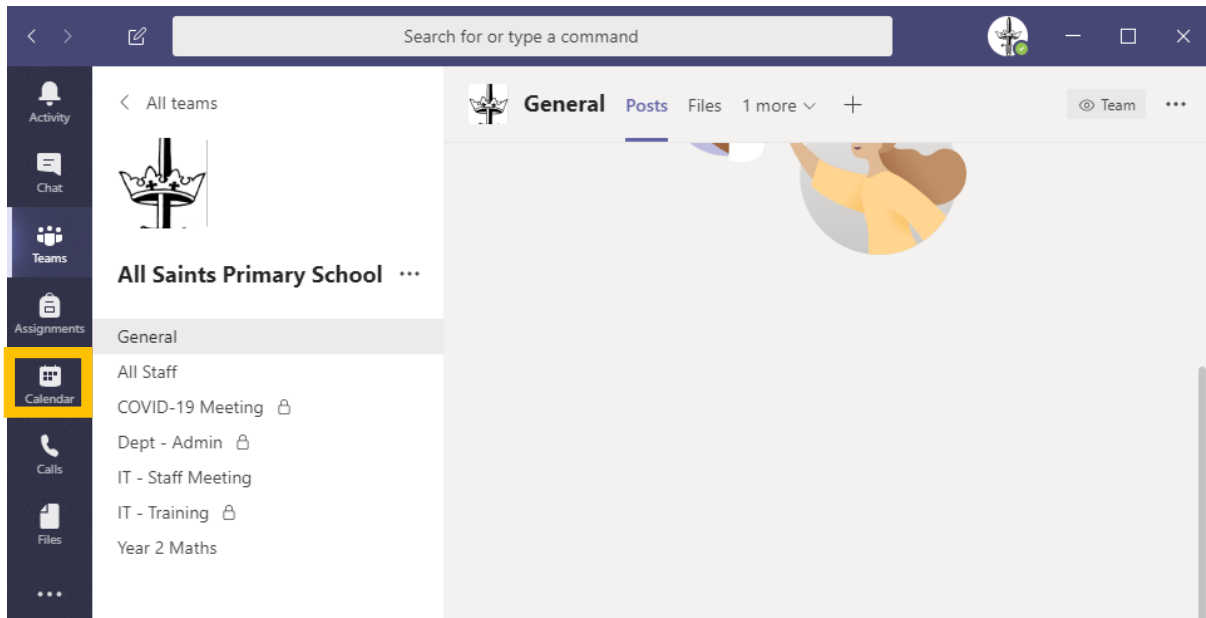
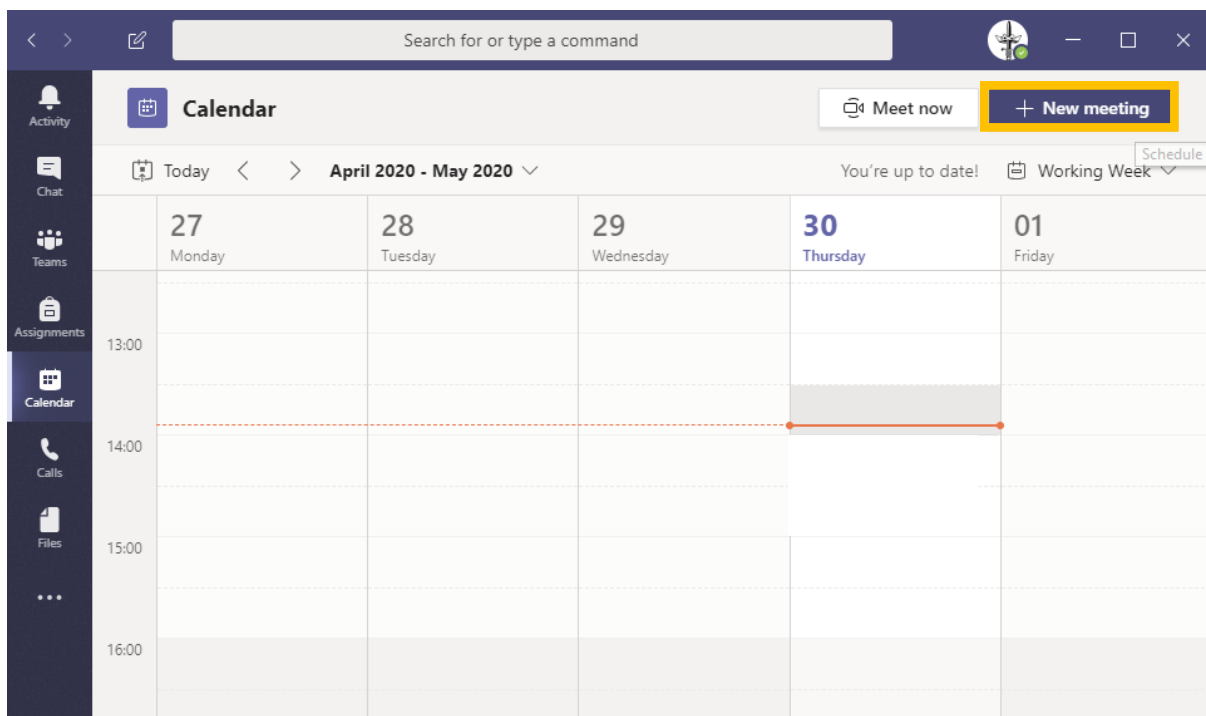


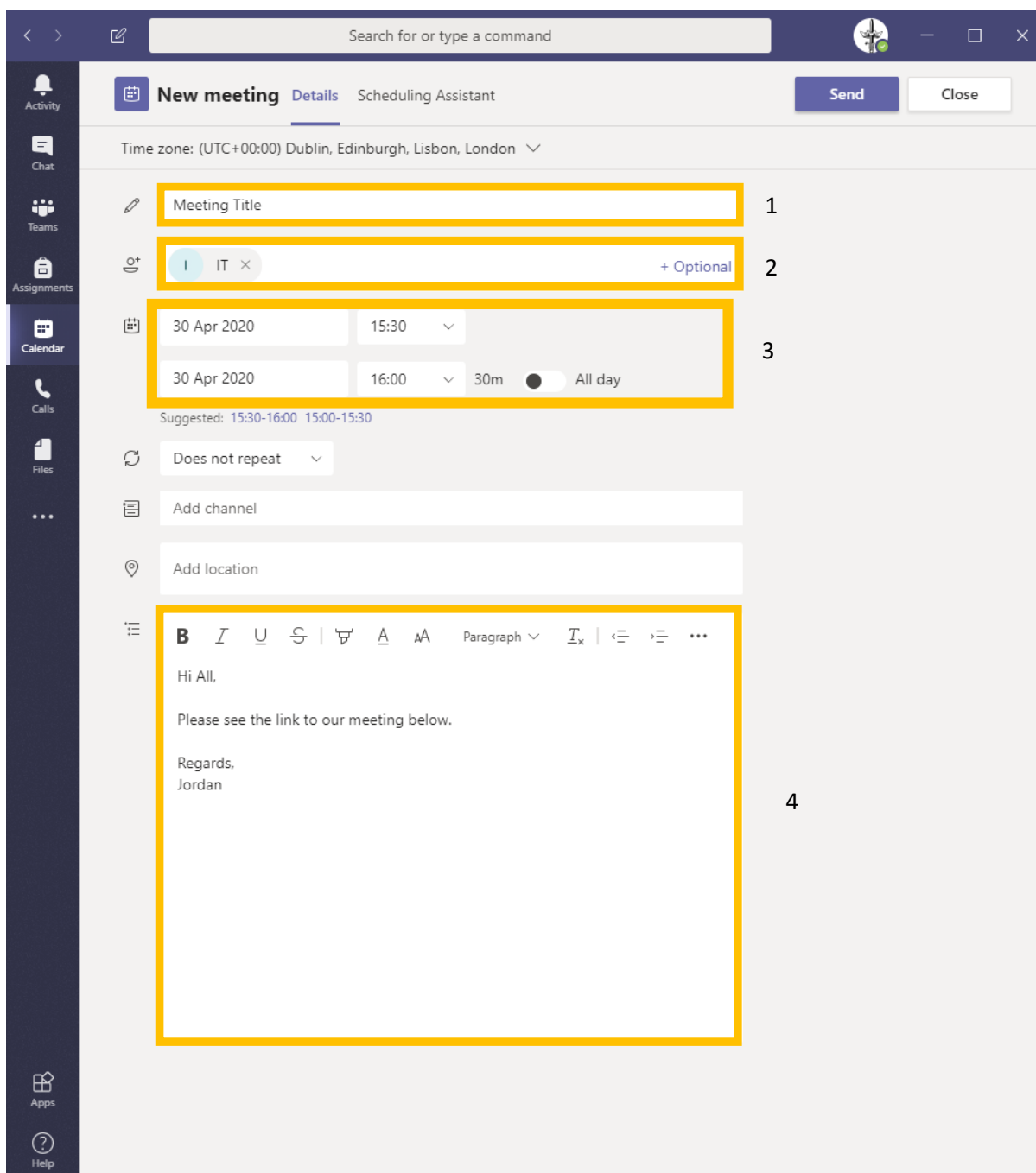
Creating a schedule meeting within Teams



To schedule a meeting in Teams, firstly you want to go to the calendar option, which can be found on the left hand side of the desktop app.



Next you want to click on ' + New Meeting ' which is located in the top right hand corner of the calendar screen.



You will then be presented with the above screen and where you will build your meeting.

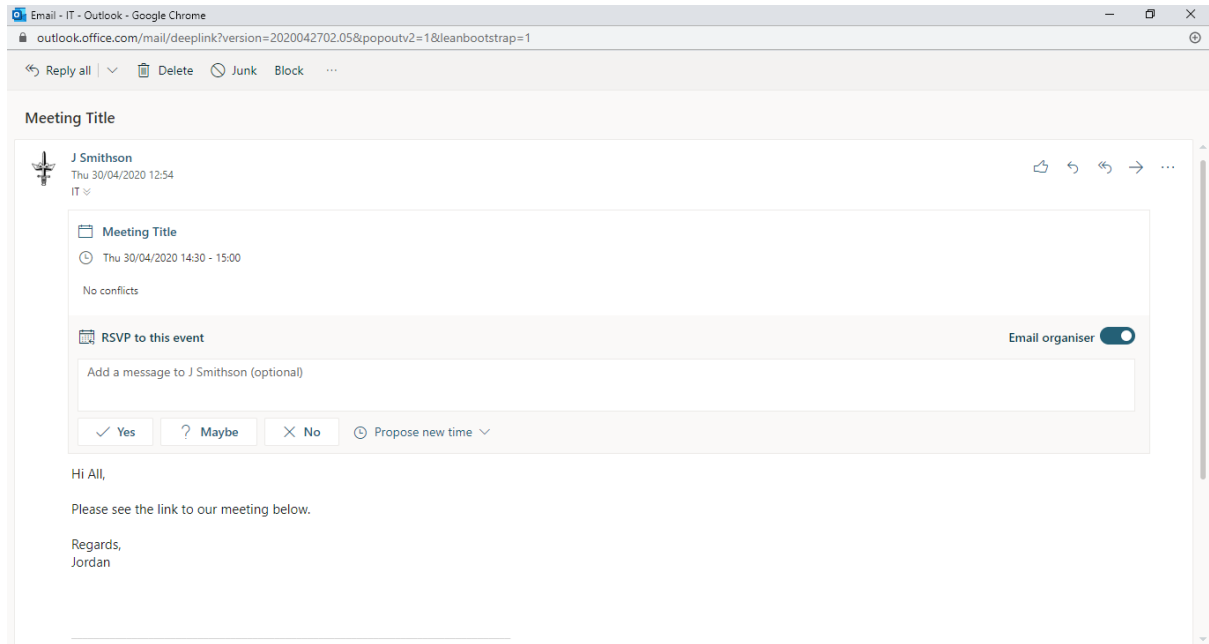
In the first box (1), this is where you put the title of your meeting. This title will be sent out to all invitees once completed.

In the next box (2), this is where you want to add the email addresses of the people you wish to invite to your meeting. These email addresses can include people who are not part of the school. For example. Parents, carers, members of the LA and any other external people.

Next you want to enter the start date and time for the meeting to take place. (3) In here set the start time and end time for your meeting. Please note that just because you have set the end time of the

meeting that does not mean that you cannot go over the time. These meetings are fully flexible and can be started earlier than time or end later.

Finally, you may want to add a message that will be sent out in the invite email. (4). This message can be as long as you wish and you could send out your meeting agenda as part of this. The image below shows the meeting invite which invitees will receive when you have completed the meeting. When a member confirms or denies the meeting request it will update the meeting screen to say whether they have accepted or not.



Should you have any questions or issues please let me know.