**Schedule a Meeting in Teams**

There are several ways to schedule a meeting in Teams:

1. Select **Schedule a meeting** Schedule a meeting button in a chat (below the box where you type a new message) to book a meeting with the people in the chat.

A screenshot of a cell phone

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**OR**

1. Go to **Calendar** Meetings button on the left side of the app and select **New meeting** in the top right corner. (If it does not appear, click on the ellipses show all options.)

A screenshot of a cell phone

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2. A scheduling form will open.

The scheduling form is where you'll give your meeting a title, invite people, and add meeting details.

A screenshot of a social media post

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Use the **Scheduling Assistant** to see everyone’s schedule in a calendar view and find a time that works for everyone.

A screenshot of a computer screen

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3. Once you're done filling out the details, select **Save**. This will send an invite to everyone's Outlook inbox.