

# GSD. MS Teams - View and Manage Meetings in Microsoft Teams

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General Information:

Possible symptoms/errors:

User wants to know how to View and Manage their Meetings in Microsoft Teams

Alternative names of the system:

N/A

IMPORTANT NOTICE:

N/A

Solution:

To keep on track of user's appointments and scheduled meetings, Microsoft Teams provides them easy way on how they can view and manage them. Also inform them to note that their meetings in Teams stays in sync with their Outlook calendar so you always know what's going on.

Details:

To View meetings, advise user to:

Select Calendar to view their appointments and meetings for the day or work week.

These appointments stay synchronized with their Outlook calendar.

Select a meeting invite to see what the meeting's about, who's attending, and to respond to the meeting.

To Schedule a meeting, advise user to:

Select New meeting. Type in a meeting title and enter a location.

An online meeting is created by default.

Choose a start and end time, and add details if needed. Enter names in the Invite people box to add them to the meeting.

**NOTE:** To invite someone outside user's organization, they must type in their email address, and they'll get an invite to join as a guest — even if they don't have Microsoft Teams.

See everyone's availability in the Attendees list and, if needed, choose a suggested time or select Scheduling assistant to see more available times in a calendar view. Under Select a channel to meet in, select the drop-down arrow to manage their meeting's privacy settings:

Select None to keep your meeting private. Select a channel to open the meeting to team members.

NOTE: If user's meeting gets posted in a channel, it'll appear under the Posts tab. Team members can set agendas, share files, or add comments.

Assignment Group:

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

Ticket Creation:

Template: N/A Categorization:

Configuration Item: N/A Category: N/A Subcategory: N/A

Important Links:

N/A