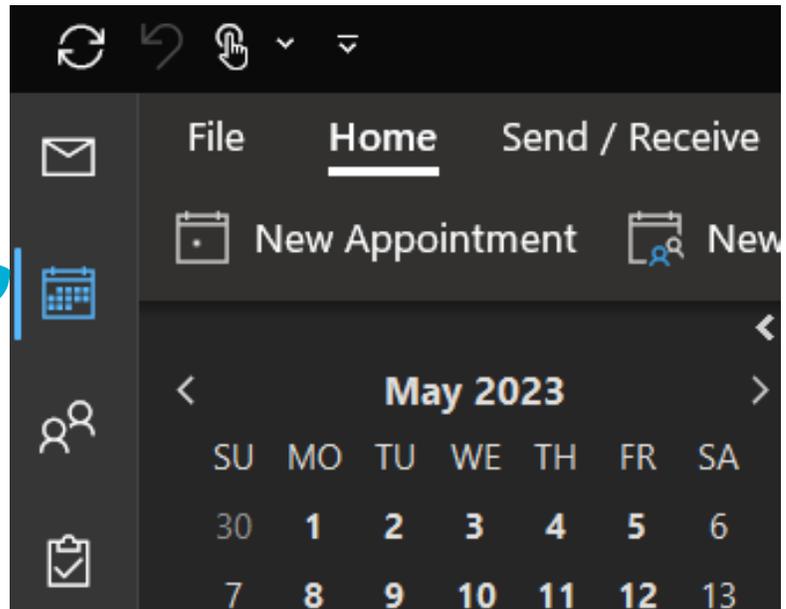




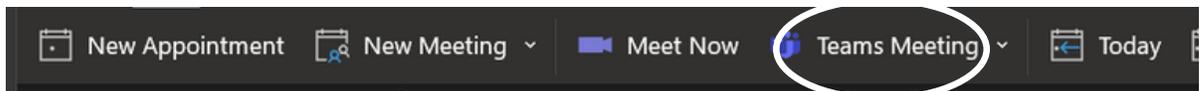
How to Create Teams Meetings

In the Outlook desktop app:

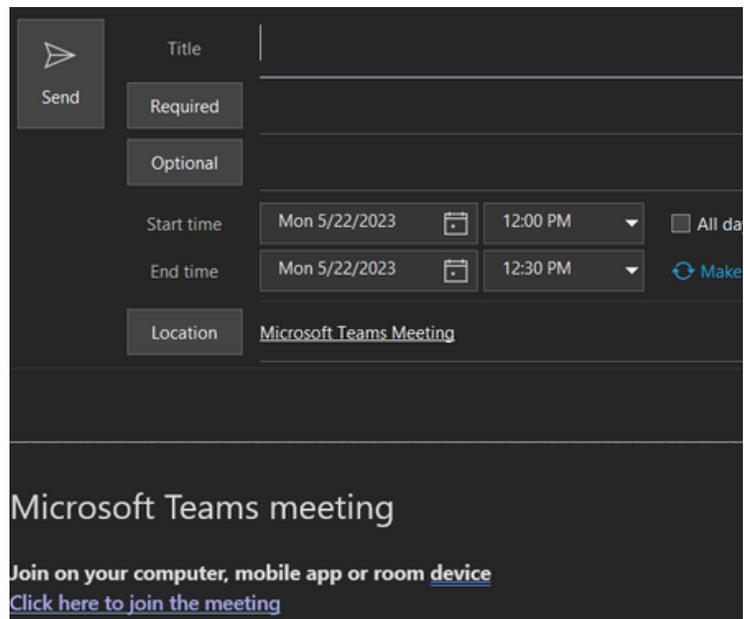
1. Go to your calendar...



2. Click on "Teams Meeting" which is on the top toolbar.



3. Fill out the meeting details. Note that your Teams meeting details have automatically been populated into the event.





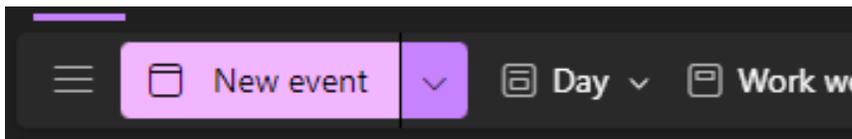
How to Create Teams Meetings

In the Outlook web app:

1. Go to your calendar...



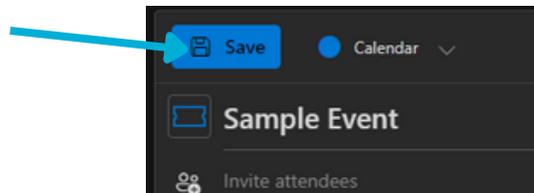
2. Click on "New Event" which is on the top toolbar.



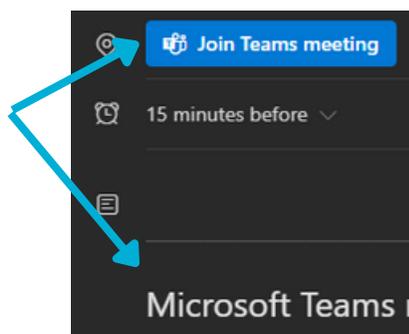
3. Next to "search for a room or location", toggle "Teams meeting" to on.



4. Click on save...



then reopen your event to see the Teams Meeting link or to join the meeting.



For additional support, visit [the Zoom to Teams transition page on the CMS website.](#)