

# Microsoft Teams - How to schedule a meeting

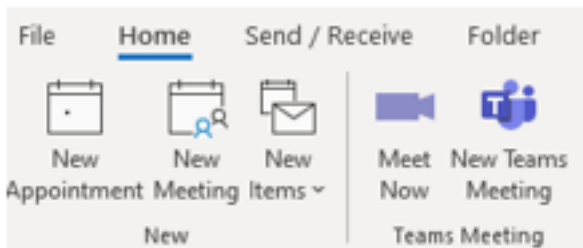
A new meeting can be scheduled via Outlook, NHS Mail or within Teams, your calendar is sync'd to your Teams account.

Creating an MS Teams Meeting is similar to creating a new appointment within your calendar with just a few additional simple steps.

## Scheduling a meeting via Outlook

Click on the calendar icon to open your calendar and select the date for your meeting.

Select New Teams Meeting on the top left hand-side of the tool bar



A new meeting box will open add the title, required attendees, meeting start/end time then send the invite. A link to join the teams meeting will automatically be added into the meeting invitation.

**You haven't sent this meeting invitation yet.**

**Send**

**Title** How to schedule a MS Teams Meeting

**Required**

**Optional**

**Start time** Wed 27/04/2022 11:00  All day  Time zones

**End time** Wed 27/04/2022 13:00 [Make Recurring](#)

**Location** Microsoft Teams Meeting

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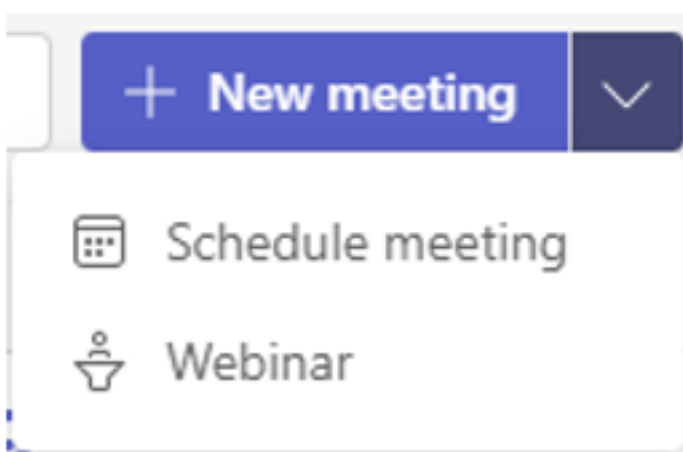
**Microsoft Teams meeting**

**Join on your computer or mobile app**  
[Click here to join the meeting](#)

An email will be sent to all recipients ready for them to accept or decline your meeting request, if accepted the meeting will be placed in their outlook/NHS mail calendar.

## Scheduling a meeting via Teams Calendar

You can also schedule a new meeting within Teams by selecting the calendar icon in the left-hand menu. In the top right-hand corner, you will see the new meeting icon, by clicking on the downward arrow the option to schedule a meeting can be found



For more information on scheduling meetings click on the links below

[Create instant meetings with Meet Now](#)

[Manage Meetings](#)

Online URL: <https://elearning.cornwall.nhs.uk/site/kb/article.php?id=275>