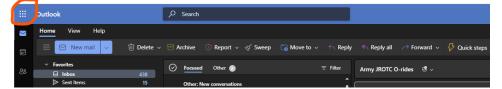
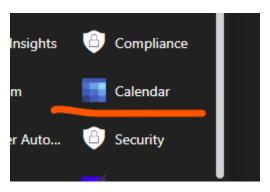
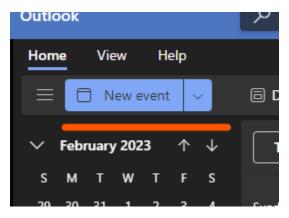
From your main Outlook page, select the dots to the left:



Calendar:



New Event:



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

😴 Response options 🗸 🔤 Busy 🗸 🔯 15 minutes before 🗸 🔗 Categorize 🗸 🔓 Private 🛛 🖬 Scheduling poll					
An invitation won't be sent to group members unless you invite them. Invite members	く 订 > Tue, February 21, 2				
😫 Save 🕒 Encampment Planning 🗸					
🕄 Add a title	3 PM				
	4 PM 4:00 PM - 4:30 PM				
2/21/2023	5 PM				
 Search for a room or location figure 1 and the search for a room or location 	6 PM				
ੴ 15 minutes before ∨	7 PM				
Add a description or attach documents					
	8 PM				
I∨ 🔤 😂 🛠 🗲 টি	9 PM				
	10 PM				

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

14	15	16	17
	Encampment Planning - encampmentplanni		2
	ľ	Test	
Feb 21 🏾 🌧 44°	6	Tue 2/21/2023 4:00 PM - 4:30 PM	
4 PM 🖗 Test		மீர் Join	_
	EP	Er am, ment Planning is the organizer.	
28		Add to my calendar Image: Complexity of the second secon	

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'.

DCI	Open Microsoft Teams? https://teams.microsoft.com wants to open this application.	lane/Airport
	 Always allow teams.microsoft.com to open links of this type in the associated app Open Microsoft Teams 	
	Join your Teams meeting	
	Continue on this browser	
	Join on the Teams app	
	Don't have the app? Download it now	

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