## DIGITAL METRO NORTH

## Quick Reference Guide

## 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.

WEDNESDAY
18
ID and Proximity C
Test Meeting: Test;

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

Cancel Meeting	$\leftarrow$ Calendary $\rightarrow$ Forward Actions	ar d +	Appointment	Schedulii Assistar Show	ng Tracking t •	Skype Meeting Skype Meeting	Teams Meeting Teams Meeting	Meeting Notes Meeting Notes	
D No responses have been received for this meeting.									
$\triangleright$	From To								
Send Update	Subject	Test Meeting							
	Location	Test							
	Start time	Wed 1	8/03/2020	÷	11:30 AM	▼ 🗌 All da	iy event		
	End time	Wed 1	8/03/2020	÷	12:00 PM	T			

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.

