**Schedule a Meeting in Teams**

There are several ways to schedule a meeting in Teams:

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



**OR**

1. Go to **Calendar**  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.)



2. A scheduling form will open.

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



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



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