

Tech Tip

3 Ways to Create Microsoft Teams Meetings from Outlook

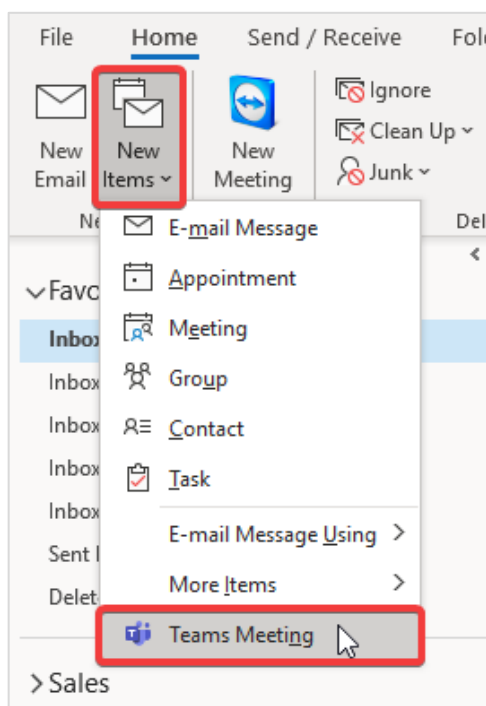
MODERN OFFICE

Microsoft has recently launched several updates that bring tighter integration between Teams and Outlook.

These updates enable better communication and more streamlined meeting experiences. You can create meetings faster and work more efficiently with team members.

Option 1. Meet from your Outlook Account

You can create a Microsoft Teams meeting from your Outlook account home tab. Navigate to Home > New Items and select Teams Meeting. From here you can add the details of your meeting such as the title, required team members, date, time and notes. Your meeting will automatically be added to your Outlook and Microsoft Teams calendar.



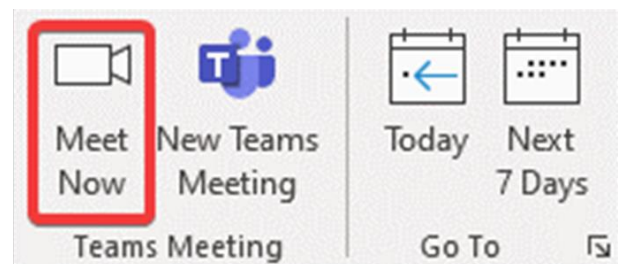
Option 2. Start an impromptu meeting from your calendar

Using the Microsoft Teams add-in within Outlook, you can start impromptu meetings using the Meet Now button. Invitees can view, accept or join meetings from either app.

Microsoft Teams includes the Outlook add-in, which lets you create new Teams meetings directly from Outlook. It also lets people view, accept, or join meetings in either app.

Open your Outlook Calendar. You can choose to open up a team member's calendar to start an impromptu meeting with them.

You can also start a meeting on your own to invite participants to join you once the meeting has started. Once you are ready to begin, select Meet Now.



Option 3. Schedule a meeting from your calendar

Microsoft Teams also enables you to schedule a meeting from your Outlook calendar. Open your Outlook Calendar and select New Teams Meeting.

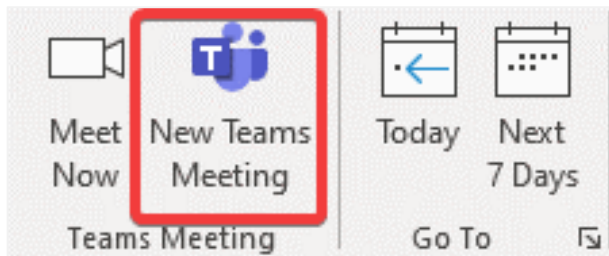
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365 Architech is a technology company based in Brisbane, Australia. We deliver solutions to support organisations on their digital transformation including cloud, modern applications, cybersecurity and artificial intelligence to drive profitability, growth and achievement of strategic objectives.
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From here you can add the details of your meeting such as the title, required team members, date, time and notes. Your meeting will automatically be added to your Outlook and Microsoft Teams calendar.



What is Outlook?

Outlook is a personal information management software system that serves foremost as an email client.

Outlook is available as part of the Microsoft Office 365 suit and includes features such as calendar, task management and contact management.

What is Microsoft Teams?

Microsoft Teams is the digital teamwork hub for modern businesses, facilitating collaboration with workspace chat, audio and video conferencing, shared file storage and application integration.

Microsoft Teams is part of the Microsoft 365 family and is accessible via desktop, mobile and web devices.

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