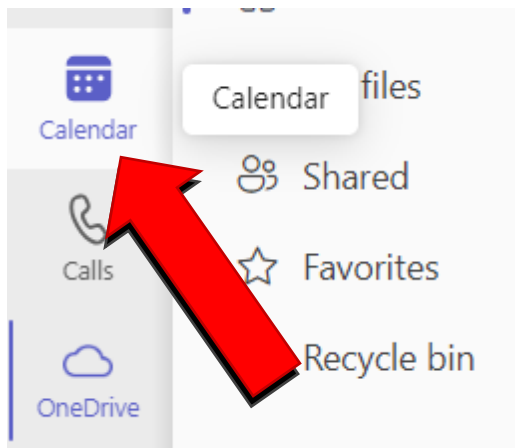


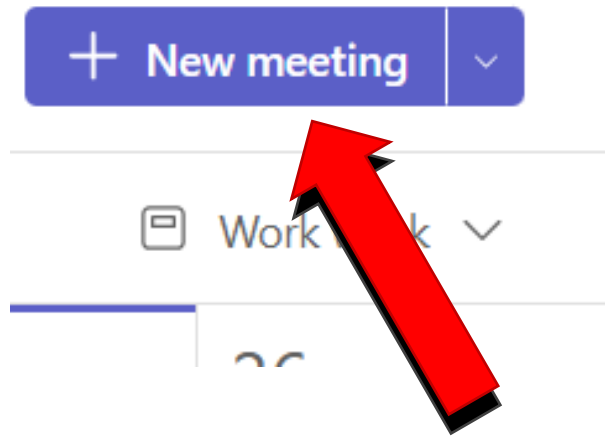
# Schedule a Meeting – Microsoft Teams



In order to create a meeting using Microsoft Teams, you will first need a Microsoft Account. You can find a separate guide for this on the Neighbourhood Networks website or request it from staff.



To schedule your meeting, open teams and go to the **'Calendar'** tab.



Select '**New Meeting**' in the top right. There is also a dropdown where you can select '**Schedule Meeting**', but it will do the same thing.

✎ Add title

👤 Add required attendees + Optional

🕒 25/07/2024 14:30 ▾

25/07/2024 15:00 ▾ 30m  All day

🔄 Does not repeat ▾

📁 Add channel

📍 Add location Online meeting

☰ **B** *I* U ~~S~~ | ▾ | AA Paragraph ▾ | ⌵ ...

Type details for this new meeting

📅 Add an agenda

There will be lots of options for the meeting, but don't worry as this guide will break down all of them.

Show as busy



Add title



Add required attendees



Add title



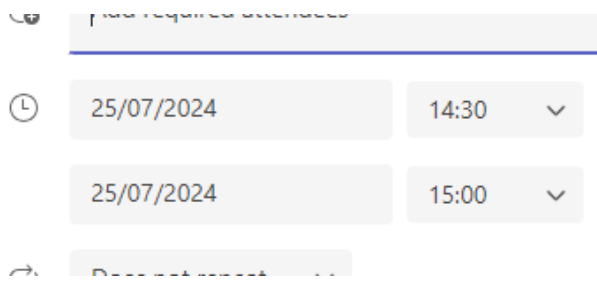
Add required attendees



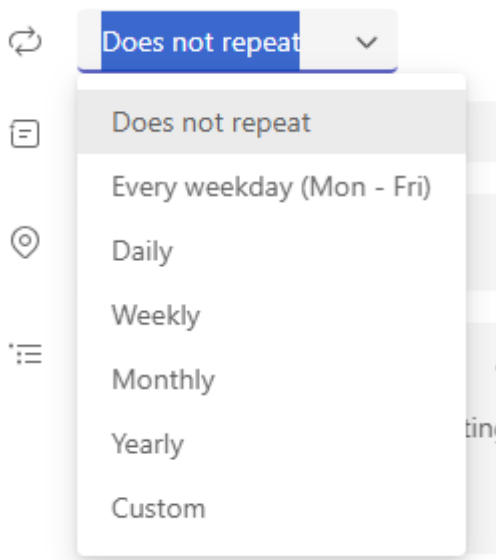
25/07/2024

First, choose a title for your meeting. This could be as simple as 'Falkirk Network Meeting'

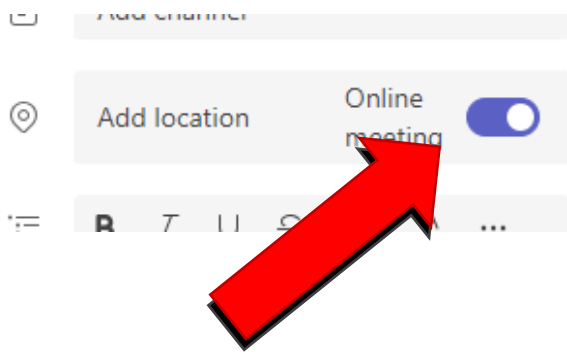
Then you want to put in the email addresses of who you want to invite. If they are in your outlook **contacts list**, you can just type their names.



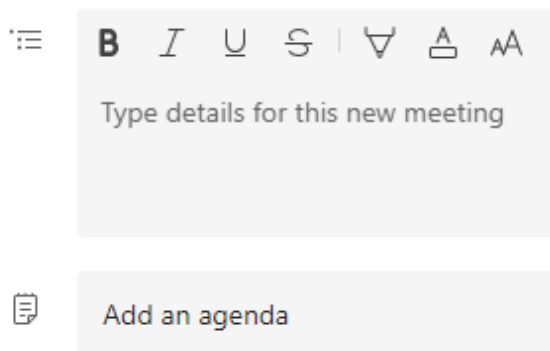
You can then set start and end time for the meeting. Typically, meetings will start and end on the same day, and then you can choose the times.



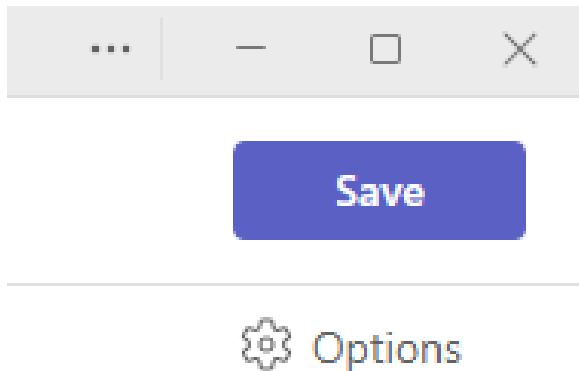
Choose if you want the meeting to repeat. If you intend to meet regularly, it is a good option to use.



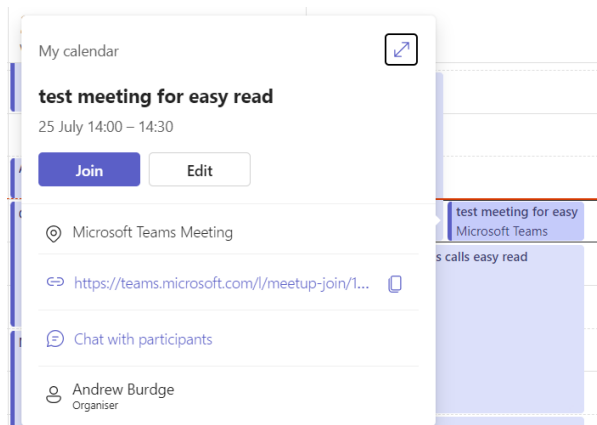
In the **'Add location'** box, you can leave it blank since it's a Teams meeting. Just make sure that **'Online Meeting'** is set to blue, so the invite can create the meeting for you.



You can add a message or an agenda to the invite, but they are not always necessary. These are more important in a work environment.



When you are happy with all the required information for the meeting, press **'Save'** in the top right. This will also add the meeting to all the calendars of the people you invited.



When it is near your meeting time, return to the calendar, select the meeting, and then press **'Join'**