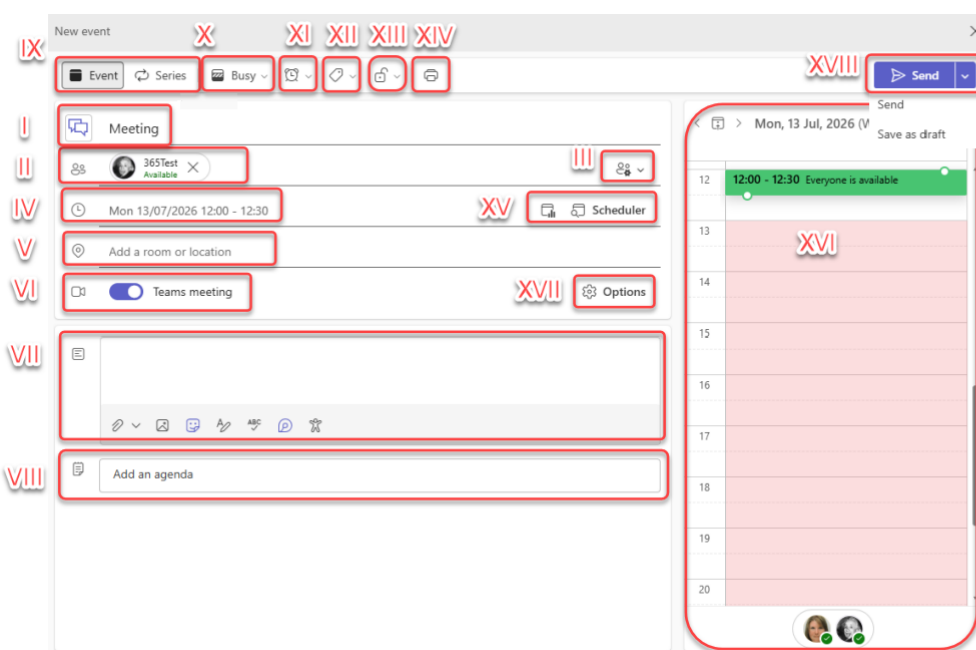
HOW TO CREATE A MEETING IN TEAMS

Below are the steps to take to schedule a meeting in Teams:

To create a meeting/invitation in Outlook follow the guidance here [How to create a meeting in Outlook](#) on the training website.



1 In Office 365 open Teams:
a) click on Calendar icon
b) click on "New"
c) select "Event"

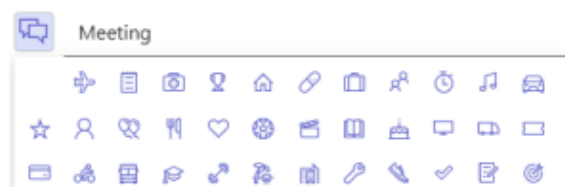


2

In the meeting you can set the following details:

- I. Meeting name/title and icon
- II. Attendees
- III. Options and optional attendees
- IV. Date/time/duration
- V. Location
- VI. Online (Teams) toggle
- VII. Details
- VIII. Agenda
- IX. Single event / Repeat option toggle
- X. Availability
- XI. Reminder
- XII. Category
- XIII. Privacy option
- XIV. Print
- XV. Scheduler/Poll
- XVI. Scheduler display and attendees
- XVII. Options (other)
- XVIII. Send/Save as draft option

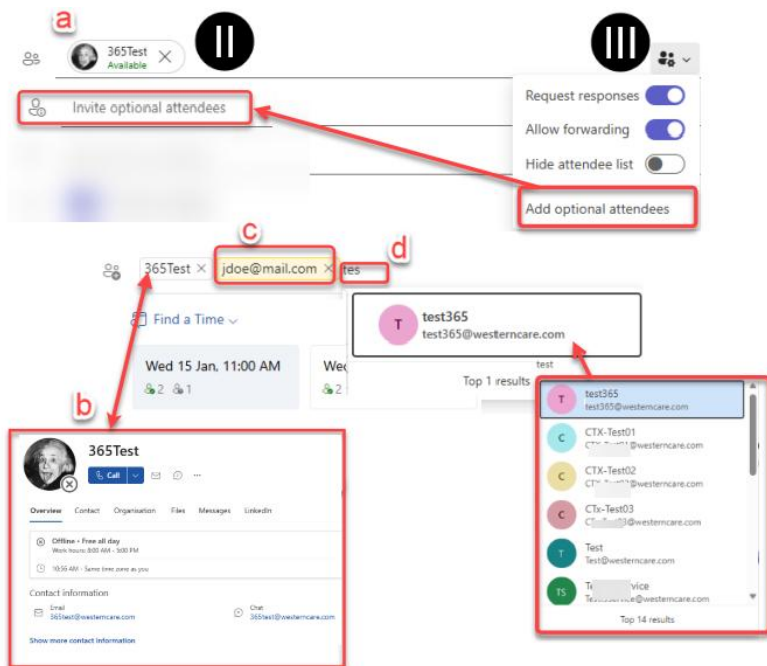
I. MEETING NAME – this is a text field, provide a name for the meeting.



Type in a name for the Meeting name

Click on the icon to choose a different symbol

II. ATTENDEES - you can select invitees by typing their names (you can type either first name like *john* or last name like *doe* and the directory will display all people whose first name/last name and or email address contain the name you entered)



II. Attendees

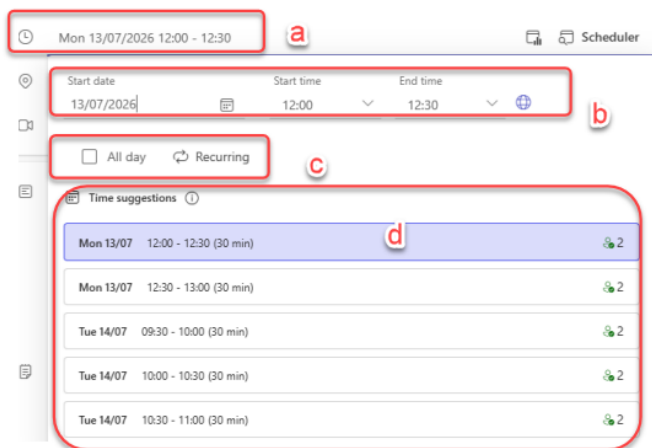
- a) type in attendees' names (you can also pick from most used in the field)
- b) if you want to confirm you selected the right person, simply click on their name (it opens a pop-up contact card)
- c) for external recipients, type their email address (if the contact is saved in your address book it will auto-populate)
- d) typing a few letters of a name will produce a list of possible matches (clicking on "Show all results" at the bottom will show you the full list)

III. Options and optional attendees

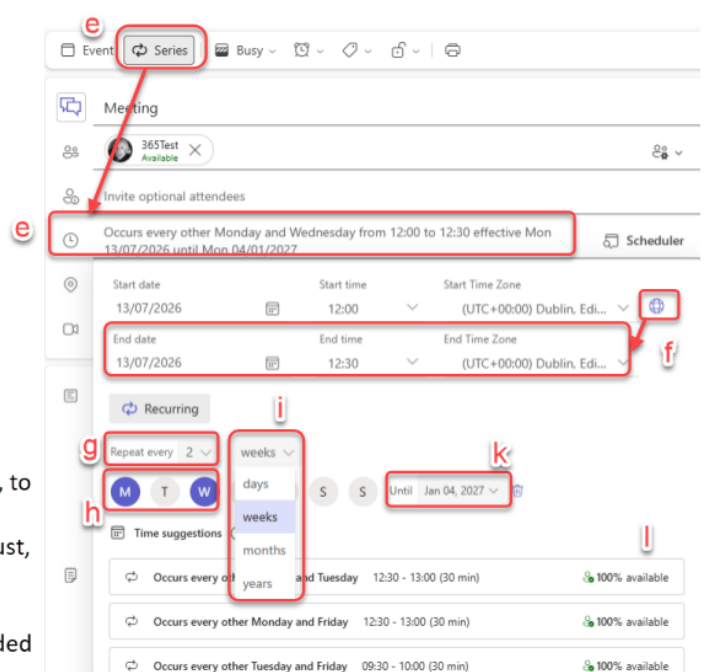
The options here are: Request responses / Allow forwarding / Hide attendee list and Add optional attendees
Adding optional attendees opens an extra field where you can type/select the names/addresses

III. OPTIONS and OPTIONAL ATTENDEES - you can also add Optional attendees by clicking on "Add optional attendees" line which adds "Optional" field below the "Add required attendees". You don't need to type commas or any other separators between the names, just start typing them and select them from the drop-down list. If you are inviting people from outside the organisation by their email, to include more than one, type a colon and it will turn the picture yellow, showing Teams status below the email address as "Unknown", then you can add more.

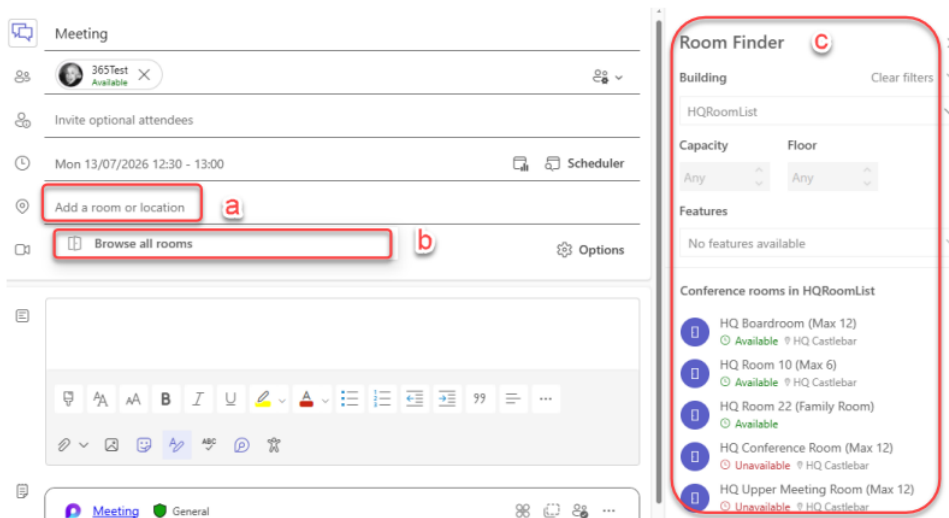
IV. DATE/TIME/DURATION - select date and time of the meeting, you can select the duration in pre-set increments of 30 minutes/1 hour or you can insert the cursor into the time field and type in the required duration.



- a) for a single, non-recurring event the nearest time is auto-populated, to change it, click into the date/time field
- b) this expands to show you start and end date/time, that you can adjust, and timezone (globe icon)
- c) here you can select if it's an all-day event and or a recurring one
- d) a lot of time suggestions based on the attendees' availability is provided
- e) you can also set the repeat option by clicking on the toggle above called "Series"
- f) to display the end date/time and timezone click on the globe icon
- g) the frequency is selected here
- h) days of the week can be selected here
- i) frequency period can be selected here (days/weeks/months/years)
- k) end date can be selected here
- l) time suggestions are listed below



V. LOCATION – choose a meeting room, type in the name or leave it blank



a) to select a room, click into the "Add room or location" field

b) and click on "Browse all rooms" option

c) Room Finder will display on the right

For guidance on room booking in Outlook you can refer to [How to book a room in Outlook](#) on the training website.

VI. ONLINE (Teams) toggle – the invitation (once sent) will contain the online meeting details such as link, meeting ID, passcode and other options:

Microsoft Teams meeting

Join: <https://teams.microsoft.com/meet/31915666737475?p=8KefxRlSkJQzLUhKBs>

Meeting ID: 319 156 667 374 75

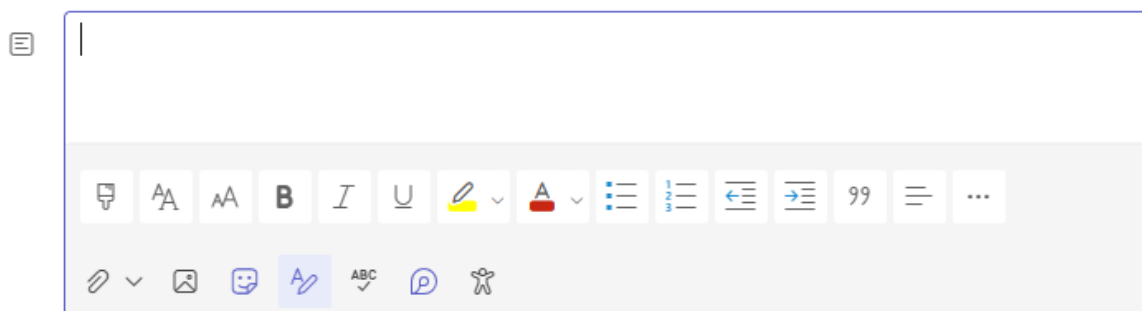
Passcode: PC2uz7qF

[Need help?](#) | [System reference](#)

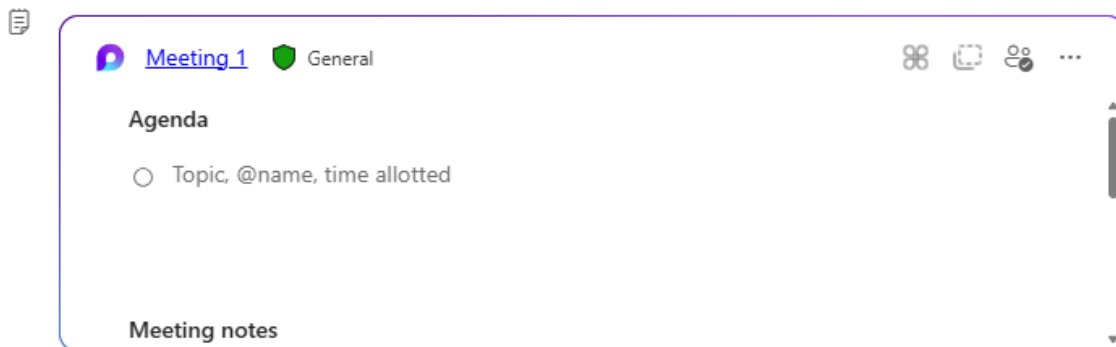
For organisers: [Meeting options](#)

Additional options (XVII see further in the document) become available only when the online option is set.

VII. DETAILS – provide any additional details about the meeting such as additional location details, agenda, notes, etc. You can format any text using the options available, as well as insert links, tables, images, Loop components, attachments, etc.



VIII. AGENDA – you can add an agenda, meeting notes, and follow-up tasks here:



Explanation of these options can be found here - <https://support.microsoft.com/en-us/teams/>

<https://support.microsoft.com/en-us/teams/meetings/start-stop-and-download-live-transcripts-in-microsoft-teams-meetings>

<https://support.microsoft.com/en-us/office/take-meeting-notes-in-microsoft-teams-3eadf032-0ef8-4d60-9e21-0691d317d103>

IX. SINGLE EVENT / REPEAT OPTION TOGGLE – (see IV. DATE/TIME/DURATION for explanation)

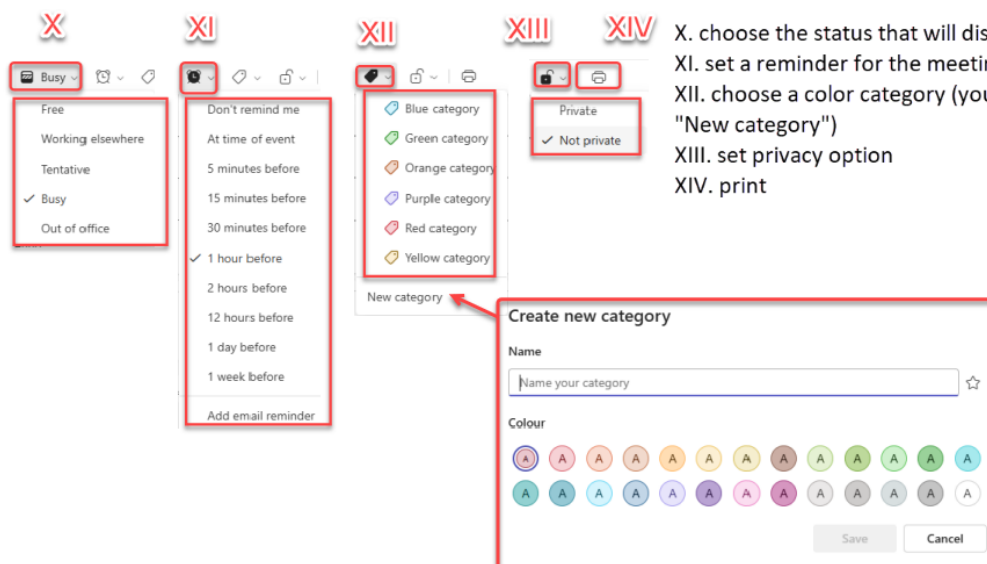
X. AVAILABILITY

XI. REMINDER

XII. COLOR CATEGORY

XIII. PRIVACY

XIV. PRINT



X. choose the status that will display in your calendar during the meeting

XI. set a reminder for the meeting

XII. choose a color category (you can create your own by clicking on "New category")

XIII. set privacy option

XIV. print

XV. SCHEDULER AND POLL – you can use a poll option if you can't access everyone's availability or give this option to the group (to see how to use this function please refer to <https://support.microsoft.com/en-us/outlook/create-a-scheduling-poll-in-outlook-for-windows>)

🕒 Create a poll to find the best meeting time ⓘ

Mon 20/07/2026 09:30 - 10:30 (1 hour) 2

Mon 20/07/2026 10:30 - 11:30 (1 hour) 2

Mon 20/07/2026 11:30 - 12:30 (1 hour) 2

+ Add new option

End this poll at 02/08/2026 23:30

For scheduler pop-up click on “Scheduler” icon

← Back Options ▾

14/07/2026 to 11:30 All day

Availability

Required attendees

Available

365Test Available

Add required attendee

Optional attendees

Add optional attendee

Rooms

Add a room

Time suggestions < >

Busy Tentative Out of office Unknown Working elsewhere Outside of working hours

a) you can drag the time slot to a more suitable one

b) or check Time suggestions

c) you can check these options to make the selection easier

XVI. SCHEDULER DISPLAY AND ATTENDEES – alternatively, you can use the visual display to make a selection for the meeting date/time (by pressing the expand symbol  you can open the scheduler in a separate window)

XVII. OPTIONS (other) – these include: access, roles, production tools, participation, recording & transcription, Copilot and other AI, and accessibility.

Explanation of these options can be found here - <https://support.microsoft.com/en-us/office/meeting-options-in-microsoft-teams-53261366-dbd5-45f9-aae9-a70e6354f88e>

Meeting options

Meeting access
Roles
Production tools
Participation
Recording & transcription
Copilot and other AI
Accessibility

Meeting access
Who can bypass the lobby?
Even if Everyone is selected, your org policy may require certain participants wait in the lobby until a member of your org or a trusted org joins. This could include people joining without an account, people from untrusted orgs, and people dialing in.
People in my org and guests
People dialing in can bypass the lobby
Who can admit from the lobby
Organizers, co-organizers, and presenters
Show meeting info on join screen
Display details about the meeting like title and start time, number of others joined, and presence of the organizer.
Users allowed to bypass the lobby
Announce when people dialing in join or leave

Roles
Choose co-organizers:
Has the same capabilities as the organizer.
Search for participants
Who can present
Everyone
Enable language interpretation
Add interpreters who can interpret one language into another in real-time. To assign interpreters, send the meeting invite then refresh this page and choose them.

Recording & transcription
Record and transcribe automatically
Recording and transcription will start automatically when the meeting begins. Your license and admin policy also determine how they turn on.
Off

Meeting access
Roles
Production tools
Participation
Recording & transcription
Copilot and other AI
Accessibility

Meeting access
Roles
Production tools
Participation
Recording & transcription
Copilot and other AI
Accessibility

Production tools
Manage what attendees see
They'll only see content shared and people you bring on screen. Make someone a presenter to manage this meeting.
Enable Green room
Lets organizers and presenters check their audio, video, and content sharing before attendees are admitted. To use this feature, make someone a presenter and turn it on before the meeting starts.
Participation
Allow mic for attendees
Turn this off to prevent attendees from unmuting. You can allow them to unmute individually as needed.
Allow camera for attendees
Turn this off to prevent attendees from sharing video. You can allow them to share video individually as needed.
Meeting chat
On
Q&A
Organizers can customize Q&A to allow anonymous posts, review questions before they are published, and more.
Allow reactions
Hide attendee names
Organizers, presenters, and apps will have access to attendee names. To use this setting, make someone a presenter then turn it on before the meeting starts.
Allow attendance report
Who can start annotations?
Everyone

Copilot and other AI
Accessibility

Copilot and other AI
Allow Copilot
During and after the meeting
Accessibility
Provide CART Captions

XVIII. SEND / SAVE AS DRAFT OPTION – the invitation can be sent or saved as draft



Send

Save as draft

To create a meeting/invitation in Outlook follow the guidance here [How to create a meeting in Outlook](#) on the training website.