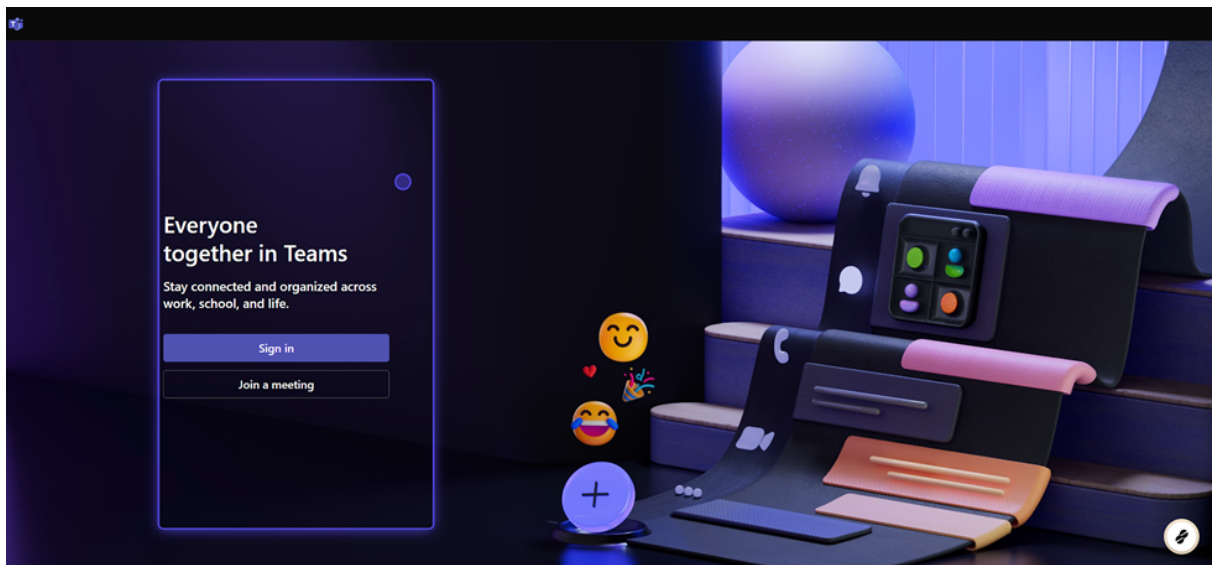
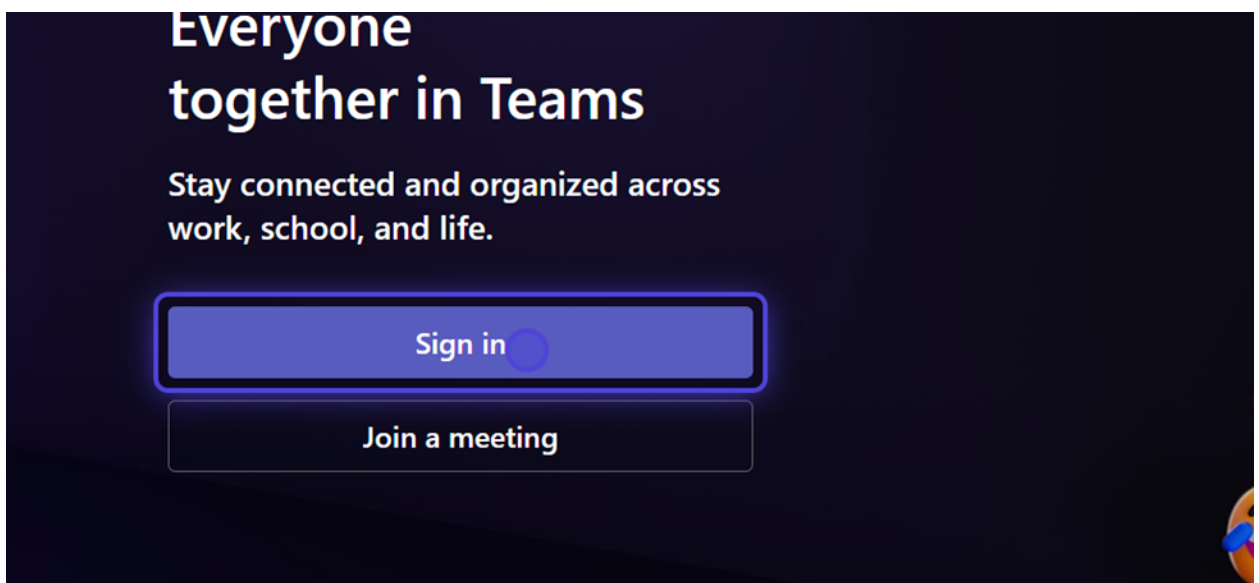


Microsoft Teams for Faculty: Scheduling a Microsoft Teams Meeting

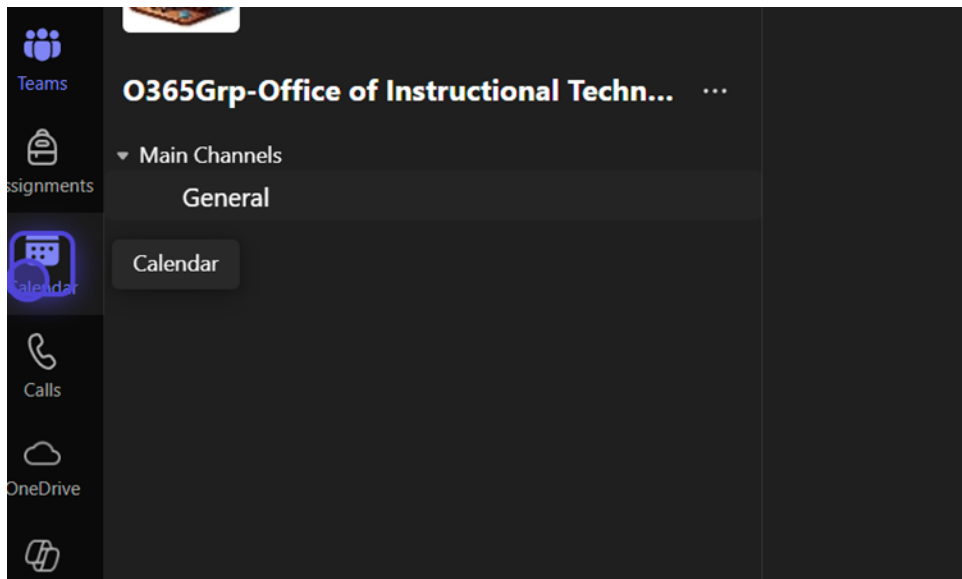
1. Go to teams.microsoft.com



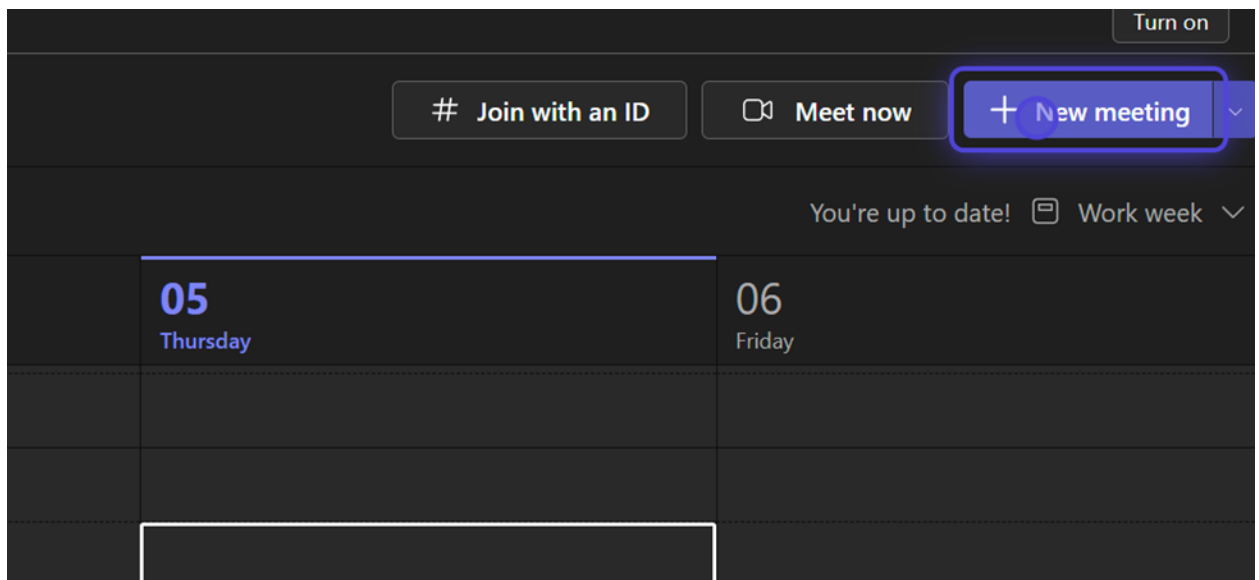
2. Sign in to your account



3. Click on Calendar on the left side of the screen



4. Click on New meeting at the top right



5. Set the meeting title and other details.

Stay in the know. Turn on desktop notifications.

New meeting Details Scheduling Assistant

Show as: Busy Category: None Time zone: (UTC-06:00) Central Time (US & Canada) Response options

Meeting

Add required attendees + Optional

6/5/2025 2:00 PM → 6/5/2025 2:30 PM 30m All day

Does not repeat

Add channel

Add location Online meeting ☒

B *I* U Paragraph

Type details for this new meeting

6. Add required attendees by typing in their names

New meeting Details Scheduling Assistant

Show as: Busy Category: None Time zone: (UTC-06:00) Central Time (US & Canada) Response options

Meeting 1

Add required attendees + Optional

6/5/2025 2:00 PM → 6/5/2025 2:30 PM 30m All day

Does not repeat

Add channel

Add location Online meeting ☒

B *I* U Paragraph

Type details for this new meeting

7. Set a start and end date and time

Meeting 1

Add required attendees

6/5/2025  2:00 PM ▾ → 6/5/2025  2:30 PM ▾ 30m ☐ All day

Does not repeat ▾

Add channel

Add location

8. Add any details for the meeting, and attach an agenda if needed. (optional)

Meeting 1

Add required attendees + Optional

6/6/2025  2:00 PM ▾ → 6/6/2025  2:30 PM ▾ 30m ☐ All day

Does not repeat ▾

Add channel

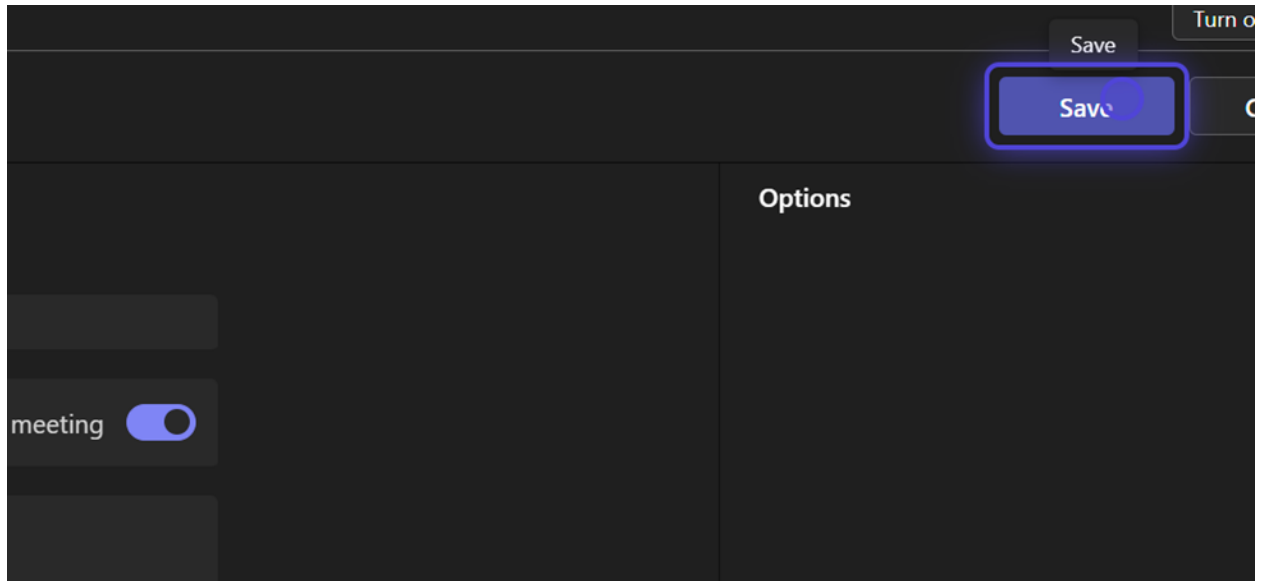
Add location Online meeting ☒

B *I* U     Paragraph ▾ |     99     

Type details for this new meeting

Add an agenda

9. Click on Send, or Save if no invitees are listed.



You can go to your Calendar and join the meeting when it's time.