

Teams Meeting Guide

Indhold

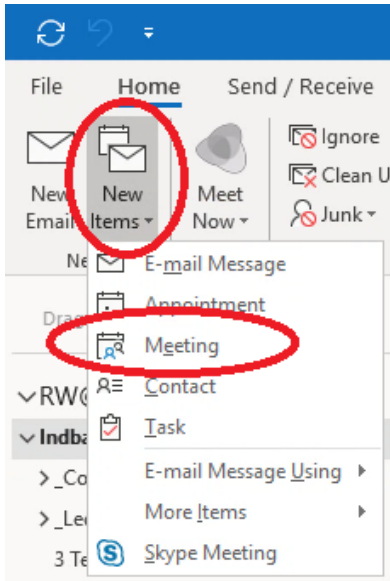
Create Teams meeting from Outlook (Requires Teams is installed)	2
Create Teams meeting from Outlook WebAccess:	3
Create Teams meeting from Teams application/online:	4

Note.

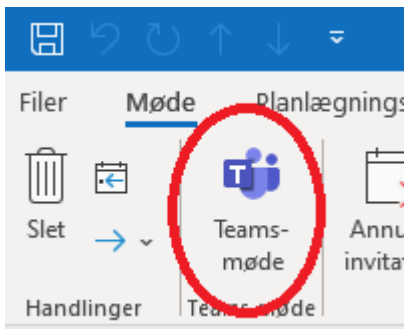
Voice and video meeting should always be on local machine, running from Citrix or Terminal server would give much delay.

Create Teams meeting from Outlook (Requires Teams is installed)

Click "New Items" & Meeting



Click the Teams button:



Fill out form as usual:

i You haven't sent this meeting invitation yet.
This appointment conflicts with another one on your calendar.

Send	Title					
	Required					
	Optional					
Start time	ti 12-05-2020		10:30	▼	<input type="checkbox"/> All day	<input type="checkbox"/> Time zones
End time	ti 12-05-2020		11:00	▼	Make Recurring	
Location	Microsoft Teams-møde					

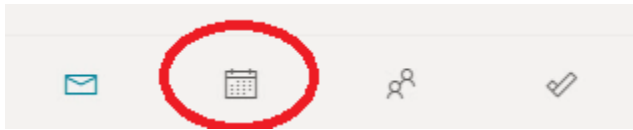
[Deltag i Microsoft Teams-møde](#)

[Få mere at vide om Teams](#) | [Mødeindstillinger](#)

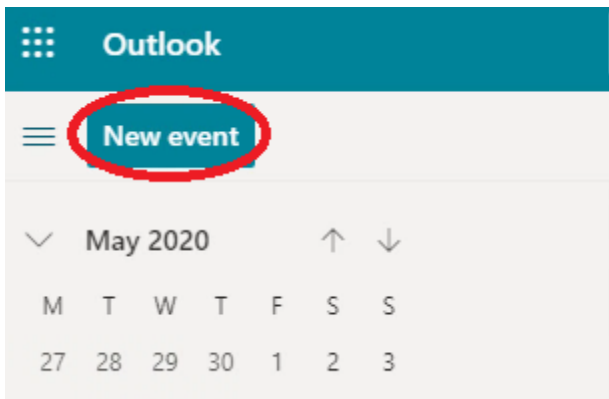
Create Teams meeting from Outlook WebAccess:

(<https://outlook.office365.com>)

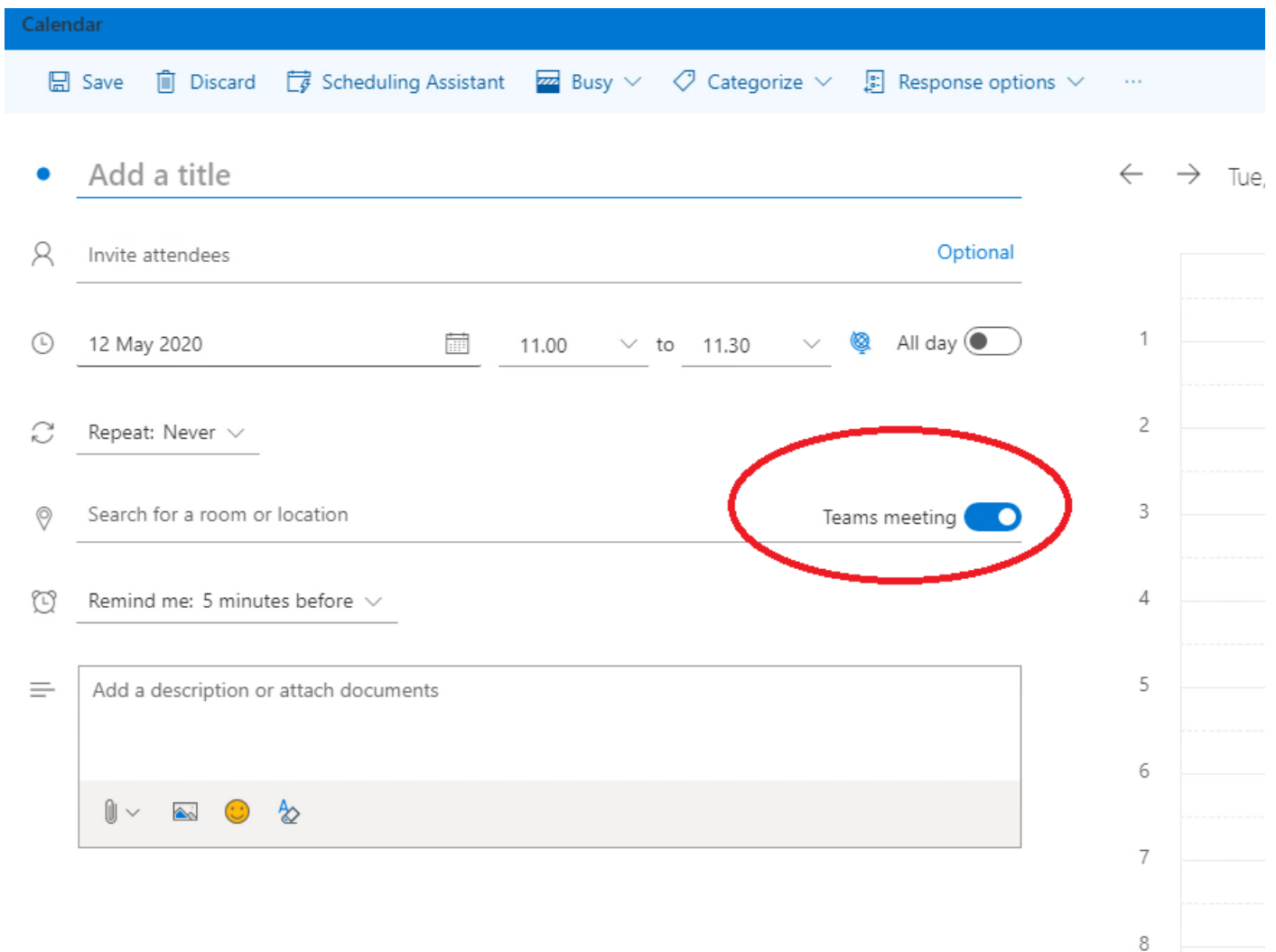
Click calendar view in the bottom left corner



Click "New event"



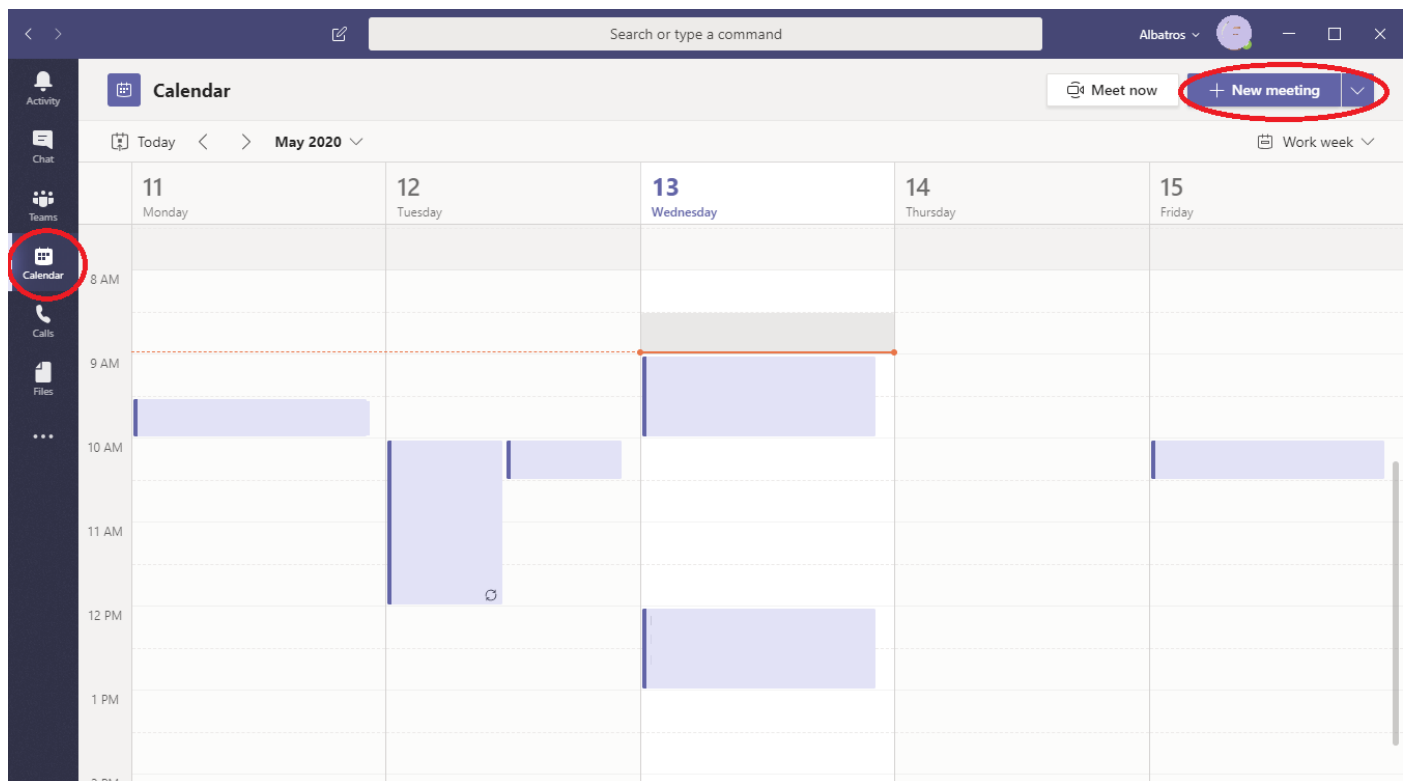
Enable "Teams meeting" and fill out form as usual



Create Teams meeting from Teams application/online:

Note. This also applies to teams webapp: <https://teams.microsoft.com/>

Click Calendar tap and click "+ New meeting"



Fill out form as usual (No need to mark it as a Teams meeting) and click save.

