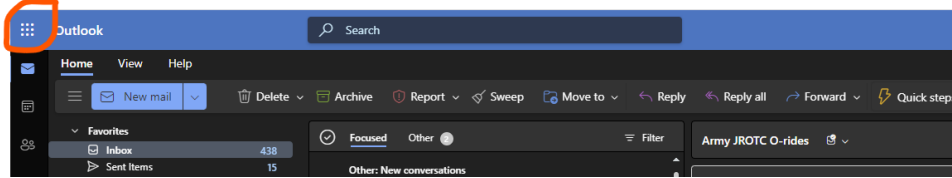
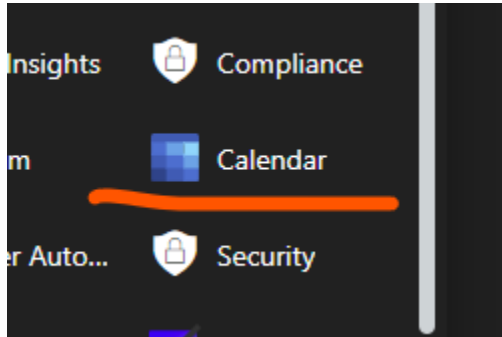


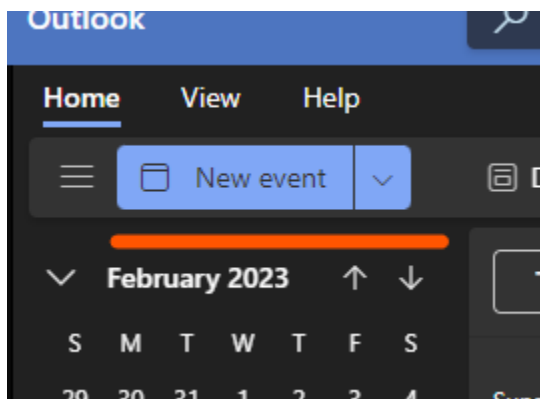
From your main Outlook page, select the dots to the left:



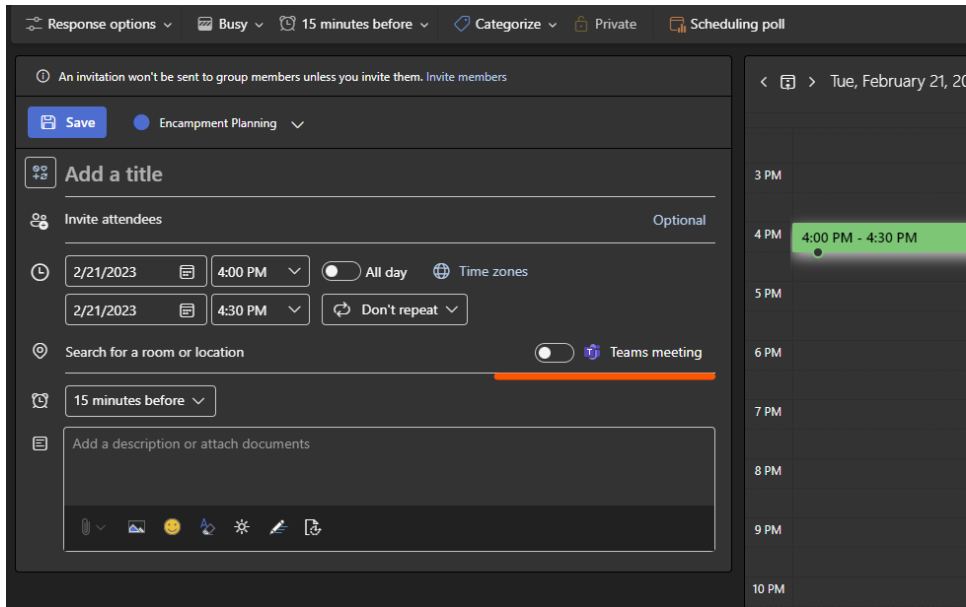
Calendar:



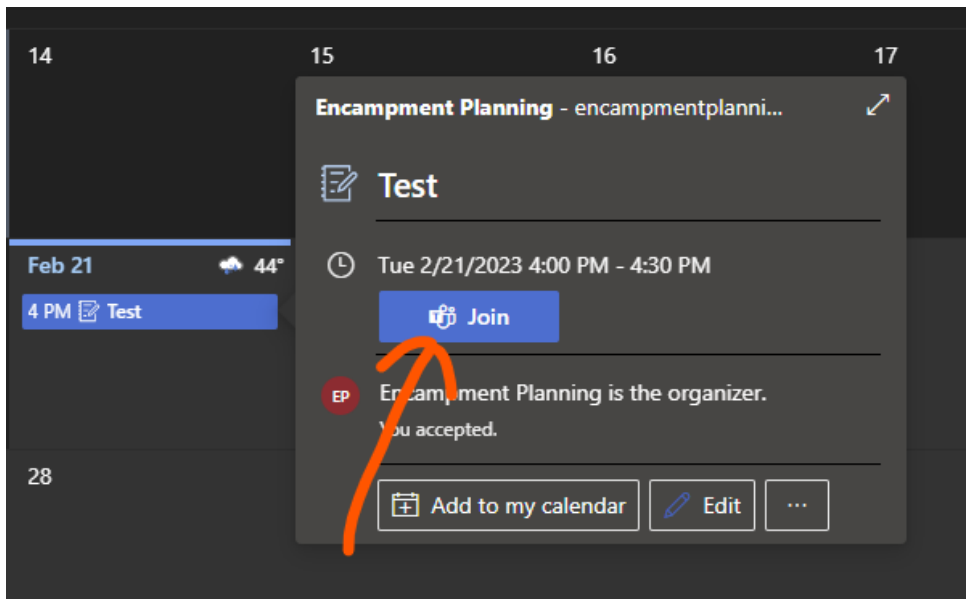
New Event:



Fill in the information for the calendar event and move the selector for Teams:

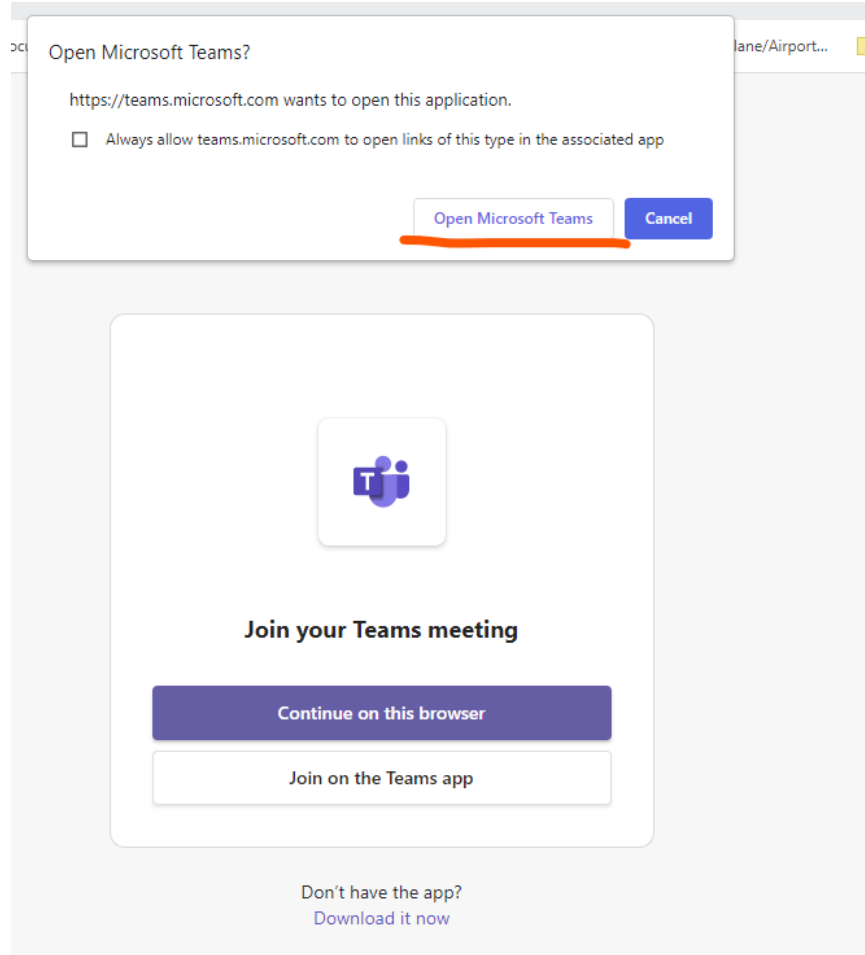


When this is saved, an invite is going to go to all attendees. This will create a Teams meeting also:



And you can join from this link.

If you have teams installed on your device, then select: 'Open Microsoft Teams' and the program will open to the Teams Window. You can also select 'Cancel' and 'Join on Teams app'.



If you do not have Teams installed, select 'Cancel' and 'Continue on this browser'.