# From Outlook 365

| **Step** | **Action** | **Graphic** |
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| 1. | Open Outlook calendar. Select your day and time.  You may use the arrows to expand the meeting dialog box. | Outlook Calendar, select date and time. |
| 2. | Add your own meeting title, invite attendees, and verify the date and time of the meeting. | Enter basic info, title attendees date timeEnter basic info: title, attendees , date and time. |
| 3. | Verify your meeting data. | Outlook meeting info, verify all data. |
| 4. | Toggle the **Team Meeting** button. | Toggle Teams Meeting button. |
| 5. | Select your **Response options** from the toolbar dropdown menu. | Set response options. |
| 6. | Send your meeting invitation. | Send invitation. |
| 7. | Once saved, you may still make adjustments to the meeting invitation.  Once you verify all meeting parameters, copy the **Microsoft Teams meeting** links for the next step. | Invitation still editable. Copy link to meeting. |
| 8. | Go to your related class where the meeting is to be accessed by students.  Go to **Announcements>Create Announcement.** | Blackboard announcements. |
| 9. | Paste the Teams Meeting link into the announcement. | Paste teams meeting link into an announcement. |
| 10. | When students click the link in your announcement, the Teams Meeting will open. Ensure your audio and video is set up as you desire. | Teams meeting home screen when joining. |

# From Outlook Desktop App

| **Step** | **Action** | **Graphic** |
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| 1. | From the Outlook Calendar select the **New Teams Meeting** button. | Outlook calendar. Select New Teams Meeting button. |
| 2. | Add your own meeting title, invite attendees, and verify the date and time of the meeting. | Enter basic info: title, attendees , date and time. |
| 3. | Select your **Response options** from the toolbar dropdown menu. | Set response options. |
| 4. | Use either method to set up your recurrences if required. The **Appointment Recurrence** dialog box opens. | Go to recurrence popup. |
| 5. | Set up your recurrence pattern as required. | Set up recurrenceSet up recurrence. |
| 6. | Send your invitation. | Send invitation. |
| 7. | Your Teams meeting is now on your calendar. | Outlook calendar view of Teams Meeting. |
| 8. | Once you verify all meeting parameters, copy the **Microsoft Teams meeting** links for the next step. | Invitation still editable. Copy link to meeting. |
| 9. | Go to your related class where the meeting is to be accessed by students.  Go to **Announcements>Create Announcement** | Blackboard announcements. |
| 10. | Paste the Teams Meeting link into the announcement. | Paste teams meeting link into an announcement. |
| 11. | When students click the link in your announcement, the Teams Meeting will open. Ensure your audio and video is set up as you desire. | Teams meeting home screen when joining. |