










Microsoft Teams: 3 Ways to Create Meetings

Microsoft Teams meetings can be created via Microsoft Teams, Outlook, and the HUB. Use the chart below to access the specific How-To guided and videos for each application:

 <p>Microsoft Teams</p>	<p>You can easily create a Microsoft Teams meeting from the Teams calendar or schedule a meeting from a Teams Class. Click on the icons to access a step-by-step How-To guide.</p>	 
 <p>The HUB</p>	<p>You can create new Microsoft Teams meeting links in the HUB or add an existing Teams meeting link in the HUB through Events and other HUB elements. Click on the icons to access a step-by-step How to Guide.</p>	 
 <p>Office 365</p>	<p>You can create Microsoft Teams meetings from your Outlook calendar and invite participants. Or you could use Outlook to create a Teams meeting and share the meeting link in other platforms or resources you may have. Click on the icons to access the How-To guide.</p>	 

Look at the chart below to compare the differences between the three programs:

Features	Microsoft Teams (Calendar or Class)	Outlook	HUB
Creates a Join Meeting Link	✓	✓	✓
Recording Saved on Stream	✓	✓	✓
Teams Calendar	✓	✓	✗
Outlook Calendar	✓	✓	✗
HUB Calendar	✗	✗	✓