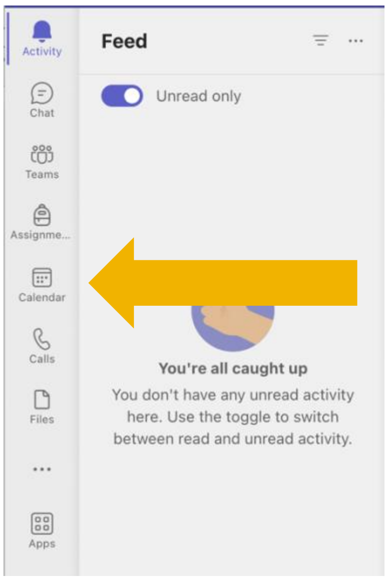
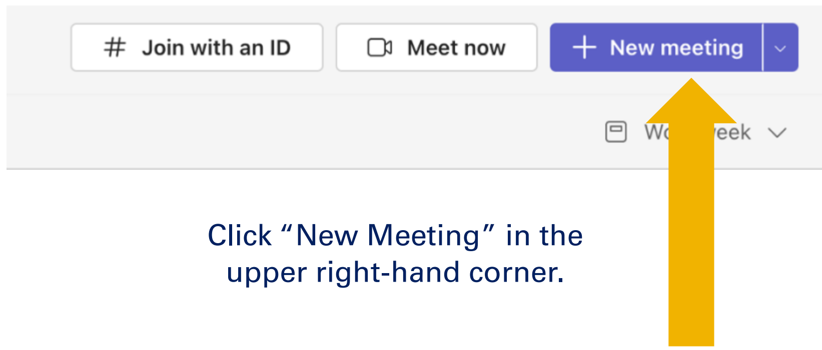
NORTHERN ARIZONA UNIVERSITY
Training Development and Technology Adoption

SCHEDULING A MEETING IN MICROSOFT TEAMS

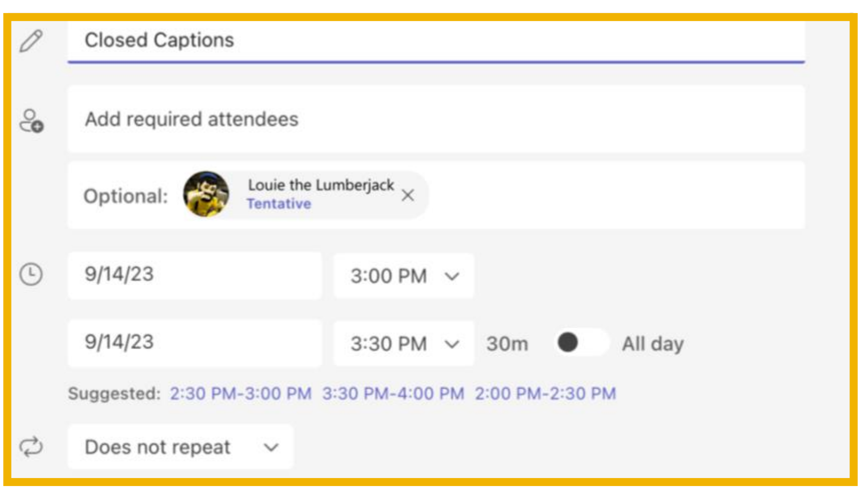
On the Desktop App



In the Microsoft Teams desktop app, click "Calendar" on the left-hand side.

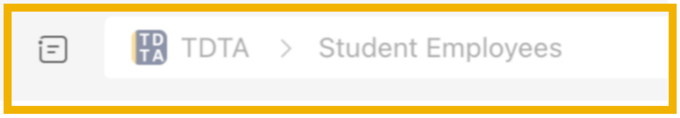


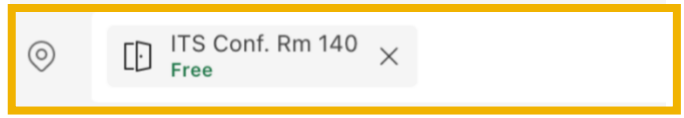
Click "New Meeting" in the upper right-hand corner.



Enter the title of your meeting and attendees. If the meeting is with internal attendees only, suggested meeting times will appear.

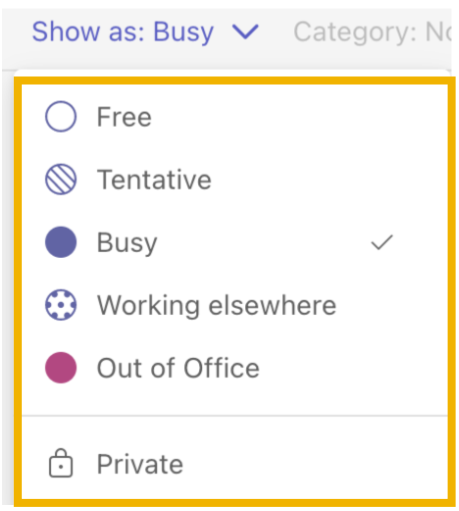
Set the date and time for the meeting and if the meeting repeats.

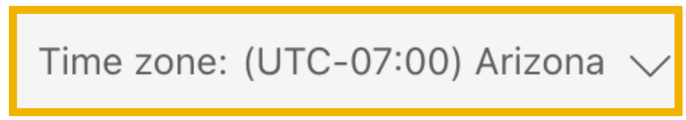




In the “Add channel” section, you can add the meeting to a channel. If you add a channel to the meeting, anyone within that Team can access the meeting anytime as it will be saved within that channel. Another benefit of this option is that if you add a guest to this meeting, they will be given “guest access”, which means they do not have access to the chat.

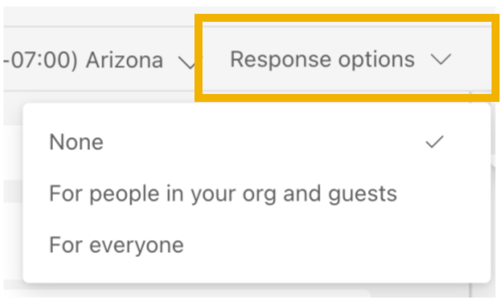
You can toggle to have the meeting be online only, set the location for the meeting and enter details for the meeting.



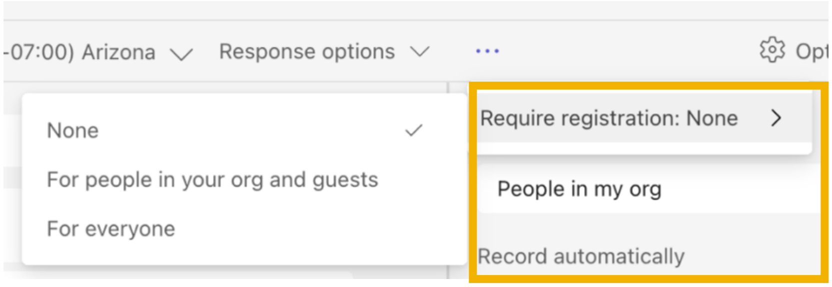


You can add a category for the meeting and select the time zone if it is different than your current time zone.

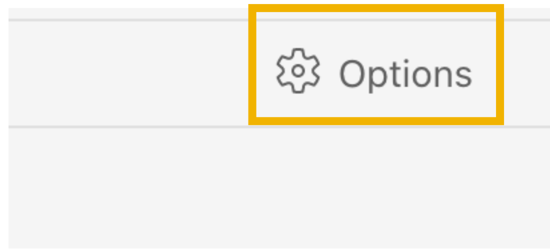
At the top of the meeting there are additional options to select:
You can select your status during this meeting: Free, tentative, busy, working elsewhere, out of office or private.



Under response options you can request responses and allow or restrict forwarding of the meeting. By restricting forwarding of the meeting, it will restrict attendees from forwarding the meeting, but will not restrict them from copying and pasting the link elsewhere.

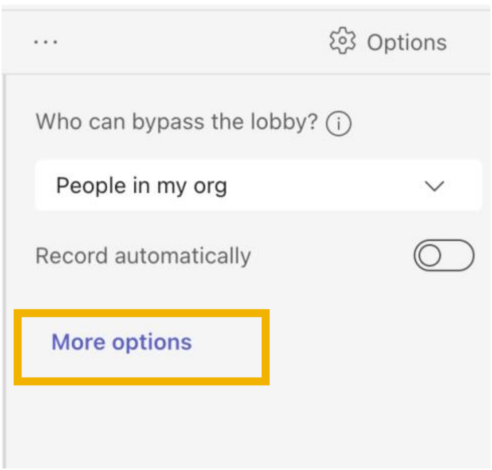


Under Require Registration you can require registration for no one, people in your organization and guests or everyone. If you choose to have attendees register for your meeting, it will turn your meeting into a webinar.

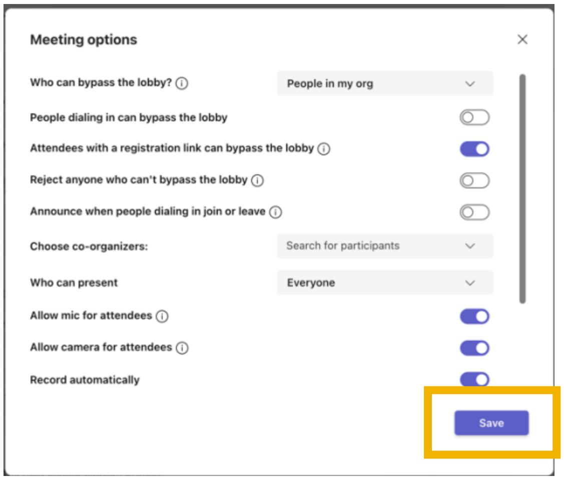


On the far right-hand side you will have additional options shown. If there are no additional options on the right-hand side, click "options".

You can select if anyone can bypass the lobby and who, and if you want to record the meeting automatically.

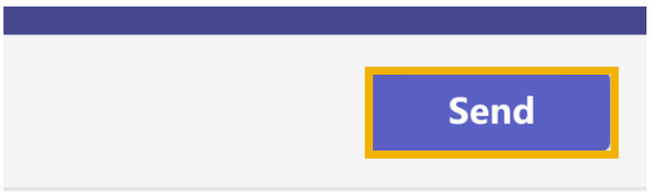


By clicking, "more options" a popup will appear with more meeting options.



By clicking, "more options" a popup will appear with more meeting options.

Fill out your meeting options as appropriate and click "Save".



Once you have filled out all necessary information for the meeting, including adding attendees, click "Send" in the upper right-hand corner.

If at any time you need to make changes to your meeting, find the meeting on your calendar and double click the meeting. Make your changes and click "send update".