OUTLOOK/TEAMS - MEETING

The following instructions outline how to create meetings on Outlook and Microsoft Teams.

* Open the Outlook application and navigate to the calendar.
* On the toolbar click on "Teams Meeting" option.
* Add a title and adjust the date and time according to your requirements.
* In the "Required" field, add the people whom you want to join the meeting.
* Optionally, you can add a brief description, and then send the email.
* To initiate the creation of a Microsoft Teams meeting, simply select the "Teams Meeting" option.