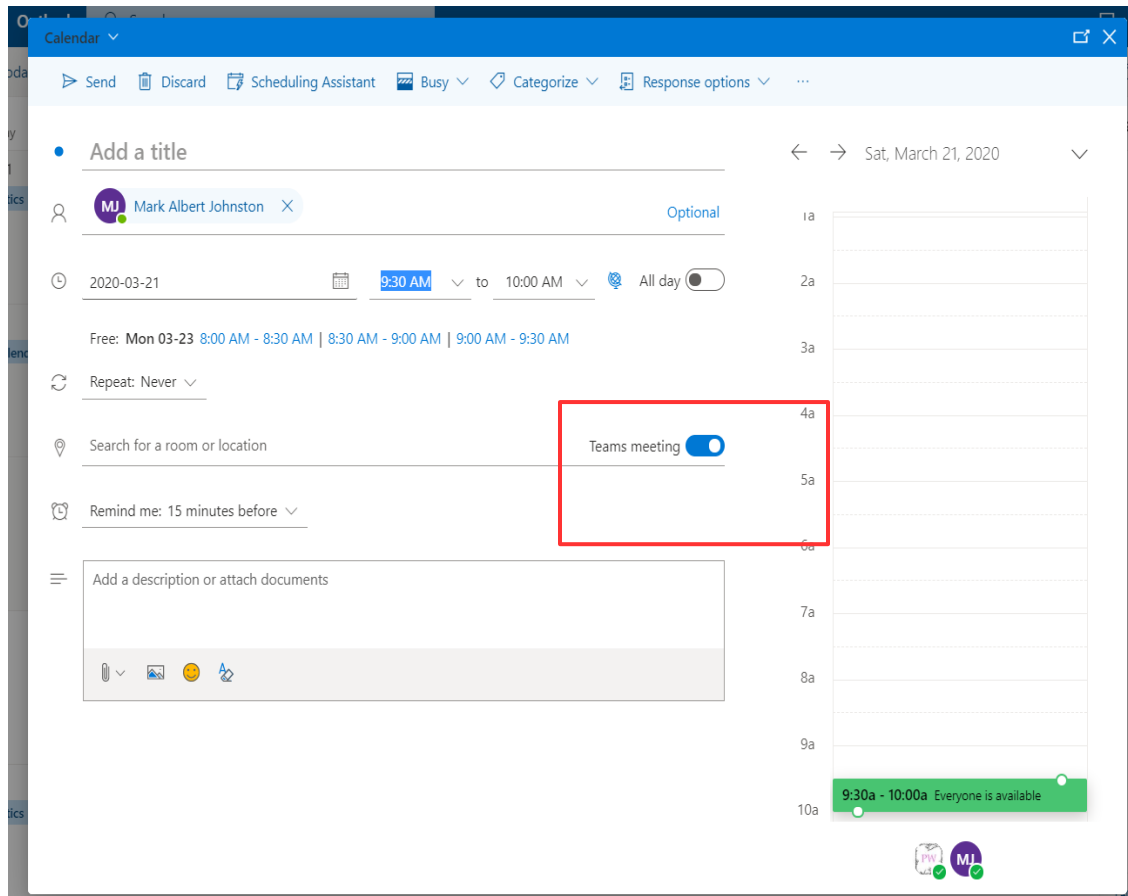
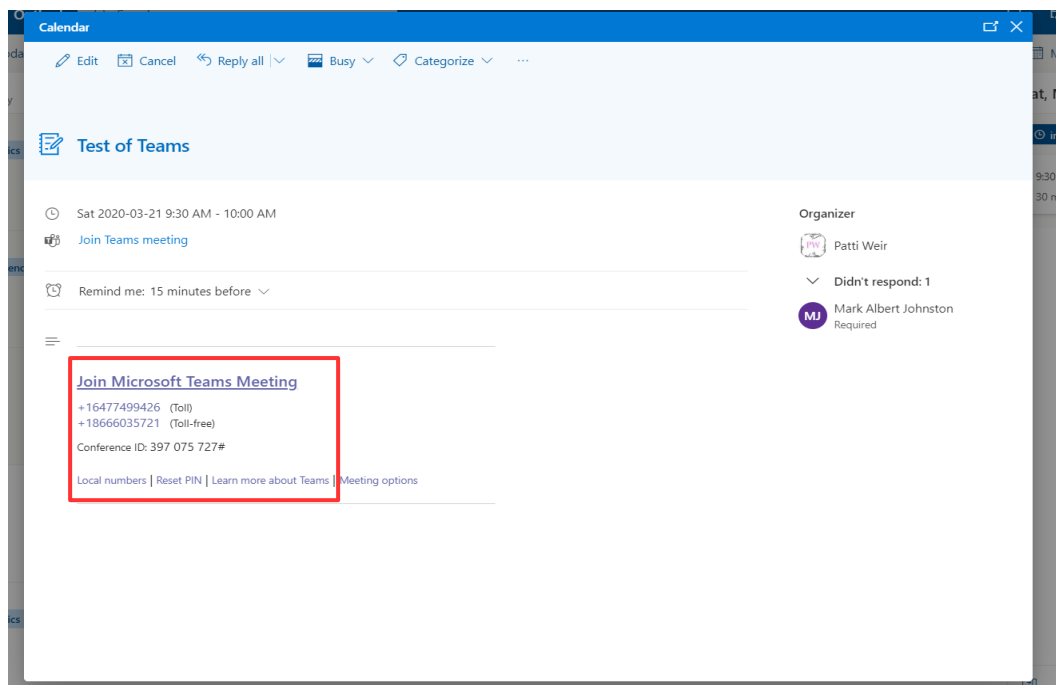


## Setting up a Microsoft Teams Meeting in Outlook from Webmail

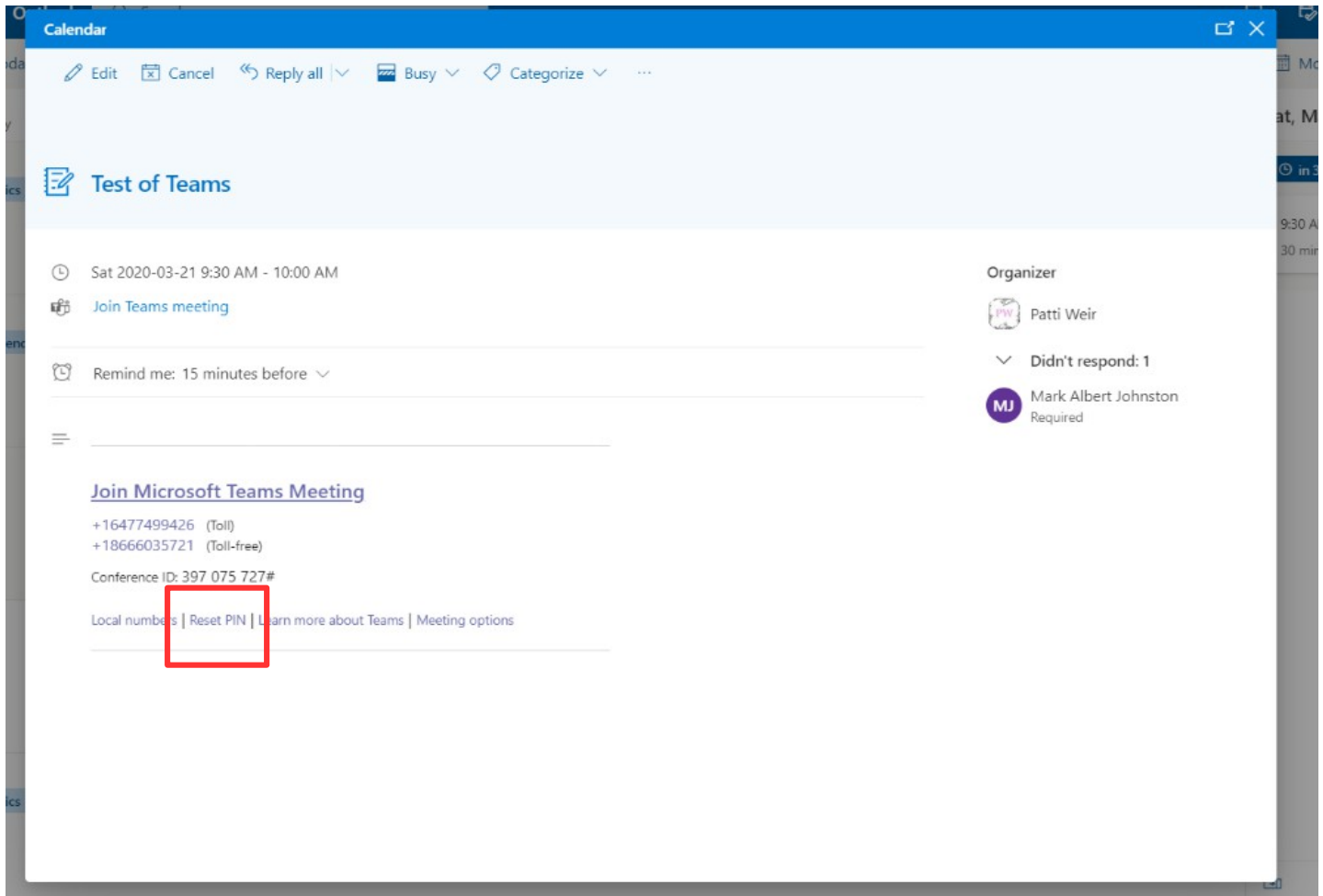
1. From your Outlook Calendar, select “New Event”. The following screen appears – Toggle the Teams meeting switch in the red box. Complete list of invitees and set the time for meeting:



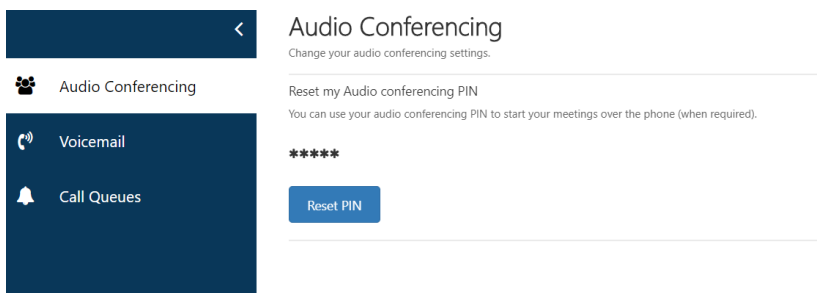
2. In your Outlook Calendar invite you will see a “Join” box. Double click on that invite to see the full information below. Note the following in the red box. Use this toll-free phone number and conference ID # to join the call if you are calling by phone:



3. If you are operating on a full teleconference (no video joiners) the Call organizer will need a PIN number to join the call. To get PIN select “Reset PIN” - see red box below. Click on that link and it will take you to your profile where you can generate a new PIN number. Be sure to write that down as you will need it to join the call.

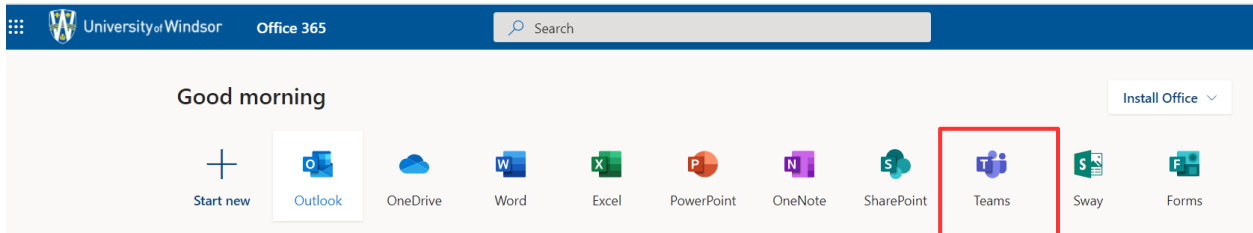


The PIN screen looks like the following: Hit the “Reset PIN” button and write down the number. You only need this if you are the call organizer.

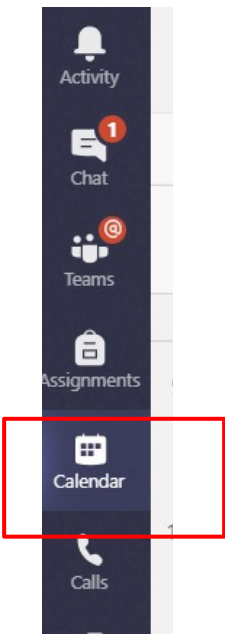


4. To initiate phone call use the 1-866 number and follow instructions. Only if you are the call organizer do you need a PIN. That will be important to know for whoever organizes these calls.

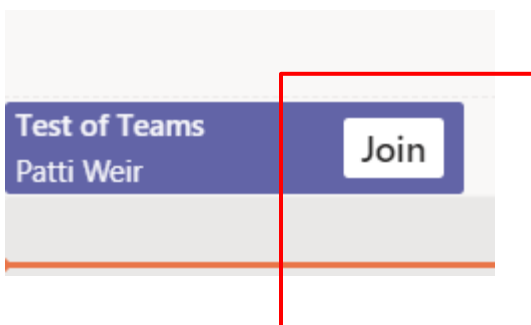
5. Alternatively, if you have individuals who will join the call through Video or Audio on their computer they can join through the Teams calendar. Open Teams from your Outlook home page when signed in through Webmail.



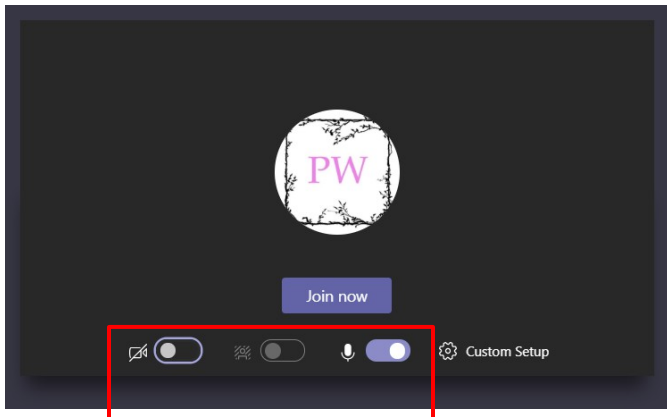
6. Once you are in Teams, open the Calendar icon on the left-hand side of the page.



7. Go to the day the meeting is scheduled for and hit "Join"

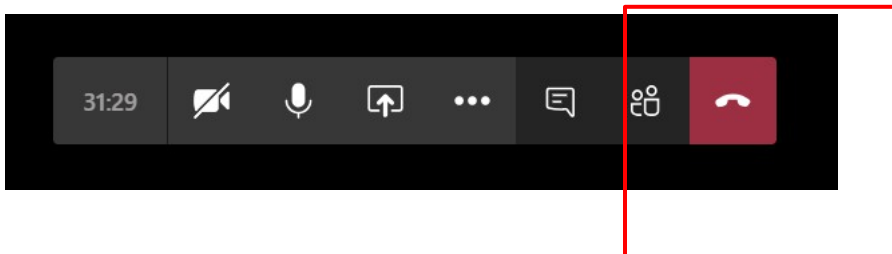


8. This will open the following window. You can toggle “on” the video camera or microphone then hit “Join”. You may notice that you get a message about other people “waiting in the lobby – you will see a box to admit them – hit admit”



9. In summary you can join a call through the phone number provided in the Outlook Calendar invite or by entering the Calendar in Teams and joining there through Video or Audio.

10. To end the call hit the red phone icon.



Note: If you have a mix of people on the phone and through video you will not need the PIN number to be entered.