



Schedule a new meeting



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1 You haven't sent this meeting invitation yet.															
To To Send Subject Location Microsoft Teams Meeting											5				
Start time			Tue 15-10-2019			15:30 -				All day event					
	End time		Tue 15-10-2019			16:00 -									
Join Learn n	Micros	soft	Teams ns Meeti	Mee	e ting ons										





Join Microsoft Teams meetings from outlook

To join the meeting click on calendar icon in outlook







File Home Send / Receive Folder View Help Q Tell me what you want to do Image: Send / Receive	Clicking on below IM symbol will open Team desktop client to chat with the contact					
New TeamViewer Delete Respond C S S ✓	□ ∽ Untitled - Message (HTML) □ × File Message Insert Draw Options Format Text Review Help ♀ Tell me					
From received email, Reply to sender or Reply all to all recipients in the email through IM. Clicking this option will open Teams chat window Image: Second Seco	Image: Send Cc					
To Presence of user in Send Cc	n Teams is indicated through colors in front of each contact in outlook as shown Green – Available Orange – Away 					
Sensitivity: Not set To Image: Creative state Send Cc Subject Subject	 Teams is indicated through colors in front of each contact in outlook as shown Green – Available Orange – Away Red – In meeting or busy 					