

# ***How to set up a Teams Meeting – Step By Step***

To set up a Microsoft Teams meeting quickly, open Teams, go to your Calendar, click New meeting, and enter a title, date, and time. Add your attendees' names or emails, then click Save or Send to generate the meeting link.

## **Method 1: Scheduling via Calendar (Best for Planned Meetings)**

1. **Open Teams:** Launch the Teams application on your desktop or web browser.
2. **Go to Calendar:** Click the **Calendar** icon on the left-hand navigation bar.
3. **Create a New Meeting:** Click the **New meeting** button in the top-right corner.
4. **Add Details:**
  - Type a **Title** for your meeting.
  - Type the names or email addresses of your guests in the **Add required attendees** box.
  - Set the **Date, Start time,** and **End time.**
  - Add an agenda or details in the description box.
5. **Send Invitation:** Click **Save** (or **Send**). This automatically sends an email invitation with a direct link to the meeting.

Method 2: Create a Meeting Link to Share Anywhere

## **If you want to create a link to paste into a separate email, text message, or WhatsApp:**

1. Go to your **Calendar** in Teams and click **New meeting**.
2. Add a title and set the date/time.
3. (Optional) Put your own email in the attendee box to ensure the link generates properly.
4. Click **Send**.
5. Go back to your calendar, click on the newly scheduled meeting event, and click the **Copy link** icon to copy the meeting URL to your clipboard.

## **Method 3: "Meet Now" (For Instant Meetings)**

1. Go to the **Calendar** tab in Teams.
2. Click the drop-down arrow next to the camera icon (usually labeled **Meet now**).
3. Select **Meet now**.
4. Give the meeting a name and click **Start meeting**.
5. Click **Copy meeting link** once you are in the meeting to share it with others instantly.

Advanced Tips & Tricks

**Before your meeting starts, you can configure settings to prevent interruptions or allow certain features (like recording or a waiting room).**

1. Open the scheduled meeting from your Calendar and click **Meeting options** (usually located at the top or bottom of the invite screen).
2. **Who can bypass the lobby:** Set this to "People in my organization" or "Only me" so you control who enters the call.
3. **Record automatically:** Toggle this on if you want the meeting to start recording as soon as the first person joins.

## ***Joining a Teams meeting***

### **1. Joining from an Email Link**

1. Open the meeting invitation in your email.
2. Click the link that says **Click here to join the meeting**.
3. Choose how you want to join:
  - **Continue on this browser:** Great if you don't have the app installed or prefer not to download it.
  - **Open the Teams app:** Opens the meeting automatically in your desktop or mobile app (recommended for the best features).
4. If you aren't signed in, you can enter your name to join as a guest.

### **2. Joining from the Teams App**

1. Open the Microsoft Teams app on your computer or phone.
2. Click the **Calendar** icon on the left sidebar.
3. Locate the scheduled meeting.
4. Click the **Join** button directly on the calendar event.

### **3. Joining by Meeting ID and Passcode**

If you received a Meeting ID instead of a direct link, you can use it to enter a meeting manually:

1. Open the Microsoft Teams app.
2. Go to your **Calendar** and click on **Join with an ID** (usually located at the top of the screen or inside a drop-down menu).
3. Paste the **Meeting ID** and **Passcode** provided in your invite.
4. Click **Join meeting**.