

GSD. MS Teams - Create Private Meeting using Meet Now in Microsoft Teams

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General Information:

Possible symptoms/errors:

User wants to know how to Create Private Meeting using Meet Now in Microsoft Teams

Alternative names of the system:

N/A

IMPORTANT NOTICE:

N/A

Solution:

By using Meet Now feature in Microsoft Teams, user can start a meeting without scheduling. They can either create an instant meeting within the Teams channel or a private meeting by using this feature.

This article guides on how to use Meet Now to create a private meeting in Microsoft Teams.

NOTE: The meeting is private because no trace exists in the user's calendar or in the Teams channel.

Details:

On Teams, advise user to select Calendar.

User must click the Meet Now button on the Calendar app.

In the Video preview, user can add or edit the meeting title and setup their audio and video settings.

Once done, inform them to click on Join Now button.

User can invite people to join the Meet Now meeting by selecting names from the suggestions or by typing their names in the search box.

It will start calling the selected names to start the meeting.

Assignment Group:

3rd Party e-mail address: One365Support@freseniusmedicalcare.com

Ticket Creation:

Template: N/A Categorization:

Configuration Item: N/ACategory: N/Subcategory: N/A

Important Links:

N/A