

# Schedule a meeting in Teams

*Microsoft Teams*



Desktop

Your calendar in Teams is connected to your Exchange calendar. In other words, when you schedule a meeting in Outlook, it'll show up in Teams, and vice versa.

Every meeting scheduled in Teams is automatically made into an online meeting. Scheduling from Outlook? [Learn how to add Teams to your Outlook meeting.](#)

## Schedule a meeting

There are several ways to schedule a meeting in Teams:

- Select **Schedule a meeting**  in a chat (below the box where you type a new message) to book a meeting with the people in the chat.
- Go to **Calendar**  on the left side of the app and select **New meeting** in the top right corner.
- Select a range of time in the calendar. A scheduling form will pop open.

The scheduling form is where you'll give your meeting a title, invite people, and add meeting details. Use the **Scheduling Assistant** to find a time that works for everyone.

**New meeting** Details **Scheduling Assistant**

Time zone: (UTC-08:00) Pacific Time (US & Canada) ▾

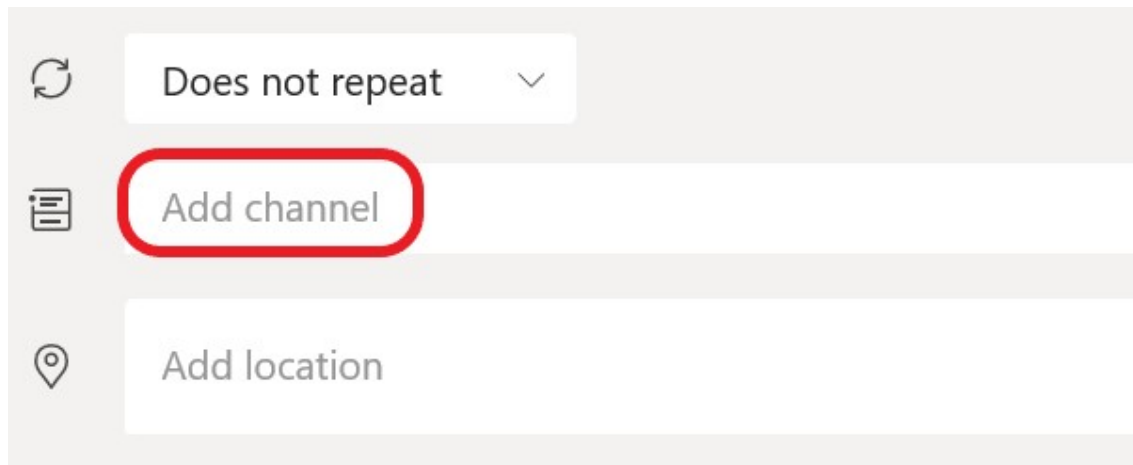
Mar 10, 2020 4:00 PM ▾

Mar 10, 2020 4:30 PM ▾ 30m

Once you're done filling out the details, select **Save**. This will close the scheduling form and send an invite to everyone's Outlook inbox.

## Make it a channel meeting

1. Select **New meeting**.
2. Type the name of one or more channels where it says **Add channel** (under the time and date fields).



Channels can't be edited or added once the invite is sent. You'll need to send a new invite with the updated channels.

**Note:** When you have a meeting in a channel, everyone in the team will be able to see it and join it in that channel.

Once you've added the people you want, select **Scheduling Assistant** to find the best time.

If it's a recurring meeting, open the dropdown menu next to **Does not repeat** (just below the date). Choose how often you want it to occur from the default options, or select **Custom** to create your own cadence.

## Change the calendar view

By default, you'll be shown your work week and can be changed from the dropdown menu at the top right of your calendar. Here are your current view options:

- **Day** gives you an agenda view focused on one day at a time.

- **Work week** shows you Monday through Friday.
- **Week** shows you the entire week.

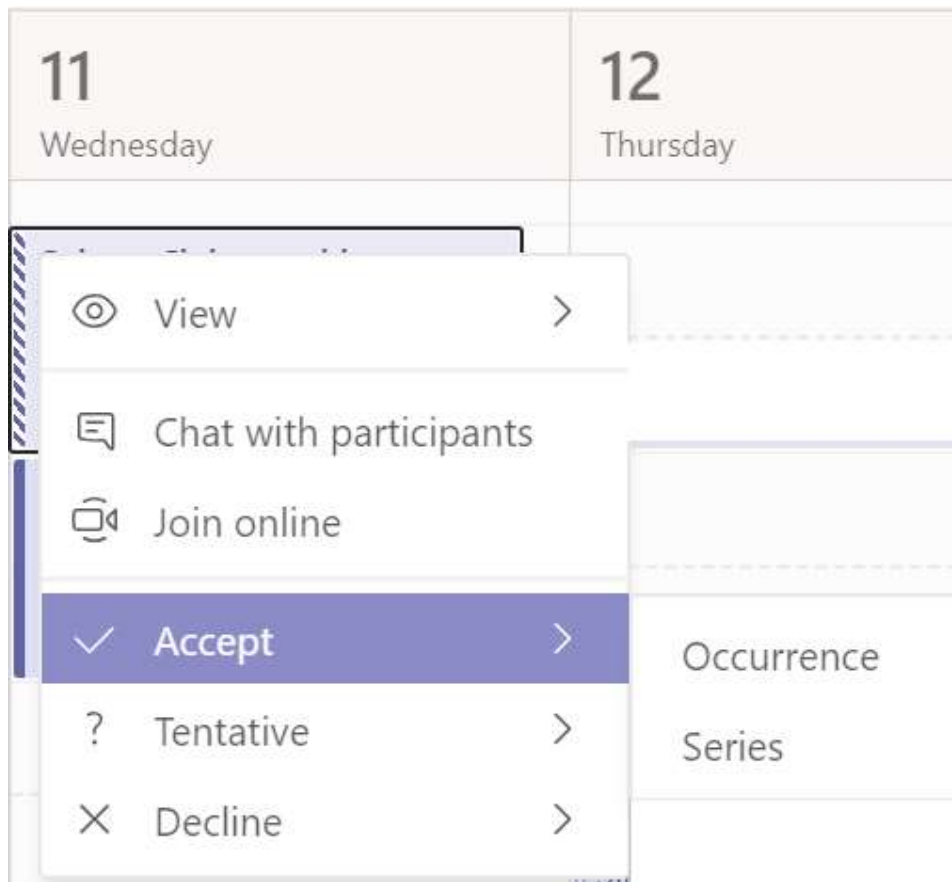
In the top left corner you'll find the month and year. Select the month to change your calendar view to any date— past or future. Select the arrows next to the month to scroll by day or week depending on your calendar view.

Select **Today** to get back to the current date.

**Note:** The calendar shows you everything that was scheduled in Teams, Exchange, or Outlook.

## Right-click for more options

Right-click an event in your calendar to RSVP, remove it if it's canceled, or open the invitation to view the meeting details. If the event is a Teams meeting, you'll also get options to **Join online** and **Chat with participants**.



Teams meetings will show a join button on an event in your calendar five minutes before the start of a meeting. Once someone joins the meeting, the event will change colors to let you know they're online.

Select **Join** to open the meeting settings window to confirm your preferred camera and mic settings before joining the online meeting.