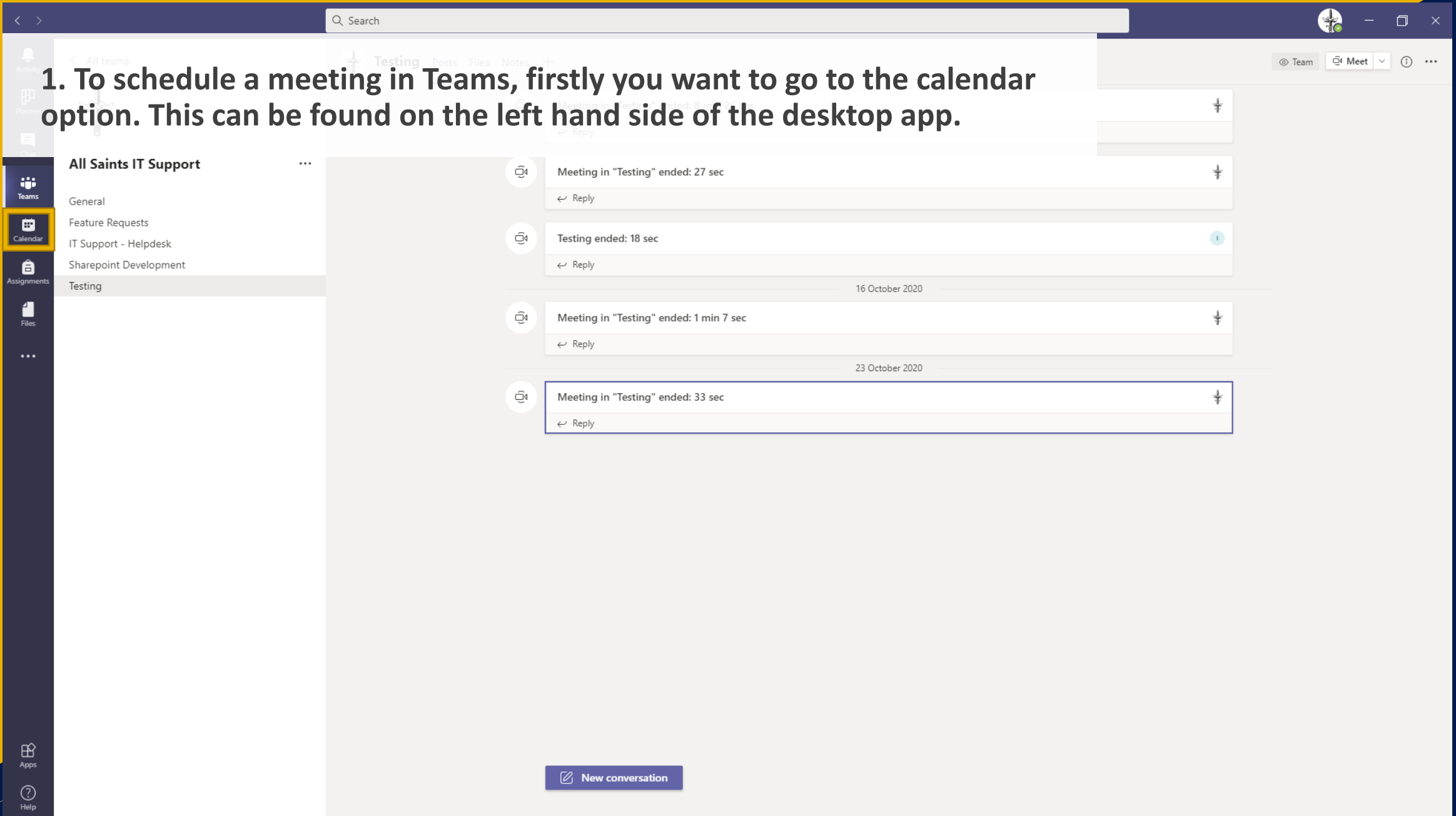


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# How To Guide – Creating a scheduled meeting in Teams



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



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

Meet now

+ New meeting

Working Week

Teams

Calendar

Assignments

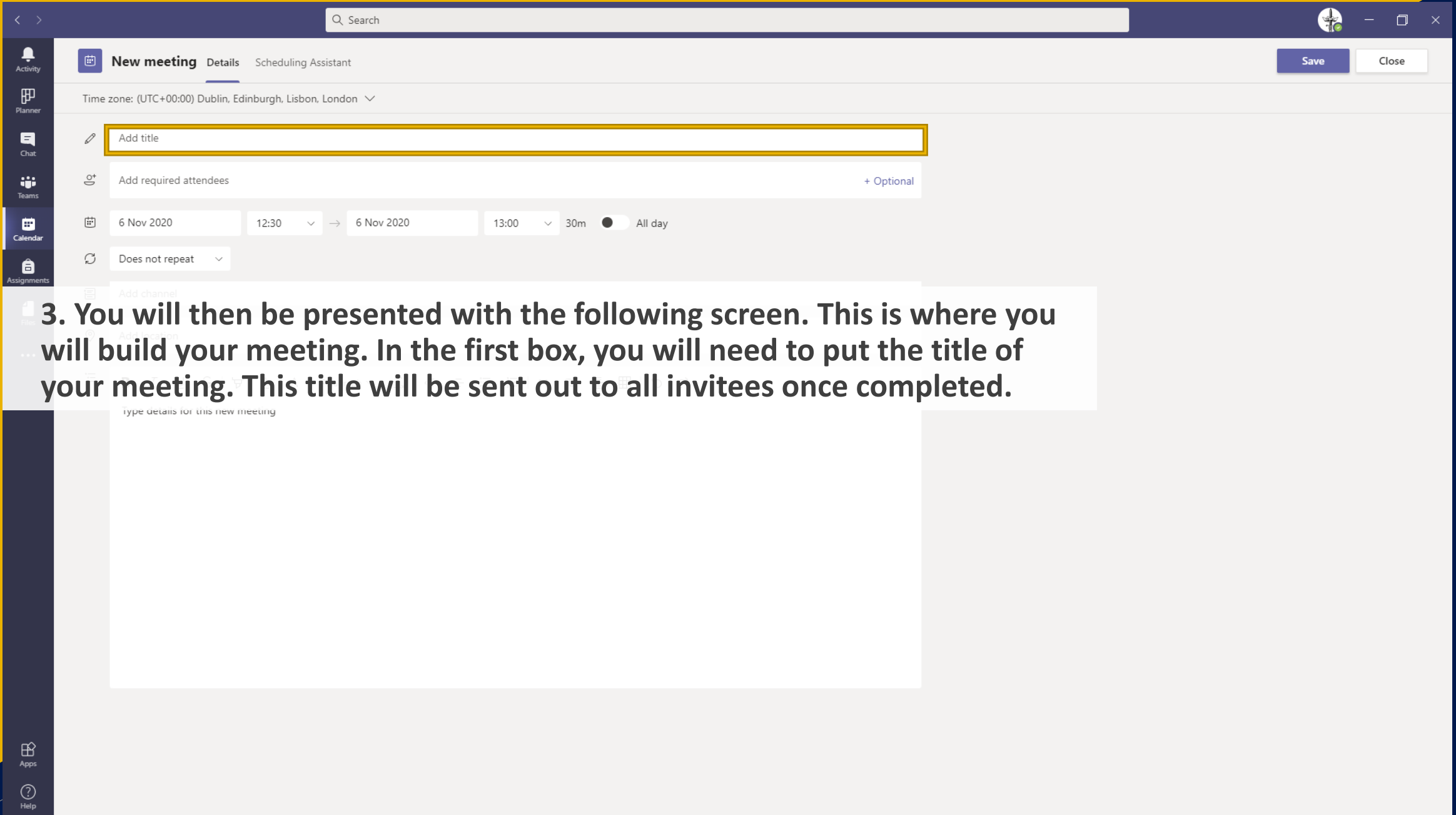
Files

...

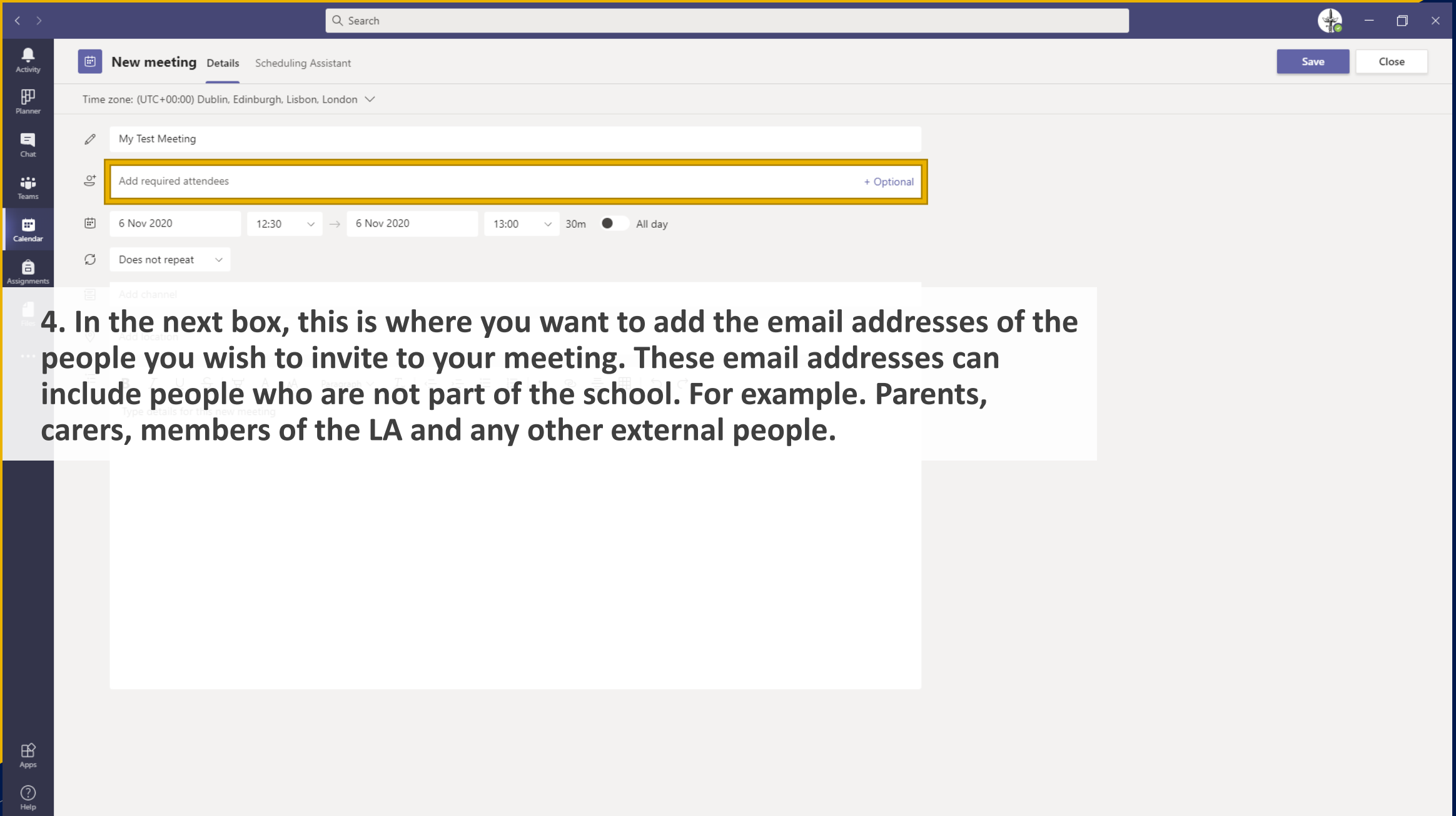
Apps

Help

	26 Monday	27 Tuesday	28 Wednesday	29 Thursday	30 Friday
07:00					
08:00					
09:00					
10:00					
11:00					
12:00					
13:00					
14:00					
15:00					
16:00					
17:00					



**3. You will then be presented with the following screen. This is where you will build your meeting. In the first box, you will need to put the title of your meeting. This title will be sent out to all invitees once completed.**



**4. In the next box, 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.**

Search

New meeting Details Scheduling Assistant

Send Close

Time zone: (UTC+00:00) Dublin, Edinburgh, Lisbon, London

My Test Meeting

IT Support + Optional

6 Nov 2020 12:30 → 6 Nov 2020 13:00 30m All day

Suggested: 12:30-13:00 13:00-13:30 13:30-14:00

Does not repeat

5. 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 1 2 3 4 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.

6. Finally, you may want to add a message that will be sent out in the invite email. This message can be as long as you wish and you could send out your meeting agenda as part of this.

IS IT Support × + Optional

9 Nov 2020 12:30 → 9 Nov 2020 14:00 1h 30m All day

Suggested: 12:30-14:00 12:00-13:30 11:30-13:00

Does not repeat

Add channel

Add location

**B** *I* U ~~ABC~~ | **A** **AA** Paragraph ▾ U | ↶ ↷ ☰ ☷ | ” ” @ ☰ ☷ | ↶ ↷

Dear all,

Please see the attached invite for my test meeting on Monday.

Should you have any questions please let me know.

Send Close

7. Once you have double checked that everything is correct and you have included the right people. Simply click the 'Send' button in the top right hand corner.

Send Close

- Teams
- Calendar
- Assignments
- Files
- ...
- Apps
- Help

IT Support x + Optional

9 Nov 2020 12:30 → 9 Nov 2020 14:00 1h 30m All day

Suggested: 12:30-14:00 12:00-13:30 11:30-13:00

Does not repeat

Add channel

Add location

Rich text toolbar: Bold, Italic, Underline, Text color, Background color, Paragraph, Indent, Outdent, Bulleted list, Numbered list, Quote, Unquote, Link, Table, Undo, Redo

Dear all,

Please see the attached invite for my test meeting on Monday.

Should you have any questions please let me know.



8. 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.

From: Support  
When: 09 November 2020 12:30 - 14:00 [View calendar](#)  
Where:



Dear all,

Please see the attached invite for my test meeting on Monday.

Should you have any questions please let me know.

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## Microsoft Teams meeting

**Join on your computer or mobile app**

[Click here to join the meeting](#)

[Learn More](#) | [Meeting options](#)

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# Thank You.



Mr J Smithson



01733 259776



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[www.allsaints.peterborough.sch.uk](http://www.allsaints.peterborough.sch.uk)