

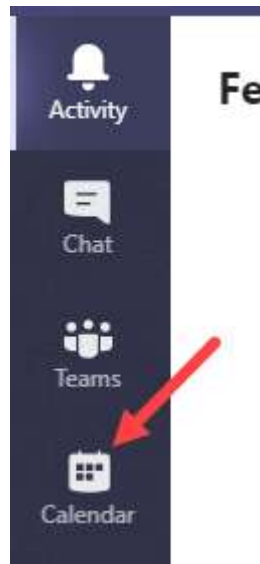


Schedule a Microsoft Teams Meeting

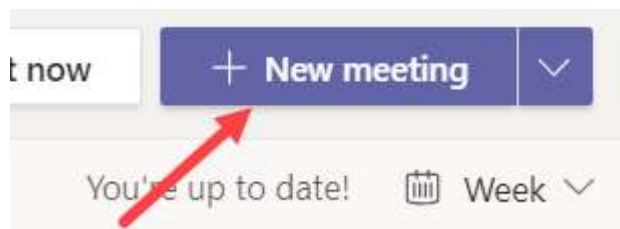
There are two ways to schedule a Microsoft Teams Meeting, through the Desktop App and through the Outlook Web App (connect.rutgers.edu).

Schedule a Teams meeting through the Teams Desktop App:

Open MS Teams and click on the calendar icon.



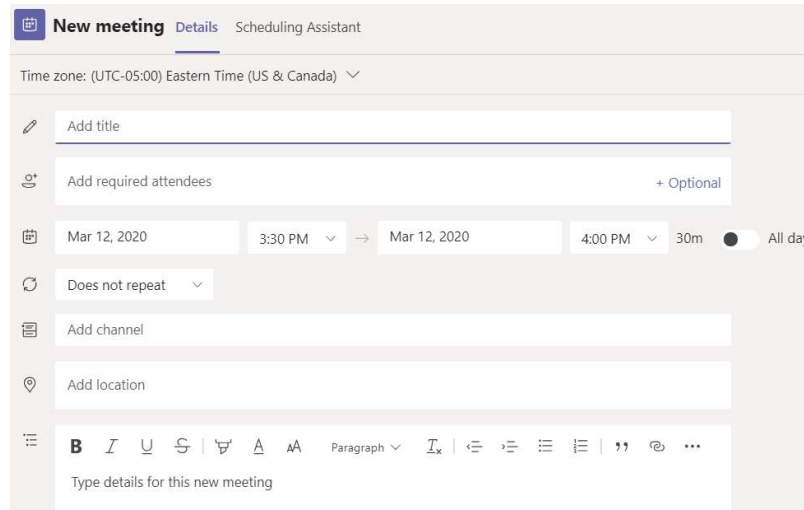
Click on "+New Meeting" in the upper right.



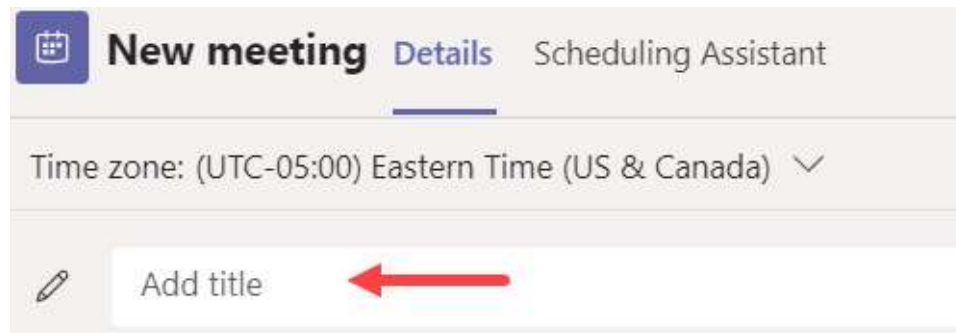


Schedule a Microsoft Teams Meeting

You will see the options for the meeting.



Add the title for the meeting.



Click on "Add required attendees" and start typing their name. If they are within Rutgers it will search the directory, click on them when they appear.



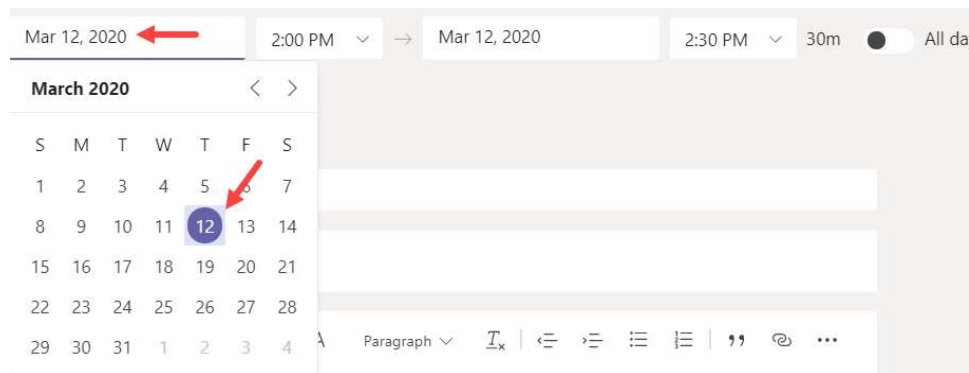


Schedule a Microsoft Teams Meeting

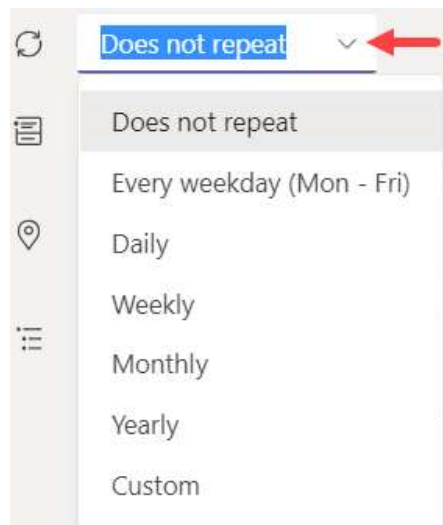
If the attendee is outside Rutgers, you can type their email address and then click on "Invite [email address]."



Select the day and starting/end times. You can click on each to change them.



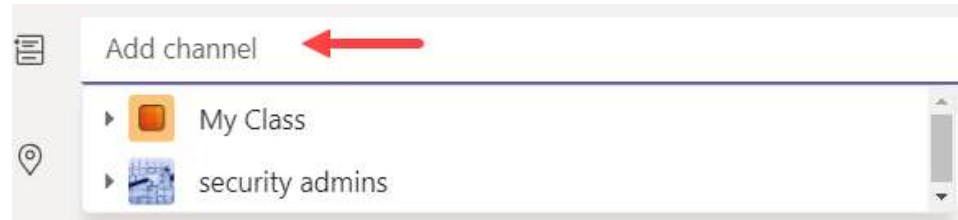
If you want the meeting to be recurring, click on where it says "Does not repeat" and select the appropriate option.



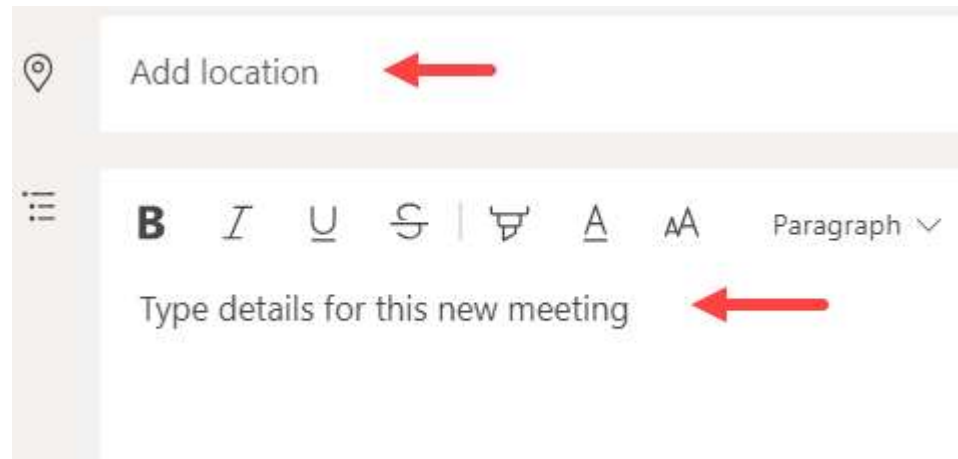


Schedule a Microsoft Teams Meeting

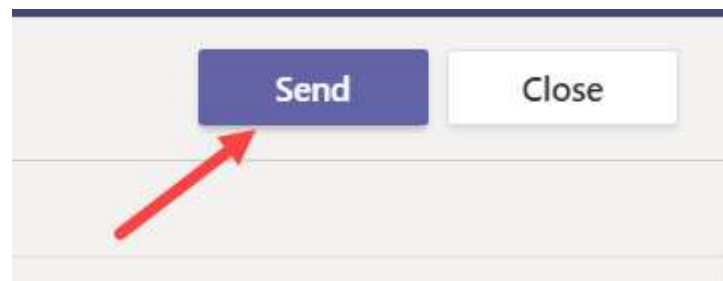
If this meeting is for a specific Team you are already a member of, you can click the "Add channel" to select it from the list.



Optionally you can add a location to the meeting. If this is fully online, leave this blank. Fill out the meeting details at the bottom.



When all details have been filled out, click "Send" in the upper right.





Schedule a Microsoft Teams Meeting

The meeting will be on your Teams calendar as well as your Outlook calendar. The attendees will receive a meeting invite that looks like this:

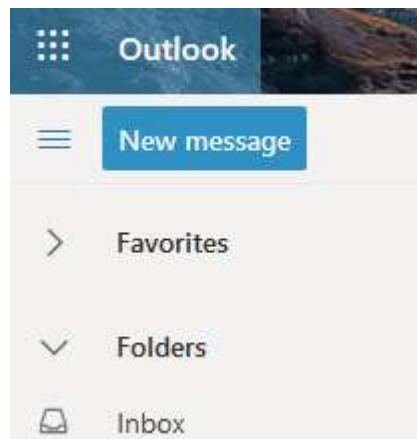
Test Teams meeting

[Join Microsoft Teams Meeting](#)

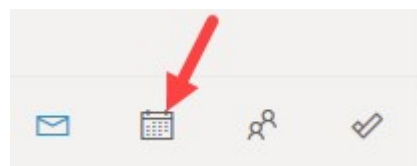
[Learn more about Teams](#) | [Meeting options](#)

Schedule a Teams meeting through Outlook Web App (OWA):

Log into <https://connect.rutgers.edu>.



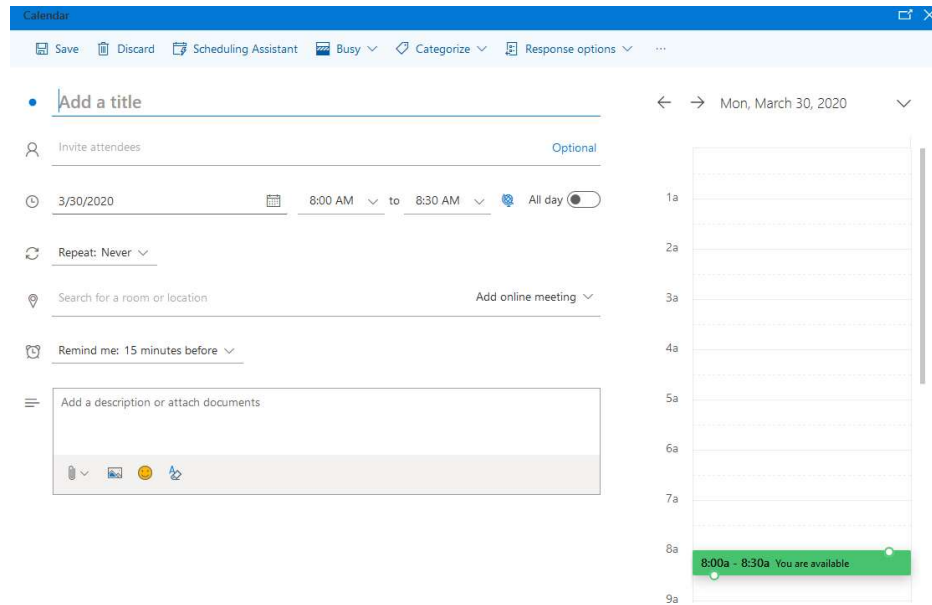
On the bottom of the left menu, click on the Calendar icon.



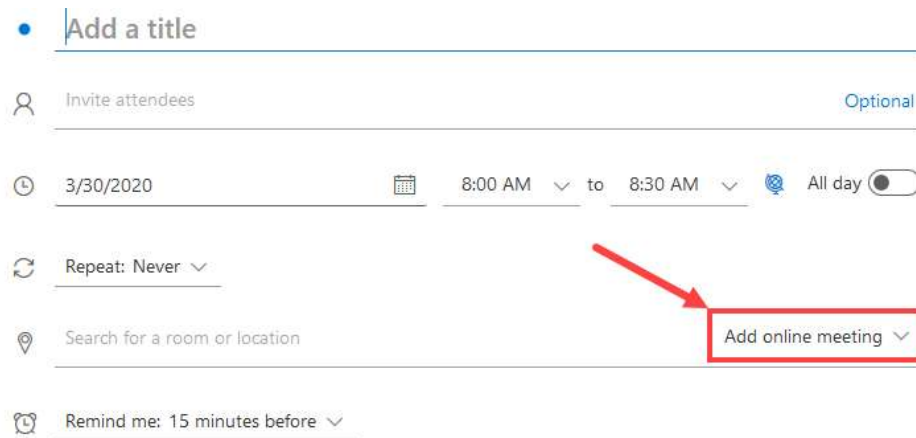


Schedule a Microsoft Teams Meeting

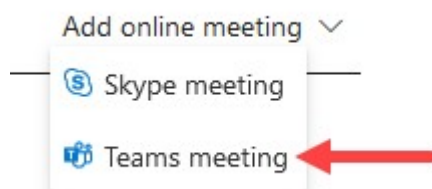
Double-click on the day you would like to schedule the Teams meeting to bring up the meeting options.



Click on "Add online meeting."



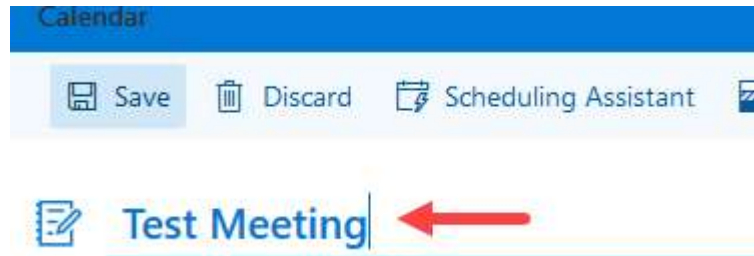
Click on "Teams meeting."



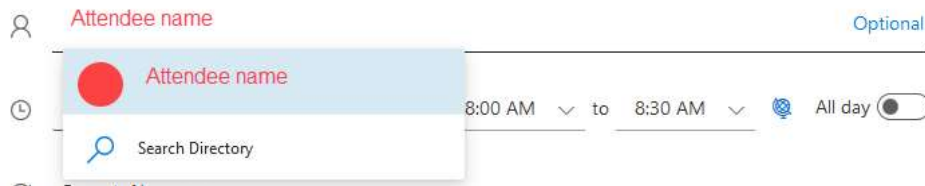


Schedule a Microsoft Teams Meeting

Fill out the "Add a title" section.

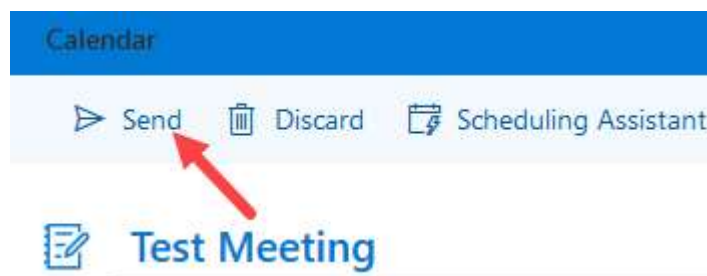


If the attendee you want to invite is within Rutgers, you can start typing their name and click on their name to add them.



If someone is outside Rutgers, you can type their email address and press Enter to add it.

When all the information is added, click "Send."



The attendees will receive a meeting invite that looks like this:

Test Teams meeting

[Join Microsoft Teams Meeting](#)

[Learn more about Teams](#) | [Meeting options](#)