

GSD. MS Teams – How to Attach a File to a meeting invite in Microsoft Teams

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Author: {'link':

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General Information:

Possible symptoms/errors:

How to Attach a File to a meeting invite in Microsoft Teams.

Alternative names of the system:

N/A

IMPORTANT NOTICE:

N/A

Solution:

One of the several ways to schedule a Teams meeting is through the Teams desktop app using the Teams calendar. And when sending out a meeting invitation, user may wish to attach one or more documents which include additional information.

Details:

The ability to include attachments when scheduling meetings within the Teams app would be useful however, this feature is not available in Teams yet.

As a workaround, user can create a Teams meeting invite within Outlook where they can attach files and documents.

Note: For the instructions in scheduling a Teams meeting, refer to this article: [How to Schedule a Microsoft Teams Meeting](#)

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