

Teams – Sending & Receiving a Meeting Invitation

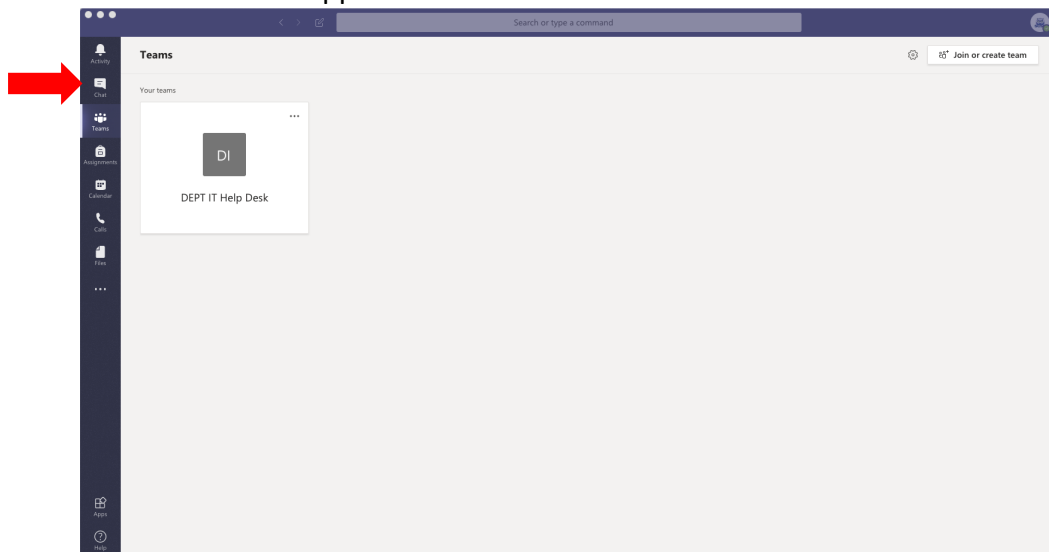
Introduction	1
Sending a meeting invitation.....	1
Receiving a meeting invitation	4

Introduction

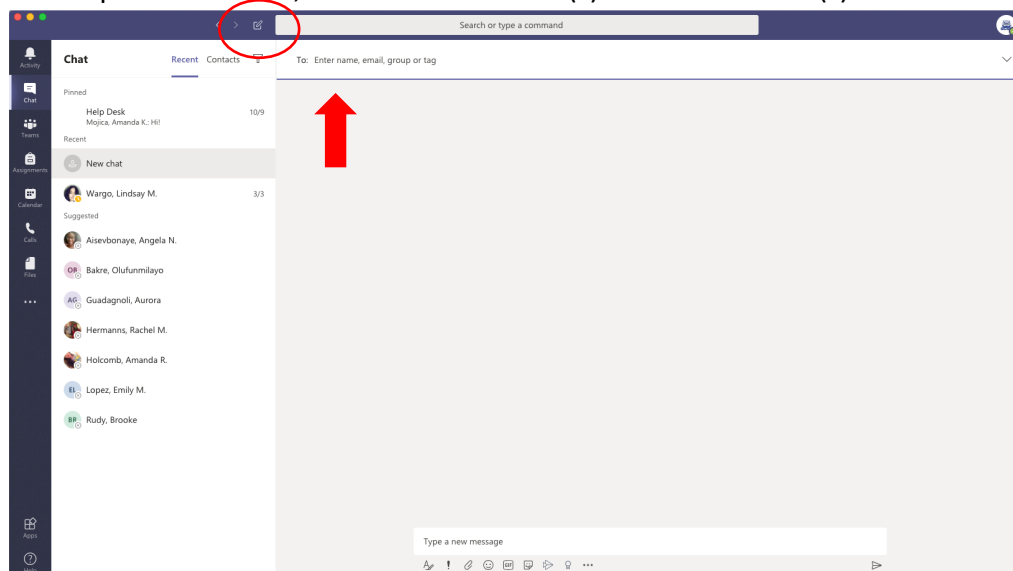
The following steps will walk you through how to send and receive a meeting invitation through Microsoft Teams. The meetings scheduled through Teams will also reflect within your Outlook calendar.

Sending a meeting invitation

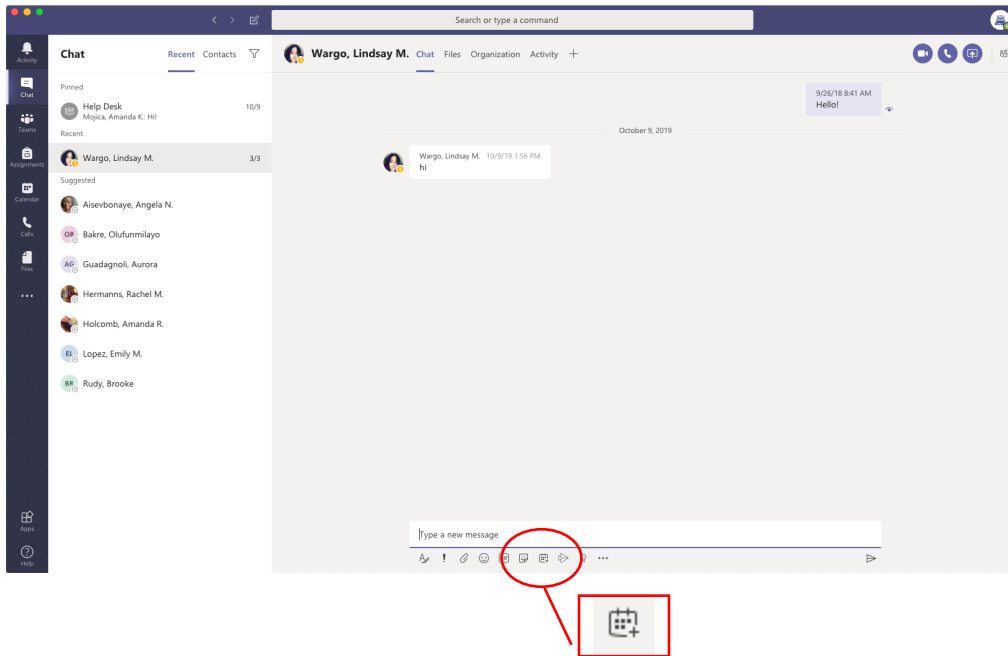
1. Open Teams via the website or application. Select the “Chat” tab on the left menu.



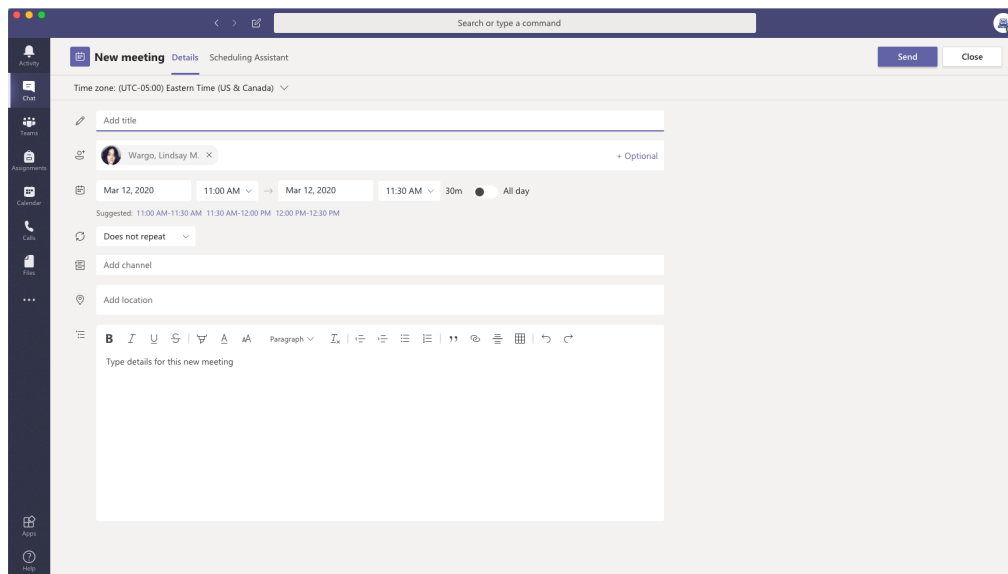
2. Select a previous chat, or create a new chat with the individual(s) involved in the meeting. Previous chats will appear in the white menu area. To create a new chat, select the paper/pen icon to the left of the search bar at the top of the screen, and enter the name(s) of the individual(s).



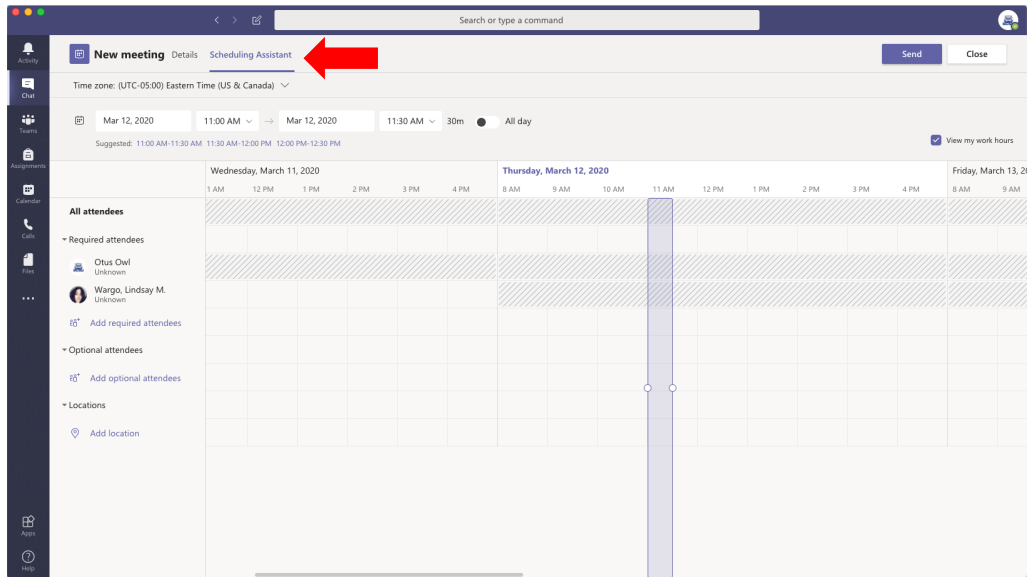
3. Select the calendar icon on the bottom toolbar of the chat window. If this is a new chat, you may need to first click in the "Type a new message" box before this icon will appear.



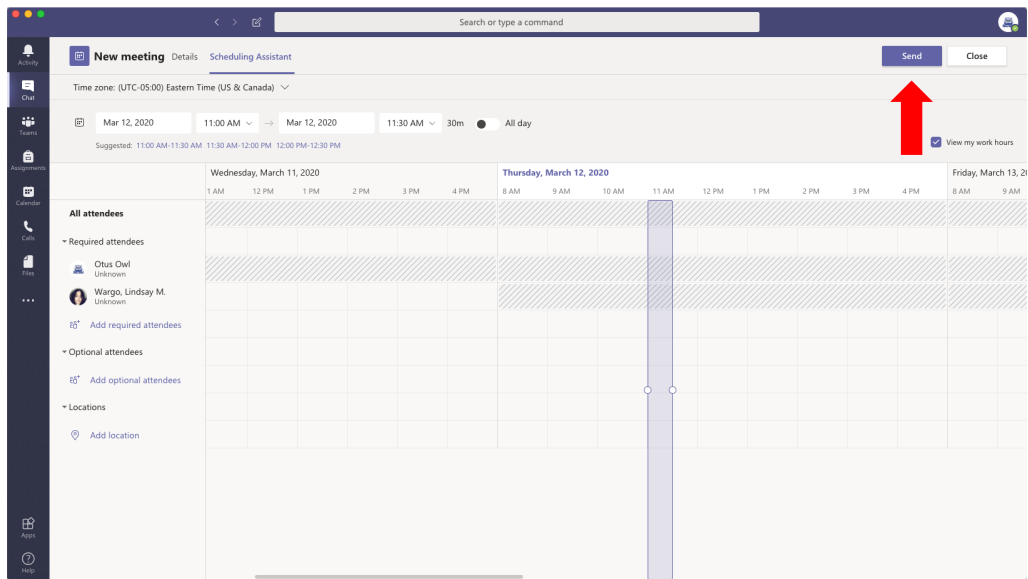
4. Add all meeting details such as the title, date and time, location, etc.



5. A scheduling assistant is also available at the top of the page, similar to that within Outlook.

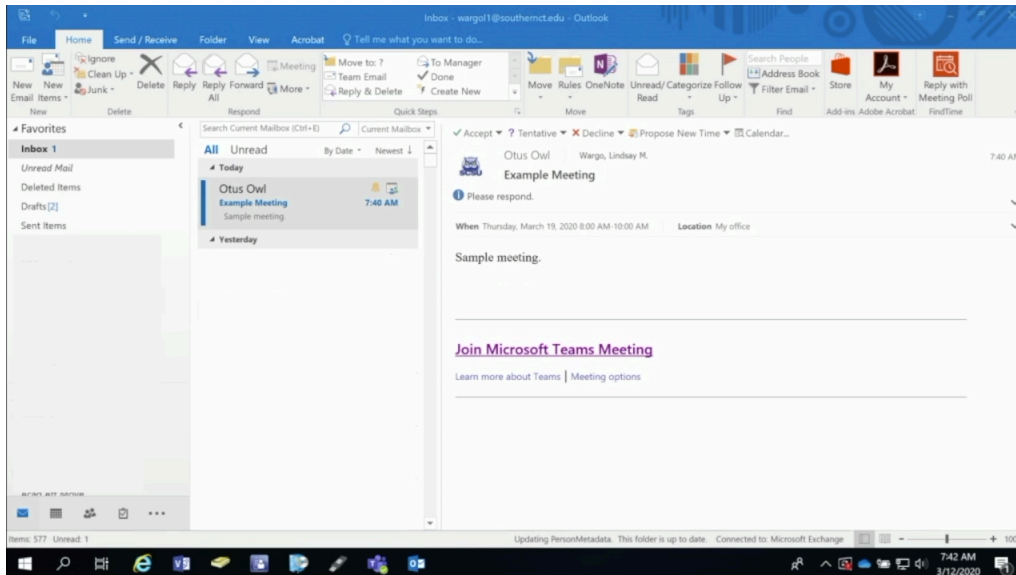


6. Select "Send when complete".



Receiving a meeting invitation

1. The recipient of the Teams meeting invitation will receive it via an email. They may respond within the email – “Accept”, “Decline”, etc.



2. After a response is sent, the meeting will reflect in your Outlook Calendar.

