# Changing a Microsoft Outlook Meeting to a Microsoft Teams Meeting

Making an existing meeting available as a virtual meeting allows you to meet with people over video or audio chat.

1. In *Microsoft Outlook* select your calendar.
2. Open the meeting you want to change to a virtual meeting by double-clicking it.
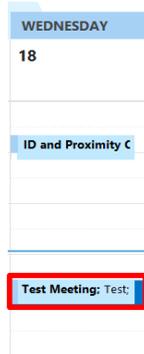


3. The meeting invite will pop-up, in the invite ribbon click on the **Teams Meeting** icon.
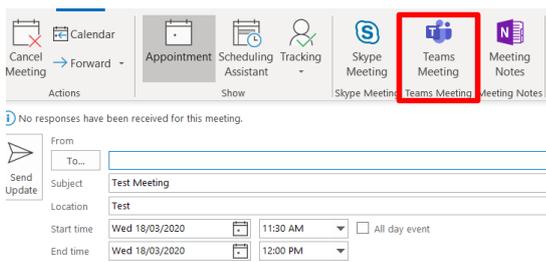


4. The **Join Microsoft Teams Meeting** link will populate in the invite, then click **Send Update**.



## Join Microsoft Teams Meeting

5. Your meeting is now available as a virtual meeting.

Queensland Government