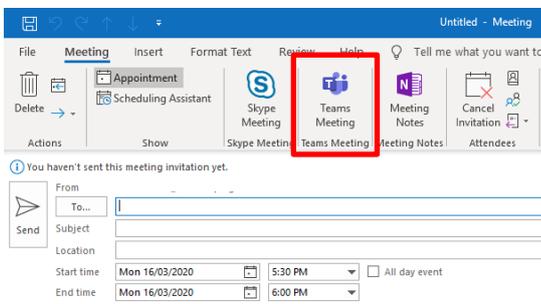


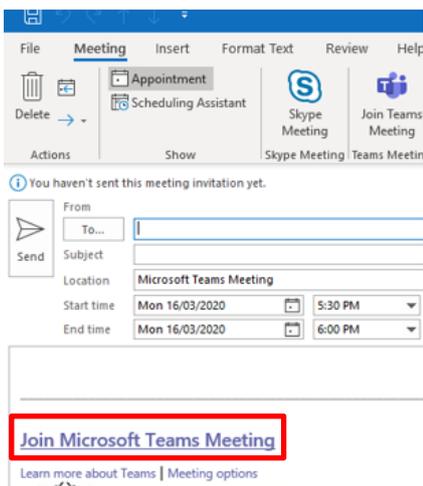
## How to Create and Manage Virtual Meetings

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.

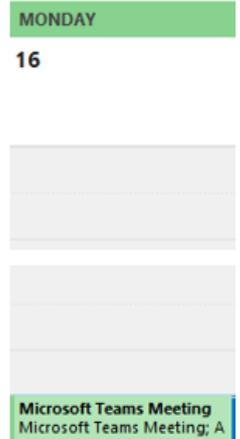


3. At the bottom of the invitation, a **Join Microsoft Teams Meeting** link will appear and the location set to 'Microsoft Teams Meeting'. By clicking this link the invitees will join the meeting.

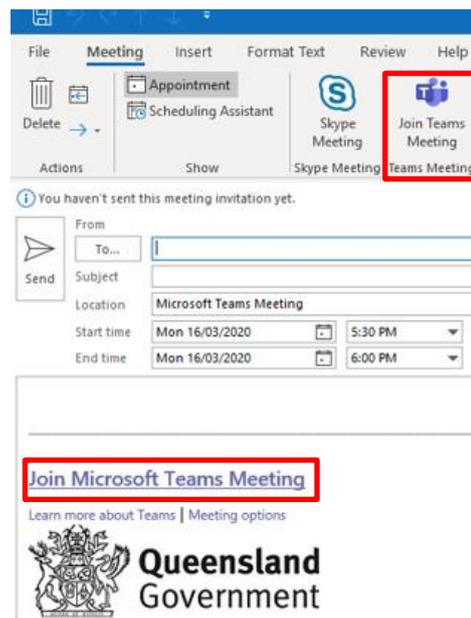


**Note:** This link can be copied, pasted and used to hyperlink other text.

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



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**.



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