# Creating a meeting invite from MS Teams

MS Teams allows all the users from an organization to create a meeting invite. You can create an MS team meeting invite from multiple applications. For example, MS Outlook and MS Teams application. You can also set up a meeting even from your mobile.

Prerequisites

* Logged into an MS Account. For example, MS Outlook or MS Teams.
* Access to name or Email IDs of participants.

# Create a meeting invite from MS Teams

Log into your MS Teams account and invite others for a meeting.

Prerequisite: Install MS Teams

To set up:

1. Open MS Teams and from the left pane go to (navigate to) **Calendar.**
2. On the Calendar page, click either of the following to create a meeting invite:
   * Click **New Meeting.**
   * Select a timeslot.

The New Meeting page opens.

3. Perform the following steps:

a. Add a title to clarify the goal of the meeting.

b. Add email IDs of participants in the **Add required attendees** field.

**Note:** You can add some participants as optional too if their attendance is not mandatory.

c. For Meeting recurrence, select one of the following options:

**Does Not Repeat:** Select if the meeting takes place only once.

**Schedule:** Repeats the same day/week/month/year every week.

d. Click **Save.**

You have created the meeting invite and sent it to the selected participants.