## DIGITAL METRO NORTH

## How to Create and Manage Virtual Meetings

Using Microsoft Outlook, create a Microsoft Teams Virtual Meeting and connect with colleagues.

- 1. To schedule a meeting with your team, open *Microsoft Outlook* and create a meeting invite.
- 2. In the meeting invite, select the **Teams Meeting** icon.

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 At the bottom of the invitation, a Join Microsoft Teams Meeting link will appear and the location set to 'Microsoft Teams Meeting'. By clicking this link the invitees will join the meeting.

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## Note: This link can be copied, pasted and used to hyperlink other text.

## Quick Reference Guide

4. Once you have finished your invite click **Send** and the meeting will populate in your calendar.

MONDAY





- 5. To join the Virtual Meeting, open the meeting invite through your calendar and either:
  - a. Click the Join Teams Meeting icon.
  - b. Click the Join Microsoft Teams Meeting.

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6. You will now be taken to *Microsoft Teams* to start your meeting.

