



HOW TO CREATE A TEAMS MEETING IN MS OUTLOOK

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How to Create a Teams Meeting

Microsoft Teams includes the MS Outlook add-in; this allows you to create new Teams meetings directly from Outlook. You can also view, accept, or join a meeting from both applications. There are two methods to create a Teams Meeting using an Outlook Contact Group.



Please note: You cannot access personally created distribution lists, if you try to create a Teams Meeting from your Teams calendar.

Step 1: Creating a new Teams meeting.

1. Launch MS Outlook.



Figure 1: MS Outlook

2. Click on Calendar.

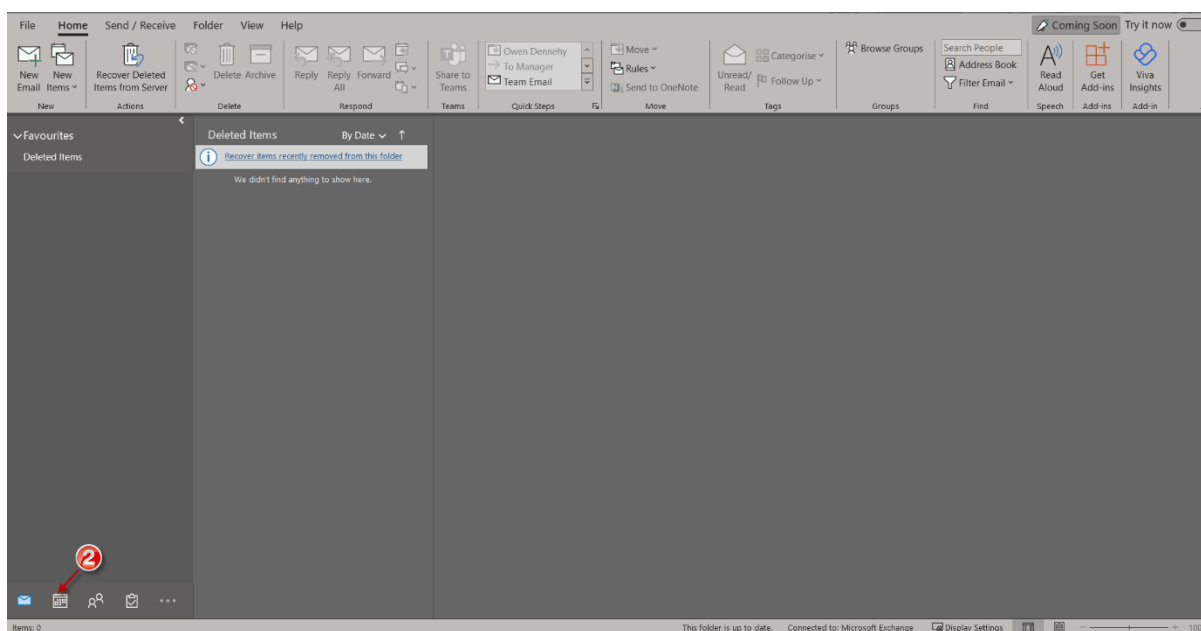


Figure 2: Calendar in MS Outlook



3. Select the Date and Time of meeting.
4. Click on New Teams Meeting.

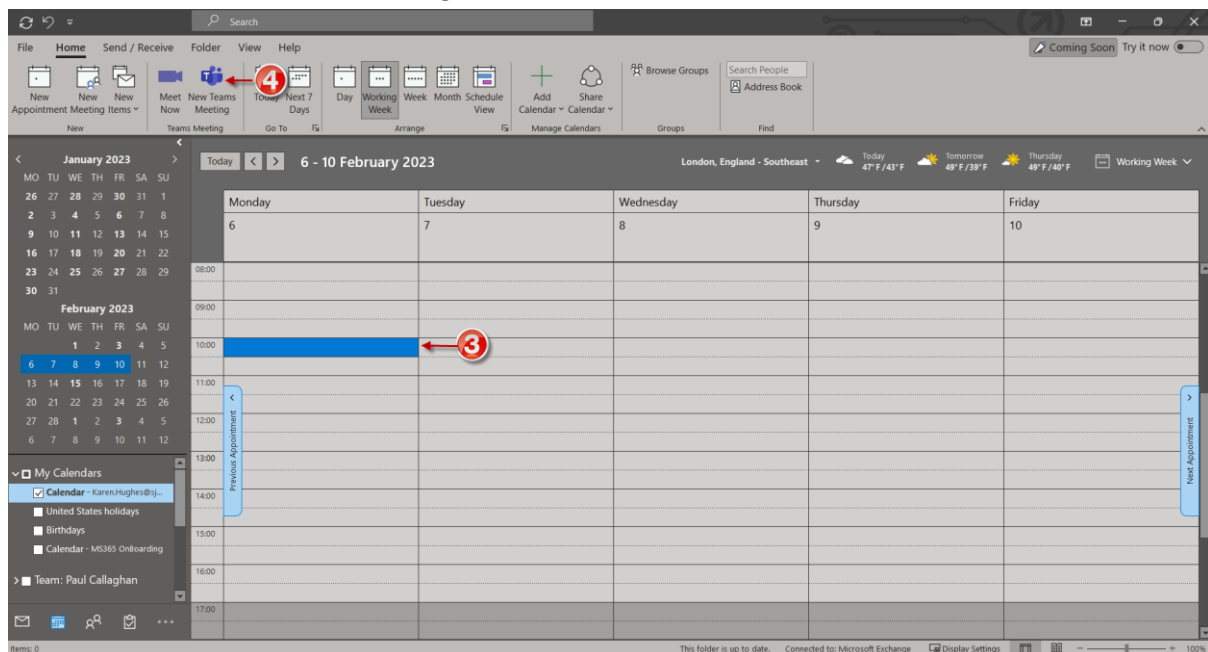


Figure 3: Selecting Date and time.

5. Type in the title of your meeting.
6. Add in the mail addresses of the people you wish to attend.
7. You can adjust the Start Time.
8. You can adjust the End Time.

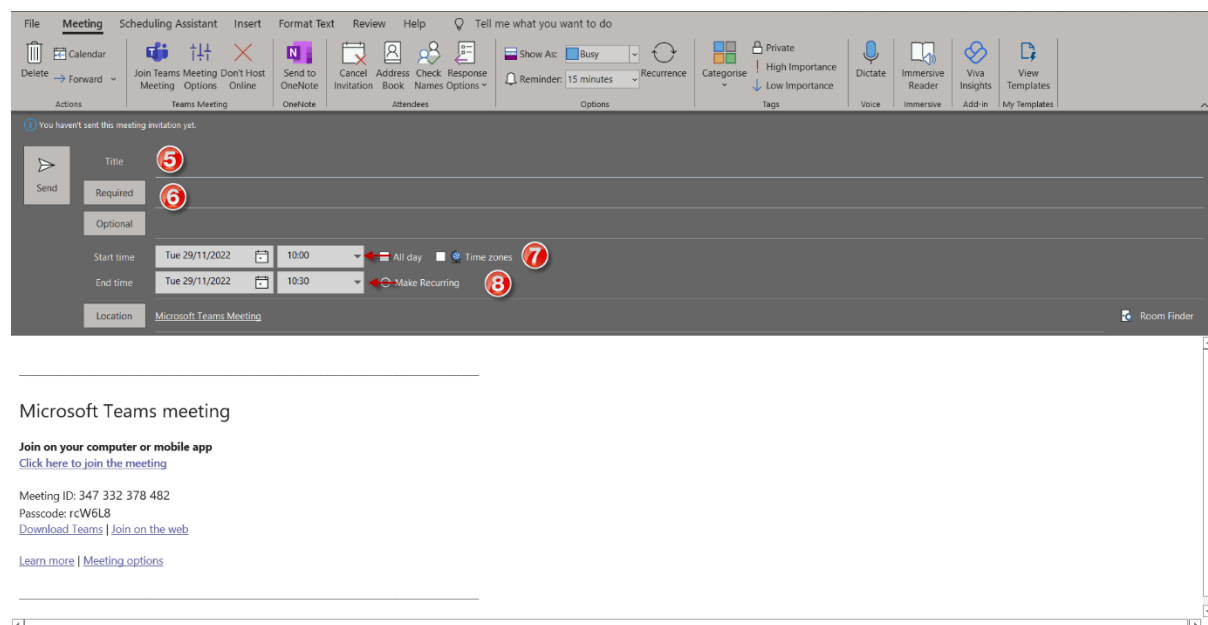


Figure 4: MS Outlook - Teams Meeting Settings



Please note: MS Teams timing is currently set for half an hour increments, if you want your meeting from 10.00am to 11.00 just press the down arrow and select the desired time.



9. Click Send when you have finished adding your attendees.

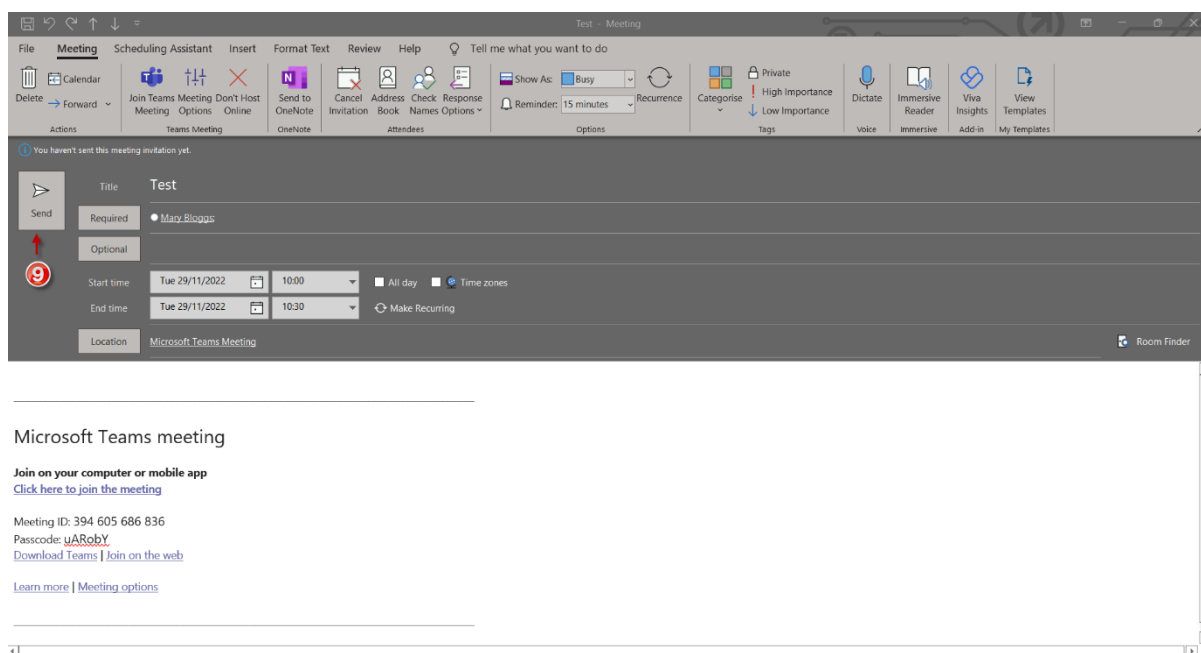


Figure 5: Send Teams Meeting through MS Outlook



Recurring Meetings

Microsoft Teams allows you to setup recurring meetings from MS Outlook, it is a clever idea to set these meetings up if you require them to happen every day, week, month or even year.

Step 2: Creating a Recurring Meetings

1. Click on Make Recurring.

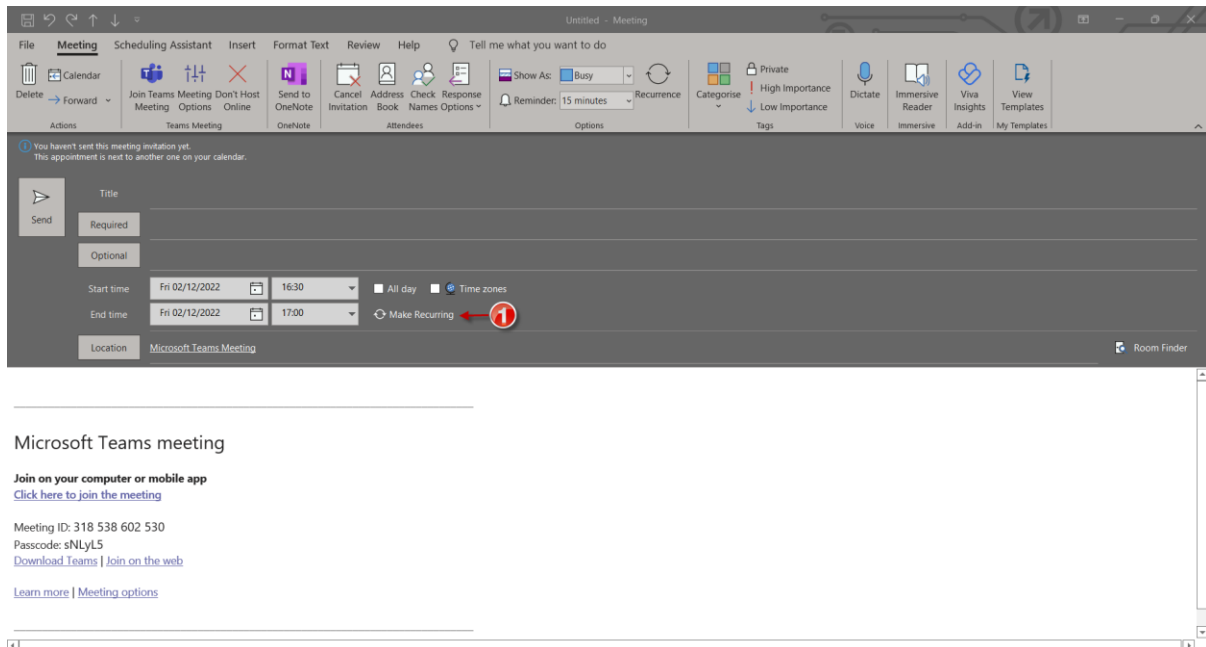


Figure 6: Recurring Meetings

2. Start time of your Teams Meeting.
3. End Time of your Teams Meeting.
4. Duration is the length of you meeting.

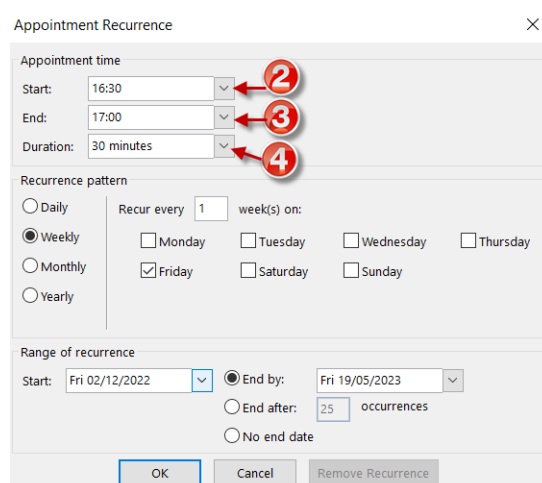


Figure 7: Appointment Recurrence



Please note: You do not have to adjust the Duration of the meeting; this is automatically done when you sent the Start time and End time.



5. The weekly option on recurring meeting allows you to set the meeting to take place on a particular day every week. The example below shows the recurring meeting will be held every week on a Tuesday.

Recurrence pattern

☐ Daily

☒ Weekly

☐ Monthly

☐ Yearly

Recur every 1 week(s) on:

☐ Monday ☒ Tuesday ☐ Wednesday ☐ Thursday

☐ Friday ☐ Saturday ☐ Sunday

Figure 8: Weekly Recurrence

6. The Daily option allows you to schedule your meetings on a daily basis.

Recurrence pattern

☒ Daily

☐ Weekly

☐ Monthly

☐ Yearly

☒ Every 1 day(s)

☐ Every weekday

Figure 9: Daily Recurrence

7. The monthly option allows you to schedule your meeting on a certain day of the month or the first Monday, Tuesday etc of the month.

Recurrence pattern

☐ Daily

☐ Weekly

☒ Monthly

☐ Yearly

☒ Day 7 of every 1 month(s)

☐ The first Tuesday of every 1 month(s)

Figure 10: Monthly Recurrence

8. The Yearly recurrence pattern, would be for meetings to be held once per year, you can select the month, day or you can select the first Tuesday of every month.

Recurrence pattern

☐ Daily

☐ Weekly

☐ Monthly

☒ Yearly

Recur every 1 year(s)

☒ On: February 7

☐ On the: first Tuesday of February

Figure 11: Yearly Recurrence



Creating a Teams Meeting from a Contact Group in Outlook

Step 3: Setting Teams Meeting from Contact Group.

1. Create a new meeting, making sure you select the correct date and time for the meeting.
2. Click on the Required button, to search for the contact group in the address book.

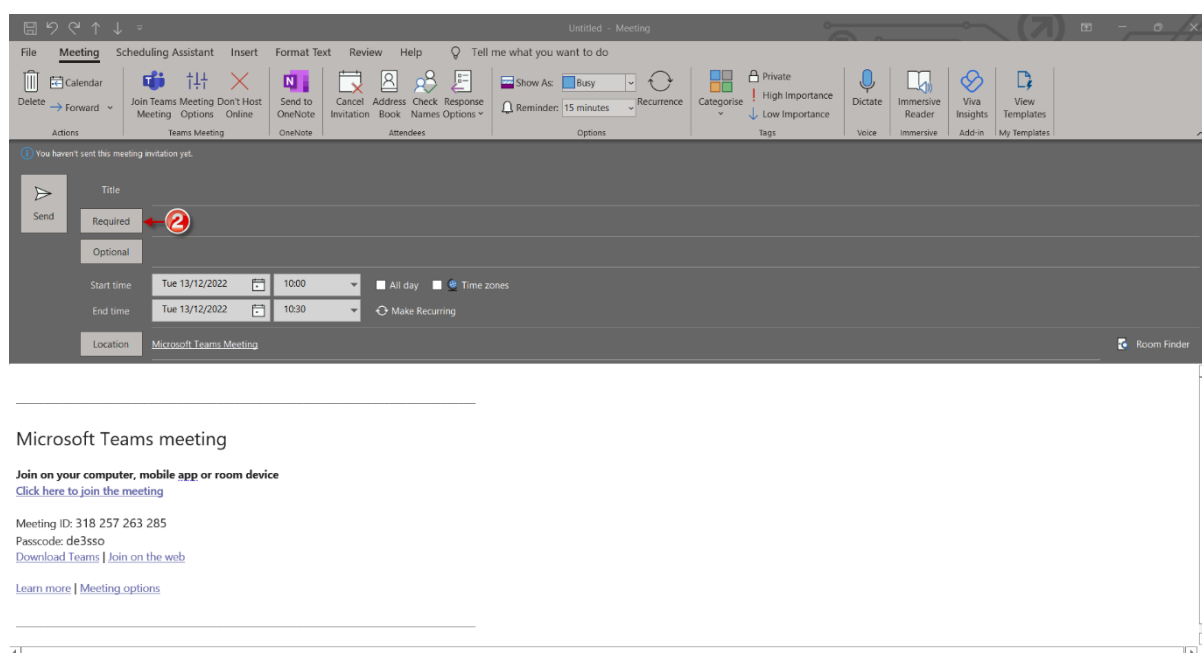


Figure 12: Required Button

3. Type in the search box for the name of the group you require.
4. The Address Book – This is a dropdown list of everybody within your address book.

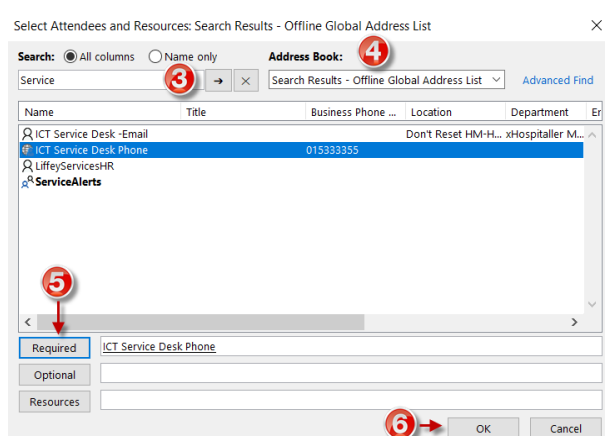


Figure 123: Selecting Attendees from Address Book

5. Click Required when you have found your desired group in the address book.



6. Click OK when done.

7. Click Send when done.

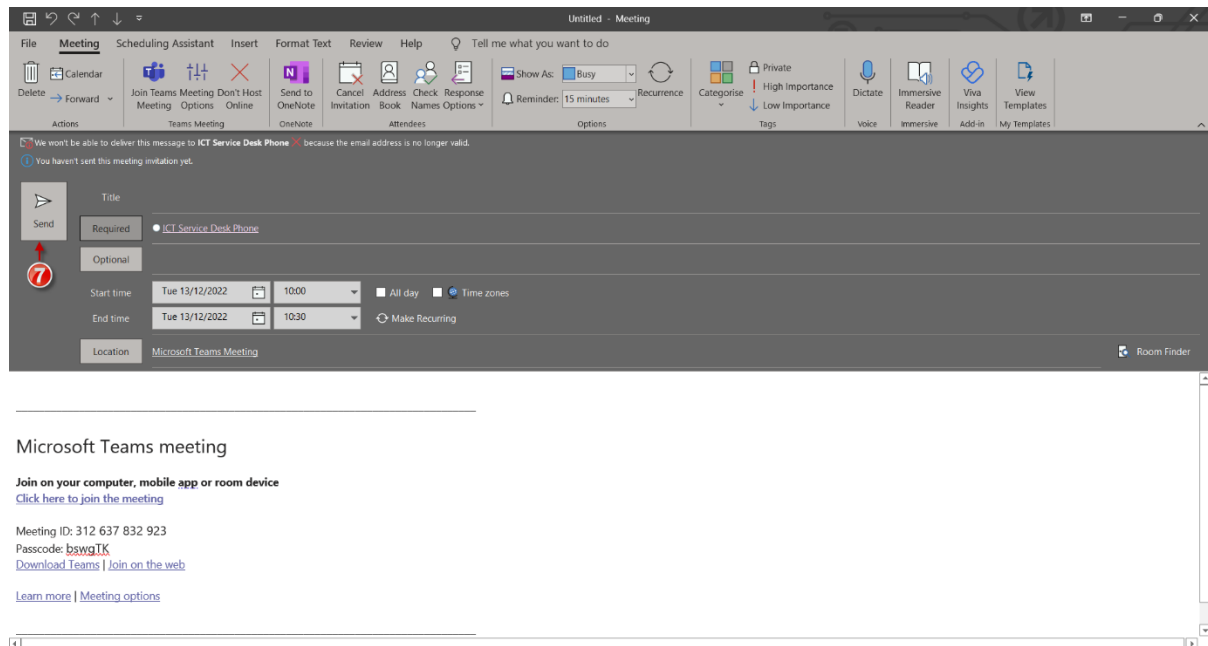


Figure 134: MS Outlook - Send Button



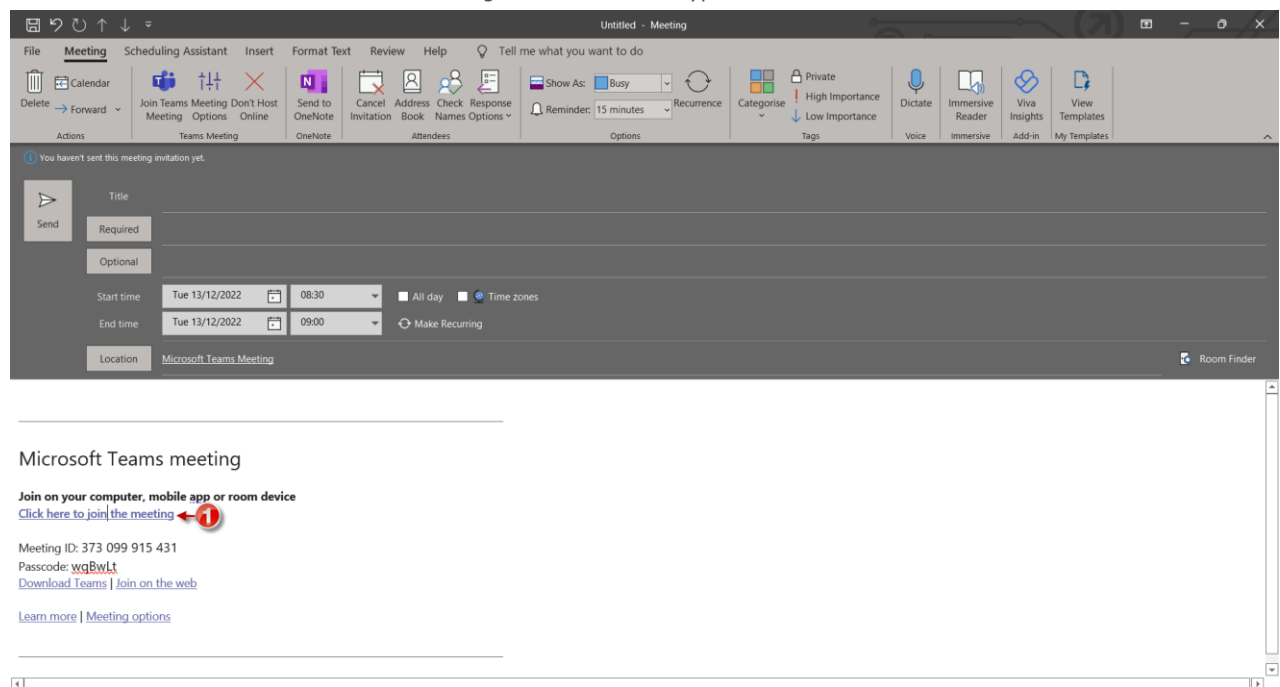
Editing Hyperlink (Optional)

A hyperlink is a text or an icon that bring you into a webpage by clicking, or in this cause the hyperlink brings your attendees into the MS Teams meeting that has been previously setup.

Step 4: Personalise the default Join message link in MS Teams

1. Navigate to “Click here to join the meeting” MS Teams Hyperlink

Figure 15: MS Teams Hyperlink





2. Right Click and click on Edit Hyperlink.

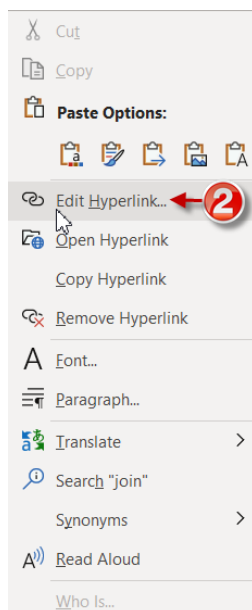


Figure 146: Hyperlink Menu



Please note: Use the right-hand mouse button to click and bring up the above menu.



- Click into Text to Display and delete Click here to Join the Meeting. Type in your personalised message for the link, for example "Meeting starting at 10.15pm."

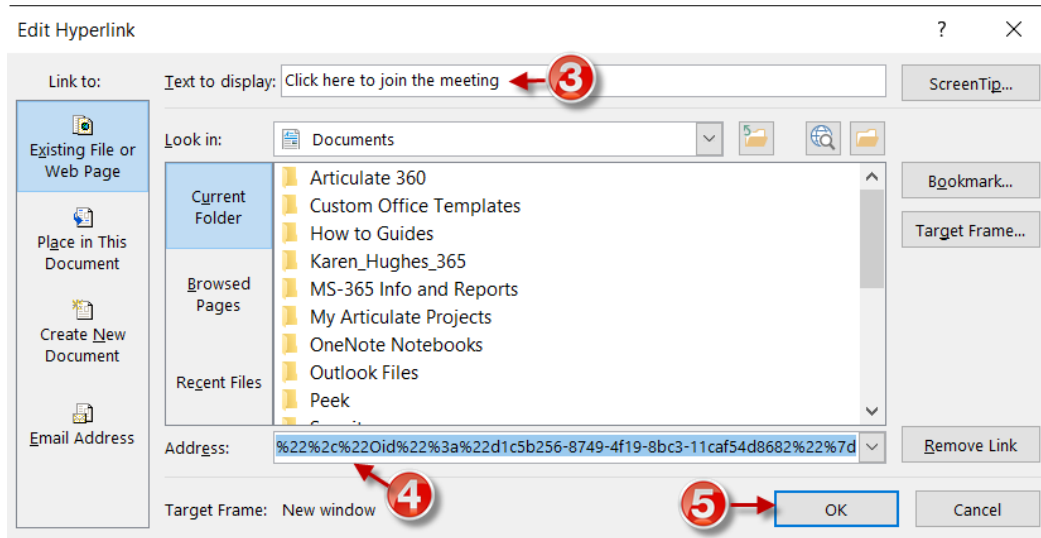


Figure 157: Edit Hyperlink

- This section is the address of our Meeting, please make sure you do not edit this link, if you accidentally delete this address, please cancel out of this box immediately.
- Once you have entered your new Text in the Text to display, Click OK.
- You will now see the new hyperlink with your teams meeting.

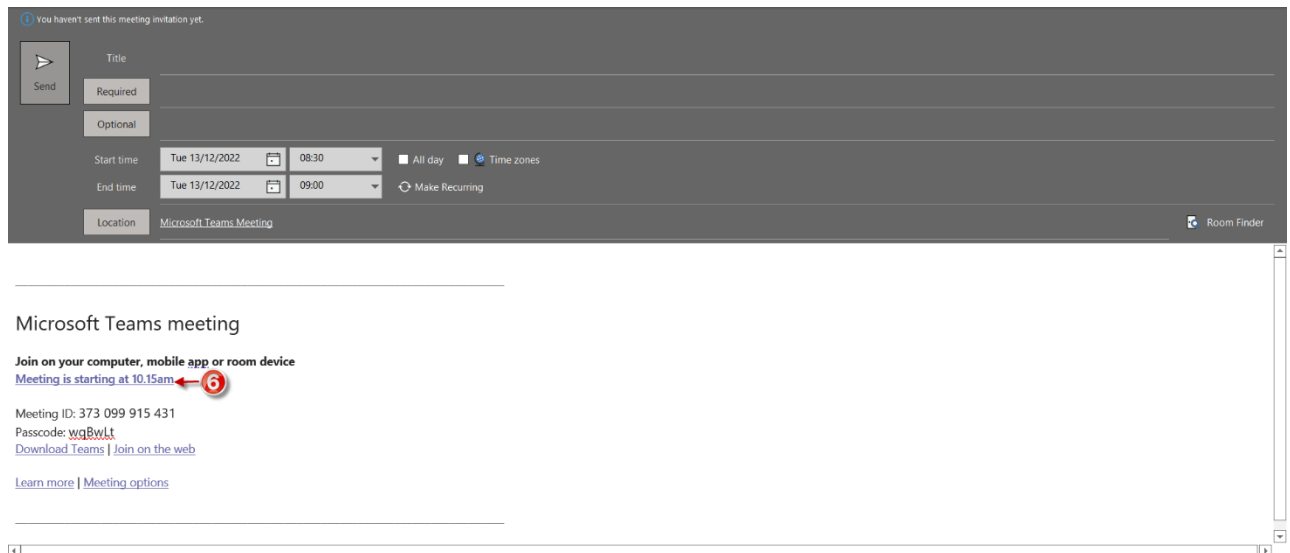


Figure 168: New Hyperlink in MS Teams



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