

GSD. MS Teams - How to Schedule a Microsoft Teams Meeting

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General Information:

Possible symptoms/errors:

User would like to acknowledge how to schedule a Microsoft Teams meeting.

Alternative names of the system:

N/A

IMPORTANT NOTICE:

N/A

Solution:

There are several ways to schedule a meeting in Teams. Meetings can either be set up through Teams app or through Outlook. Scheduled meeting in Outlook will also show up in Teams and vice versa.

Details:

A. Schedule a Teams Meeting from Teams App

1. User can schedule a meeting from a chat or Calendar.

In a chat conversation, advise the user to select below the box where they type a new message to schedule a meeting with people in the chat. In Teams Calendar, ask the user to click on New Meeting.

2. Scheduling form opens. Now, user can enter a meeting title.

3. Advise the user to enter names in the Add required attendees field to invite users to the meeting. Note: To add optional attendees, user has to click on +Optional to show the Add optional attendees field.

4. Choose a start and end time.

Note: User can use the Scheduling Assistant to find a time during which everyone is available.

5. User can also type in details for the new meeting.

6. Under Add channel, user can add to what channel they would like to meet in. Note: Advise the user to not add a channel if they want to keep their meeting private.

7. Once meeting details have been entered, user should click on Send.

8. This will close the scheduling form and send an invite to the Outlook inbox of everyone who is invited.
B. Schedule a Teams Meeting in Outlook

1. In Outlook, advise the user to go to Calendar.

2. Then to select New Meeting > New Meeting.
3. Under Meeting tab, user has to select Teams Meeting.
Note: User can also directly click on New Teams Meeting.

4. Now, user needs to complete the meeting details:

Ask the user to add people they want to invite to the To field
Now, the user has to add the meeting subject, location and start and end time.
Note: When selecting New Teams Meeting the location will be prefilled with Microsoft Teams Meeting

5. Once done, Ask the user to click on Send.
6. Invitees will receive an invite through email with the link to the meeting created.

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: