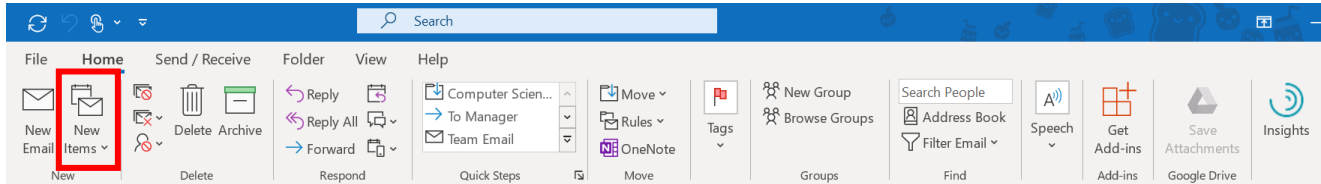
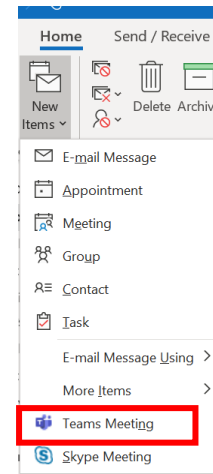


Create New Microsoft Teams Meeting Link with Microsoft Outlook

1. Open Microsoft Outlook application and click on **New Items** under Home tab



2. Select **Teams Meeting** from the dropdown.



3. Enter meeting details and click **Send**.

- Enter title of Teams meeting
- Enter Participants
- Date and time
- Select **Recurring** to use the same link for all class meetings.

A screenshot of the Microsoft Teams meeting creation form. The form is titled 'Skype Meeting | Teams Meeting | Meeting Notes' and includes tabs for 'Attendees' and 'Options'. A message at the top states 'You haven't sent this meeting invitation yet.' The 'Send' button, located on the left side of the form, is highlighted with a red rectangular box. The form fields include:

- Title:** A text input field with a 'Required' label.
- Optional:** A text input field with an 'Optional' label.
- Start time:** Set to Tue 9/29/2020 at 10:00 AM.
- End time:** Set to Tue 9/29/2020 at 10:30 AM.
- Location:** Set to Microsoft Teams Meeting.
- Options:** Includes checkboxes for 'All day' and 'Time zones', and a 'Make Recurring' link.

 Below the form, there is a link to 'Join Microsoft Teams Meeting', a phone number '+1 281-810-1822 United States, Houston (Toll)', and a 'Conference ID: 669 970 680#'.