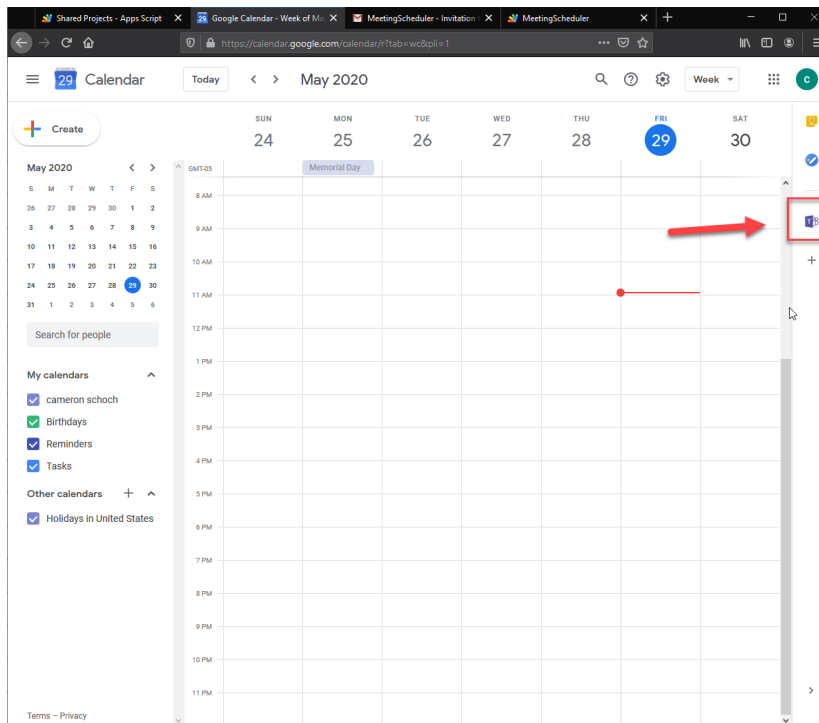


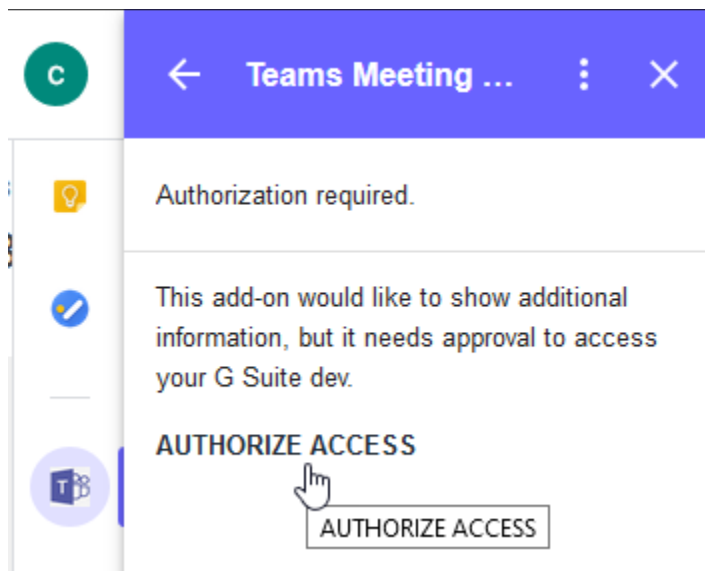
## Teams Meeting Scheduler



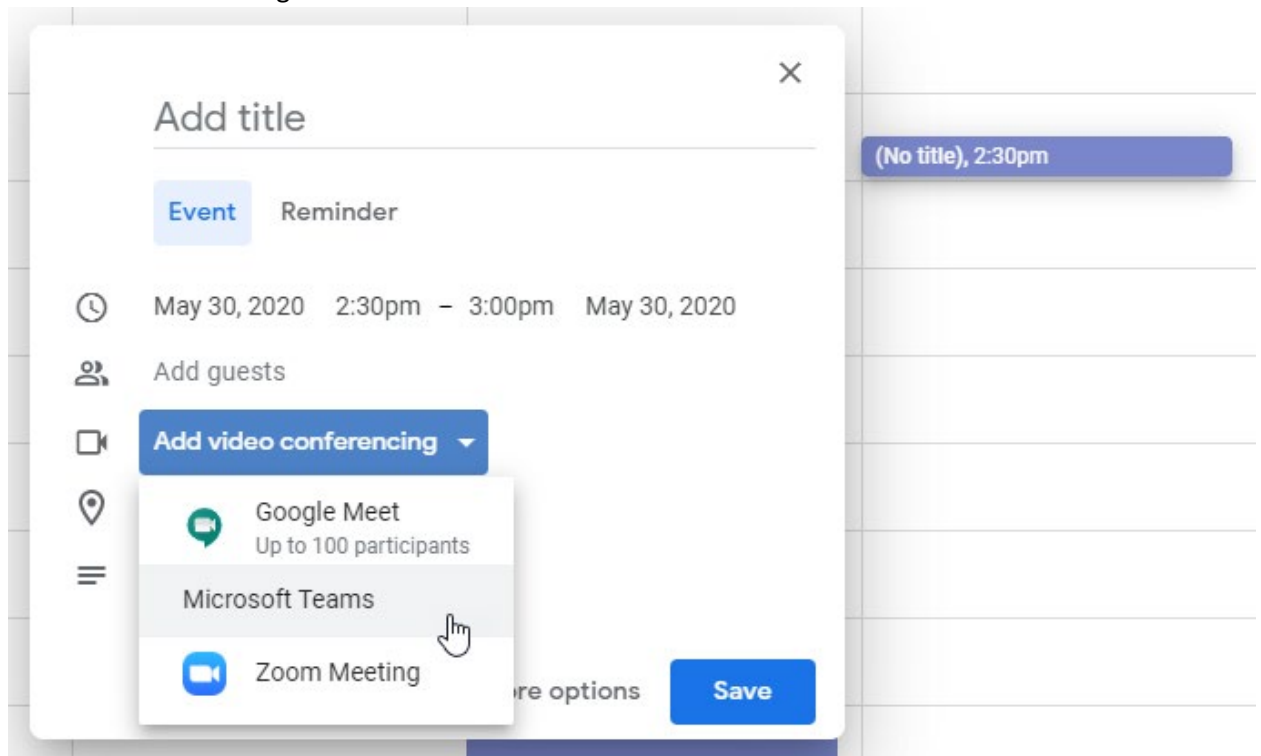
1. Click this logo and it will prompt you to give the add-on permission to access your account



2. Authorize Access then it will bring you to another authorize screen.

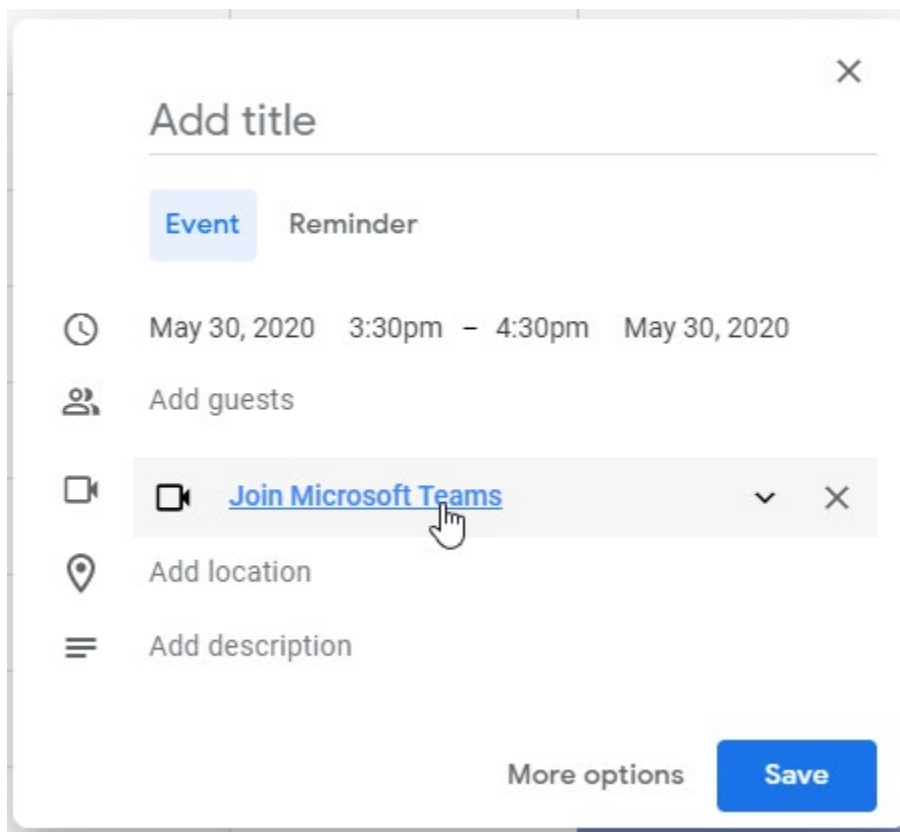
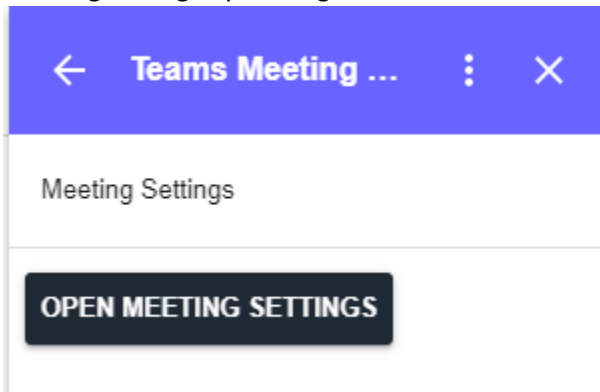


3. Click Authorize Access again and a separate window will popup and ask you to log into a valid Microsoft account
4. Once logged in you can create a meeting in google calendar and select Microsoft Teams under Add video conferencing





5. This will create the meeting which you can get to by clicking "Join Microsoft Teams"


6. If you have a meeting selected that has a Team's meeting scheduled you can change the Teams meeting settings by clicking the "OPEN MEETING SETTINGS" button in the add-on







7. If you added guests and chose to send an invitation, they will receive an email like this where they can click the link to join

Invitation: (No Subject) @ Sat May 30, 2020 3:30pm - 4:30pm (CDT)  
(camschoch@gmail.com)  



**camschoch3@gmail.com**  
to me 

 11:42 AM (0 minutes ago)   



**(No Subject)**

[View on Google Calendar](#)

When Sat May 30, 2020 3:30pm - 4:30pm (CDT)  
Who camschoch3@gmail.com\*

Yes

Maybe

No

[More options](#)

**Agenda**

Sat May 30, 2020

*No earlier events*

3:30pm **(No Subject)**

*No later events*

You have been invited to the following event.

**(No Subject)**

When Sat May 30, 2020 3:30pm - 4:30pm Central Time - Chicago

[more details »](#)

Joining info Join Microsoft Teams

[teams.microsoft.com/join/joi...](https://teams.microsoft.com/join/joi...)

Calendar [camschoch@gmail.com](mailto:camschoch@gmail.com)

Who

- [camschoch3@gmail.com](mailto:camschoch3@gmail.com) - organizer
- [camschoch@gmail.com](mailto:camschoch@gmail.com)

Going ([camschoch@gmail.com](mailto:camschoch@gmail.com))? [Yes](#) - [Maybe](#) - [No](#) [more options »](#)