Schedule a new meeting

Schedule meeting from a specific mail

Select this option to set meeting with the members of specific email

Meeting window pops up with members from selected email
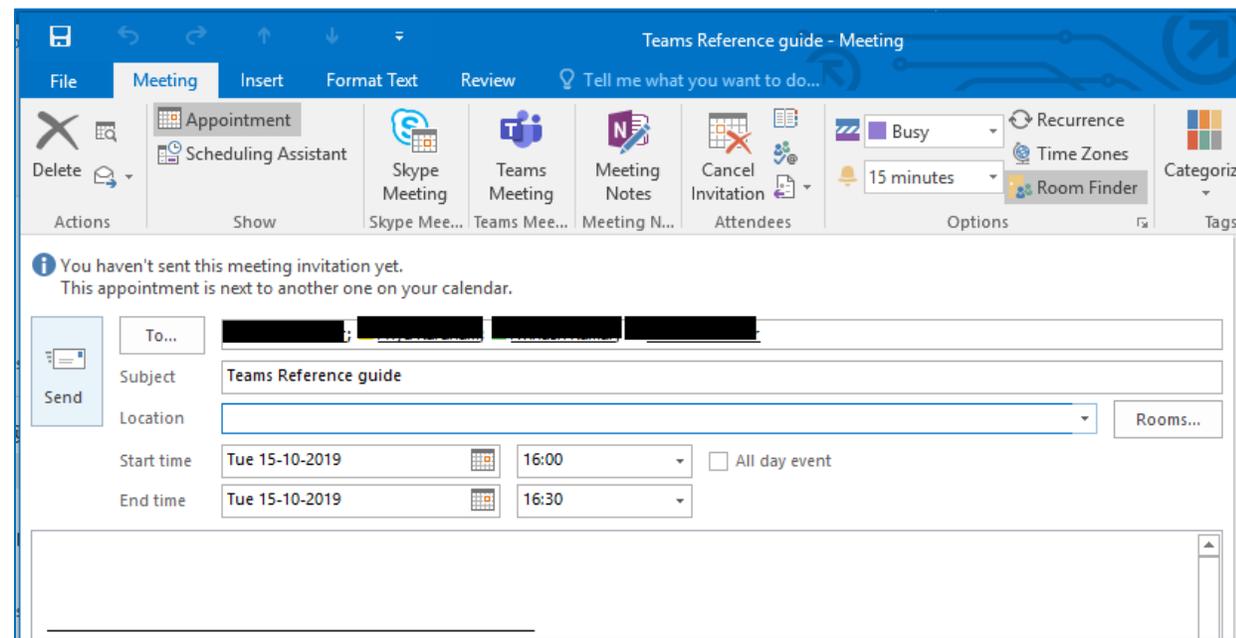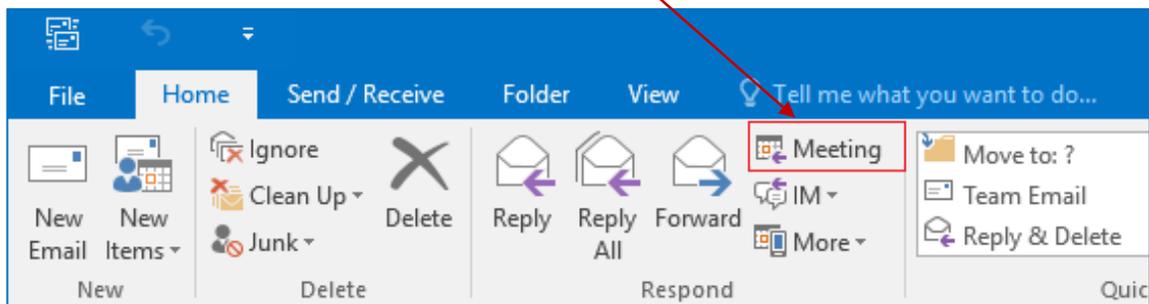
To join the meeting click on calendar icon in outlook
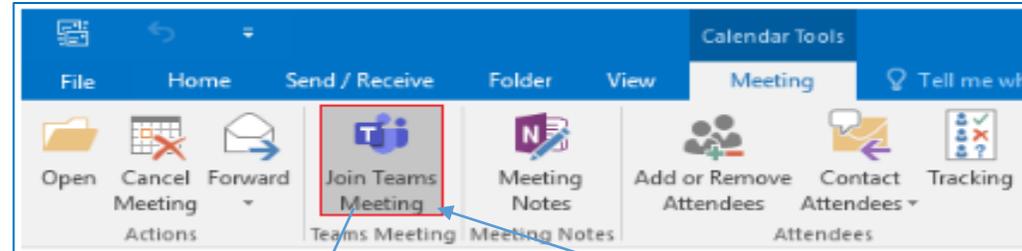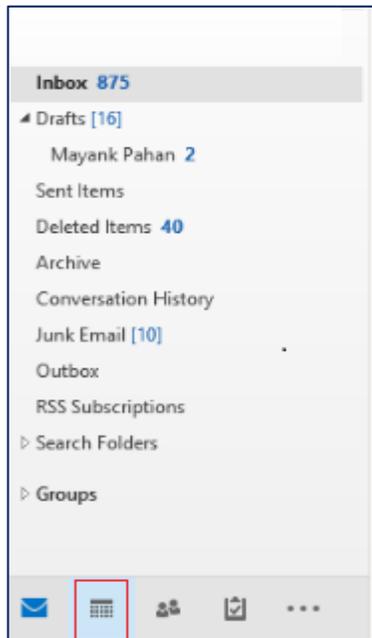
This redirects to Teams desktop client to join Teams meeting

Click on the particular meeting and then select "Join Teams meeting" option shown.
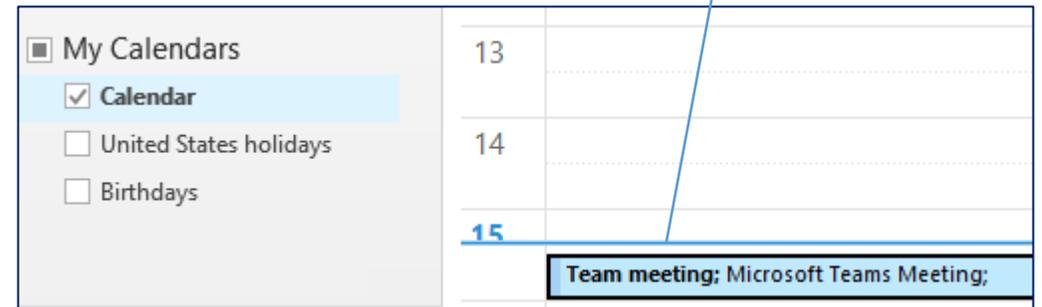
How to IM someone & Check Presence in Teams from Outlook

Clicking on below IM symbol will open Team desktop client to chat with the contact
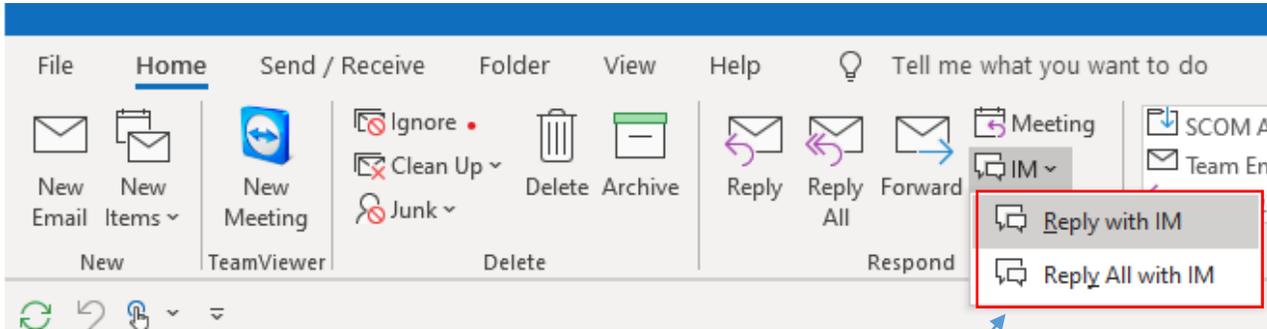
From received email, Reply to sender or Reply all to all recipients in the email through IM. Clicking this option will open Teams chat window
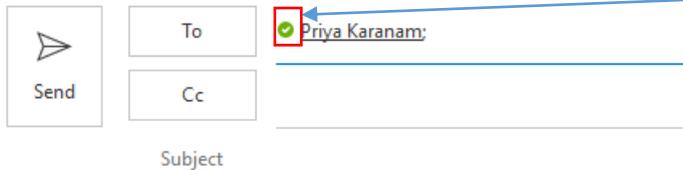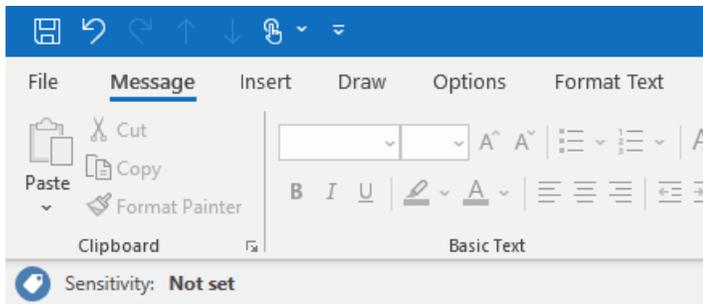
Presence of user in Teams is indicated through colors in front of each contact in outlook as shown
- Green – Available
- Orange – Away
- Red – In meeting or busy